

No. 19016/1/87-Estt(A)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

New Delhi – 1, dated the 12<sup>th</sup> March, 1987.

OFFICE MEMORANDUM

Subject: Change of name by Government employees – Procedure for.

The Ministry of Home Affairs O.M. No. 60/274-48/Estts. Dated 3<sup>rd</sup> November, 1948 as amended vide O.M. No. 87/52-Estts., dated 24<sup>th</sup> March, 1952 lays down the procedure for a change of name by Government employees. The Government recently had the occasion to review these instructions in the light of experience in certain cases. It was found that the instructions are incomplete in so far as they do not cover certain situations. It has, therefore, been decided to adopt the following procedure in supersession of all previous orders on the subject:

I – All cases of addition / deletion or change in name / surname;

- (i) A Government employee wishing to adopt a new name or to effect any modification in his / her existing name may do so, formally by a deed changing his / her name. The sample deed form is enclosed.
- (ii) The execution of the deed should be followed by publication of the change in a prominent local newspaper as well as in the Gazette of India at the Government employee's own expense.

II - Addition / change in surname only, on account of marriage/ remarriage of a female Government employee.

The following requirements may be met for this purpose:

- (i) If the Government employee desires a change she should give a formal intimation to her appointing authority of her marriage and request for a change in her surname.
- (ii) Particulars of the husband may be given for making necessary entries in the Service Book.

...2/-

III - Deletion of surname or reversion to maiden name on divorce / separation or death of the husband of female Government employee.

Change may be permitted if a female Government employee gives:

- (i) an intimation to the appointing authority regarding change in marital status; and
- (ii) a formal request for reversion to her maiden name.

Note: - There is no prescribed form for items II & III.

2. Ministry of Agriculture etc. are requested to bring these instructions to the notice of all administrative authorities under their control for information and compliance.

Sd/-  
(A. Jayaraman)  
Director (E)

To  
All Ministries / Departments of the Government of India with usual number of spare copies.

No. 19016/1/87-Estt.(A) Dated the 12<sup>th</sup> March, 1987.

Copy forwarded for information and necessary action to:-

1. Comptroller & Auditor General of India, New Delhi.
2. U.P.S.C., New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. Commissioner for Linguistic Minorities, Allahabad.
6. All Union Territory Administrations.
7. All Zonal Councils.
8. Lok Sabha / Rajya Sabha Secretariat, New Delhi.

...3/-

9. All attached and Subordinate offices of the Ministry of Personnel, Public Grievances and Pensions.

10. All Sections of the Ministry of Personnel, Public Grievances and Pensions and the Ministry of Home Affairs.

Sd/-  
(A. Jayaraman)  
Director (E)

**DEED FOR CENTRAL GOVT. EMPLOYEE FOR  
CHANGE OF NAME/SURNAME**

BY THIS DEED I the undersigned.....lately  
called.....employed as  
(Former name)

.....  
(Designation of the post held at the time by the Govt. servant)

at.....  
(Place where employed in the Ministry/Department of the Govt. of India)

do hereby:-

1. Wholly renounce, relinquish and abandon on the use of my former name of  
.....and in place thereof do assume from the date there of the name of  
.....and so that I may hereafter be called, known and distinguished not by my  
former name of .....but by my assumed name  
of.....

2. For the purpose of evidencing such my determination, declare that I shall at all times  
hereafter in all records, deeds and writings and in all proceedings, dealings and transactions private  
as well as public and upon all occasions whatsoever use and sign the name  
of.....as my name in place of and in substitution for my former  
name of.....

3. Expressly authorities and request all persons at all times hereafter to designate and address  
me by such assumed name of.....

4. In witness whereof I have here unto subscribed my former and adopted name  
of.....and .....affixed my seal  
this.....day of .....

Old Signature.....  
New Signature.....

Signed and delivered by the above  
named.....  
formerly.....in the presence of :-

Witness No. - 1

Signature.....  
Name.....  
Designation.....  
Official Address.....  
(With Rubber stamp)

Witness No. - 2

Signature.....  
Name.....  
Designation.....  
Official Address.....  
(With Rubber stamp)