



कार्यालय प्रधान महालेखाकार (ले० व ह०)

हिमाचल प्रदेश शिमला-171003

कार्यालय आदेश संख्या:- प्रशासन/ए/2022-23/406

दिनांक : 01-12-2022

परिपत्र

नाम और उपनाम बदलवाने के लिए प्रशासन अनुभाग में प्राप्त आवेदन में भारत सरकार, कार्मिक लोक शिकायत और पेंशन मंत्रालय द्वारा जारी कार्यालय ज्ञापन संख्या 19016/1/87-Estt (A) दिनांक 12-03-1987 (संलग्न) में निहित निर्देशों का अनुपालन नहीं किया जा रहा है।

अतः समस्त अधिकारियों और कर्मचारियों को निर्देशित किया जाता है कि भविष्य में नाम और उपनाम बदलवाने के लिए आवेदन उपरोक्त कार्यालय ज्ञापन में निहित निर्देशों को पूरा करते हुए करें अन्यथा आवेदन प्रशासन अनुभाग में स्वीकार नहीं किया जायेगा।

हस्ता/-

उप महालेखाकार (प्रशासन)

पृष्ठांकन सं० - प्रशासन /F-3/53 (1)/ विविध/2022-23/3383-90

दिनांक: 01-12-2022

प्रतिलिपि निम्नलिखित के सूचनार्थ एवं आवश्यक कार्यवाही हेतु अग्रेषित:-

- 1 सचिव, प्रधान महालेखाकार
- 2 निजी सहायक, उप महालेखाकार (प्रशासन)
- 3 निजी सहायक, उप महालेखाकार (लेखा व वी. एल. सी.)
- 4 समस्त वरिष्ठ लेखा अधिकारी।
- 5 समस्त सहायक लेखा अधिकारी।
- 6 अन्य कर्मचारीगण।
- 7 'ए' क्रम मिसिल प्रशासन अनुभाग।
- 8 कार्यालय वेबसाइट पर।


वरिष्ठ लेखा अधिकारी (प्रशासन)

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

37C

New Delhi - 1, dated the 12th 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 3rd November, 1948 as amended vide O.M. No. 87/52-Estts., dated 24th 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.

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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 12th 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/-