

**SAMPLE - DEED FOR 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)

Copy of O.M. No. 190016/187-Estt. dated 12<sup>th</sup> March, 1987 from Department of Personnel and Training.

The Ministry of Home Affairs O.M.No. 67/274/48/Estts. dated 3<sup>rd</sup> November, 1948 as amended vide O.M. No. 87/52Estt. dated 24<sup>th</sup> March, 1952 lays down the procedure for change of name by Government employees. The Govt. recently had the occasion to review these instructions in the light of experience in certain cases. It was found that the instructions are in complete in so far as they do not cover certain situations. It has, therefore, been decided to adopt the following procedure in suppression of all previous orders on the subject.

- I. All cases of addition/deletion or change in name/surname:-
  - i. A Govt. employee wishing to adopt a new name or to effect any notifications 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 Govt employee's own expense.
- II. Addition/Change in surname only, on account of marriage, remarriage of a female Govt. employees.
  - i. If the Govt. 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.
- III. Deletion of surname or reversion to maiden name on divorce/separation or death of the husband of female Govt. employee, change may be permitted if a female Govt. employee gives:-
  - i. An intimations to the appointing authority regarding change in marital status; and
  - ii. A formal request for reversion to her maiden name.

NOTE: - The sample deed form is to be submitted along with request as at I, II& III above by Government employee.