

No.A.47012/1/2016-P&AR(GSW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)

Dated Aizawl, the 17th January, 2017

OFFICE MEMORANDUM

Subject: Change of name of Government Servant

It is well established that every Government Servant goes by his/her name as entered in the first page of his/her Service Book/Service Card, which in turn is based on the name as entered in his/her School Certificate/Birth Certificate, etc. produced by him at the time of recruitment/appointment. However, there can be occasions where a Government servant wishes to change his/her name on account of various reasons.

The procedure for change of name of a Government Servant, as outlined in the Office Memorandum issued by Department of Personnel & Training vide OM No.19016/1/87-Estt.(A) dated 12.03.1987, has also been followed under the Government of Mizoram.

In order to simplify the procedure for change of name of a Government Servant and considering the procedure outlined by the aforesaid OM, the following instructions are hereby issued for disposal of cases of change of name of a Government servant:

Case-I: All cases of addition/deletion or change in name/surname:

- 1) A Government servant 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 given at *Annexure*.
- 2) Execution of the Deed for changing name/surname shall be followed by a formal request to the Appointing Authority for a change of name/surname.
- 3) The Appointing Authority shall issue an order notifying the change of name/surname which should be followed by publication of the change in a prominent local newspaper as well as in the Mizoram Gazette at the Government employee's own expense.

Case-II: Addition/change in surname only on account of marriage/re-marriage of a female Government servant:

- 1) If a female Government servant desires an addition/change in surname only on account of marriage/re-marriage, she should give a formal intimation to her Appointing Authority of her marriage and request for a change in her surname
- 2) The Appointing Authority shall issue an order notifying the addition/change of surname

Case-III: Deletion of surname or reversion to maiden name on divorce/separation or death of the husband of a female Government servant:

- 1) If a female Government servant desires deletion of surname or reversion to her maiden name on account of divorce/separation or death of a husband, she should give an intimation to the Appointing Authority regarding change in the marital status with a formal request for deletion of her surname or reversion to her maiden name
- 2) The Appointing Authority shall issue an order notifying the change accordingly.

The Deed for changing name as enclosed in *Annexure* has to be executed in Case-I only and there are no prescribed forms for Case-II and Case-III.

Further, the Government observed that an Affidavit for execution of the Deed for change of name/surname has often been made by Government servants wishing to change their name/surname, imposing certain monetary costs on the concerned Government servants. In order to simplify the procedure, it has been decided that execution of an Affidavit for change of name/surname is no longer required and Government servants wishing to change their name falling under the category of Case-I can do so as per the procedure outlined above using the sample Deed as enclosed in *Annexure* without an Affidavit.

Sd/- RENU SHARMA

Principal Secretary to the Govt. of Mizoram

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Copy to:

1. Secretary to Governor, Mizoram
2. Principal Secretary to Chief Minister, Mizoram
3. P.S. to Speaker/Ministers/Deputy Speaker/Ministers of State
4. P.S. to Vice Chairman, State Planning Board/Government Deputy Chief Whip/Parliamentary Secretaries
5. Sr. P.P.S. to Chief Secretary
6. P.S. to all Principal Secretaries/Commissioners/Secretaries/Special Secretaries
7. Secretary, MPSC/MSIC/MSEC/AMC
8. All Administrative Departments
9. All Heads of Departments
10. All Deputy Commissioners
11. All wings of DP&AR
12. Website Manager, DP&AR for uploading in the official website
13. Guard File


(LALROHLUA)

Under Secretary to the Govt. of Mizoram
Deptt. of Personnel & Administrative Reforms
Ph : 0389-2333526

DEED FOR CHANGING NAME/SURNAME

By this Deed, I, the undersigned _____
(new name) now lately called _____ (former
name) employed as _____ (designation of the post
held by Government servant) at _____ (place of
posting) do hereby:-

- 1) Wholly renounce, relinquish and abandon the use of my former name of _____ and in place thereof do assume from the date thereof the name of _____ (new name) and so that I may hereafter be called, known and distinguished not by my former name of _____ but by my assumed name of _____ (new name).
- 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 _____ (new name) as my name in place of and in substitution for my former name of _____
- 3) Expressly authorise and request all persons at all times hereafter to designate and address me by such assumed name of _____ accordingly.

In witness whereof, I have hereunto subscribed my former and adopted names of _____ (former name) and _____ (new name) on this _____ day of _____ (month), _____ (year)

Signed and delivered by the above

Named _____

Formerly _____

In the presence of

Witness No. 1 : _____

Witness No. 2 : _____