



**Government of Jammu and Kashmir,
Finance Department (Codes Division),
Civil Secretariat, Jammu/Srinagar.**

**Subject:-Change of name by Government employees-
Procedure thereof.**

C I R C U L A R


Finance Department has received number of cases from various Administrative Departments seeking advice/opinion for change/correction/alteration in name of a Government employee (s).

The Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training vide O.M No. No. 19016/1/87-Estt(A) dated: 12.03.1987 has issued instructions/procedure to be followed in relation to change of name by Government employees.

The procedure that needs to be followed for change/correction/alteration of name of Government employees in Union Territory of J&K, shall be regulated in the following manner:

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 at the Government employee's own expense.


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- iii. The change in the name shall be made with Aadhaar authentication and complete verification of record of e-HRMS.

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 in surname 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.
- 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 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.


Sd/-
(S.L. Pandita)
Director General (Codes),
Finance Department.

No:- FD-Code/154/2022-03-

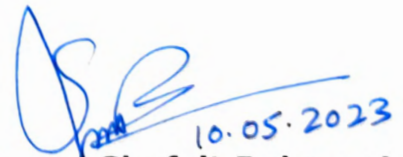
Dated: 10.05.2023

Copy to the:

1. Ld. Advocate General, J&K.
2. Principal Accountant General, J&K Srinagar/Jammu.
3. All Financial Commissioners (Additional Chief Secretaries).


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4. Director General of Police, J&K.
5. All Principal Secretaries to Government.
6. Jt. Secretary (J&K), Ministry of Home Affairs, Government of India.
7. Principal Resident Commissioner, 5-Prithvi Raj Road New, Delhi.
8. Chief Electoral Officer, J&K.
9. All Commissioner/ Secretaries to Government.
10. Divisional Commissioner Kashmir/ Jammu.
11. Principal Secretary to Chief Justice, J&K High Court Srinagar/Jammu.
12. Registrar General, J&K High Court Srinagar/Jammu.
13. Director Anti Corruption Bureau, J&K.
14. Director General, Audit and Inspections.
15. Director General, Budget Division J&K.
16. Director General Accounts and Treasuries.
17. Director General Local Fund Audit & Pensions, J&K.
18. Director General Funds Organization.
19. Director Information, J&K.
20. All Head of Departments/ Managing Directors/ Chief Executive Officers of State PSU's/ Autonomous Bodies/ Societies.
21. Secretary J&K Public Service Commission.
22. All District Development Commissioners.
23. Secretary, J&K Legislative Assembly.
24. Director/Principal, Northern Zonal Accountancy Training Institute Jammu.
25. Director Accounts & Treasuries Kashmir/ Jammu.
26. All Directors of Finance/Financial Advisors & CAOs.
27. Principal Accountancy Training School Srinagar.
28. Joint Director, J&K Funds Organization Srinagar/Jammu.
29. All Treasury Officers.
30. General Manager, Government Press, Srinagar/ Jammu for publication in Government Gazette.
31. Principal Private Secretary to Hon'ble Lieutenant Governor.
32. Private Secretary to Hon'ble Advisor (B).
33. Private Secretary to Chief Secretary.
34. Private Secretary to Administrative Secretary, Finance Department.
35. I/C website, FD (www.jakfinance.nic.in).
36. I/C website GAD
37. Government Order File (W2 scs).



(Mohammad Shafait Rehman)
Deputy Director (Codes),
Finance Department.

DEED FOR GOVERNMENT 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 Government Servant)
at.....
(Place where employed in the Department of Government of J&K)

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 ofbut 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 ofas 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.....

Witness No:- 2.

Signature.....
Name.....
Designation.....
Official Address.....


10.05.2023