

15. CHANGE OF NAME OR SURNAME

[Home Department Memo. No. 592(22)-Ref., dated the 31st May 1955]

Change of name, surname by Government Servant

The undersigned is directed to say that references are received from time to time from Government employees to change their recorded names. No definite procedure for this purpose has so far been laid down for according recognition to a bona fide change. The following procedure has therefore been decided upon in consultation with the Law Department and Government of India. This may be noted for future guidance.

2. A Government servant wishing to adopt a new name or to effect any modification in his existing name should be asked to adopt the change formally by a deed changing his name. In order that the execution of the document may not be in doubt it is desirable that it should be attested by two witnesses preferably those known to the Head of the Office in which the Government servant is serving. A sample deed form is enclosed for reference. The execution of deed should be followed by publication of the change in a prominent local newspaper as well as the Gazette of Orissa, publication being undertaken by the Government servant at his own expense. For the publication of the advertisement in the Orissa Gazette the Government servant should be directed to approach the publisher of the Orissa Gazette.

3. It is only after the formalities described in the foregoing paragraph have been complied with and satisfactory evidence of identity and execution of the document is added by the Government servant that the adoption of new name or change in the existing name should be recognised officially entries in Government records so far as may be necessary be amended accordingly. True copies of the relevant documents should be retained by the Head of the Office concerned.

Deed Changing Surname

By this DEED the undersigned..... (New name of etc., now lately called:..... (old name) employed at..... (designation of the post held at the time by the Government servant concerned at..... (place where employed) in the ..... (Department) of the Government of Orissa. do hereby—

For and on behalf of myself and my wife and children and remoter issue wholly renounce, relinquish and abandon the use of my former surname of..... and in place thereof assume from the date hereof the surname of ..... and so that I and my wife and children and remoter issue may hereafter be called, known and distinguished not by my former surname of..... but by my assumed surname of.....

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 surname in place of and in substitution of my former surname of.....

Expressly authorise and request all persons at all times hereafter to designate and address me and my wife and children and remoter issue by such assumed surname of..... accordingly.

IN WITNESS WHEREOF I have hereinto subscribed my former and adopted names of ..... and ..... and affixed my seal ..... day of.....

Signed sealed and delivered by the above named..... (old name) (New name) formerly..... (Old name) in the presence of..... (new name)