

Protocol

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

Dated Aizawl, the 17<sup>th</sup> 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.

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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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2. Principal Secretary to Chief Minister, Mizoram
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5. Sr. P.P.S. to Chief Secretary
6. P.S. to all Principal Secretaries/Commissioners/Secretaries/Special Secretaries
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