

5. CONDUCT RULES

5.3 Public Services - Change of name by Government servants-Revised instructions

Personnel and Administrative Reforms (A) Department

G.O. (Ms) No. 196

Dated : 18.8.1998

Read :

G.O. (Ms) No.1268, Public (Ser.A) Department, Dated 23.5.67 Government Memorandum No.622/72-3, Personnel and Administrative Reforms (Ser.A) Department, Dated : 19.04.72.

ORDER

In the Government Order first cited, orders were issued prescribing the procedure to be followed for the change of names of Government Servants, Gazetted and Non-Gazetted, in official records, after they are notified in the Tamil Nadu Government Gazette. In the Memorandum second cited, the cases of women employees changing their names after marriage were dealt with.

2. To consolidate the existing instructions, the Government have re-examined the present procedure. After taking into account the procedure followed by the Government of India in respect of change of name of Central Government Servants, the Government now direct that the following procedure for change of name of all Government officials be followed in supersession of all earlier orders :-

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

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 format of the deed is annexed to this order.

i) The execution of the deed shall be followed by publication of the change in the Tamil Nadu Government Gazette at the Government employee's own expense.

ii) After the change of name is notified in Tamil Nadu Government Gazette, the changed name of the Government employee shall be recognized / recorded by the Government in concerned administrative department in Secretariat in respect of A and B officials and by the concerned Head of Department in respect of C & D officials.

iii) Such an order issued by the administrative department of Secretariat / Heads of Department shall quote the Part, Section, Page number and date of publication of the Tamil Nadu Government Gazette in which the change was notified.

iv) While following the above procedure for A & B officials, Departments of Secretariat need not refer such cases to Personnel and Administrative Reforms Department before issue of orders.

v) After issue of such an order, a copy of this order in respect of self-drawing officers shall be sent to the Accountant General / Pay and Accounts Officer concerned who is in-charge of service records. In respect of others, a copy of such order will be added to his / her Service Register after making necessary entries thereon and also in the Personal Files / Confidential Report of the Government employees, as the case may be.

II. Addition/ Change of Surname only on account of marriage/ re-marriage of a

Woman Government employee :-

i) If the woman Government employee desires a change, she should give a formal intimation of her marriage to her appointing authority and request for a change in her surname.

ii) Particulars of the husband should 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 woman Government employee :-

Change shall be permitted if a woman Government employee gives an intimation to the appointing authority regarding change in marital statues; and a formal request for reversion to her maiden name. There shall be no prescribed formats for items II and III above.

(By order of the Governor)

D. PRAKASH
SECRETARY TO GOVERNMENT

ANNEXURE

DEED CHANGING NAME / SURNAME

BY THIS DEED, I the undersigned

(new name) now lately called

(former name) employed as

(Designation of the post held at the time by the Government servant) at

..... (place where employed in the Department)

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

And so that I may hereafter be called, known and distinguished not by my former Name of 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 authorized 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 and

And affixed my seal this day of

.....
.....

Signed and delivered by the above

named

formerly.....

in the presence of :

WITNESS : (1)

(2)