

GOVERNMENT OF ORISSA  
HOME DEPARTMENT.

Memo No.592 (22) Reforms  
Cuttack, the 31st May, 1955

To All Departments of Government.

Subj:- Procedure for ~~name~~ change of name or surname  
by Government Servants.

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 bonafide 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 news paper 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 adduced 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.

Sd/-  
Deputy Secretary to Government.

Mohanty/-