

DIAV COMMUNICATION : 18

CHANGE OF NAME OF WIDOW AND WIVES OF ESM

1. First name and or middle name in any form can be considered for change.
2. Application to be processed through ZSB. Photocopy of the Discharge book duly attested by ZSWO be sent to Records. Original Discharge book need not be sent.
3. Documentary Proof to be attached:-
 - (a) Aadhar Card - CTC/Self attested.
 - (b) Pension Cert/ PAN card
Birth Cert/ Matric Cert
Voter ID Card/ Passport } - CTC/ Self attested.
 - (c) Affidavit - Attested by ZSB in original
 - (d) News Paper Advertisement - Original.
4. ZSWO will scrutinize, countersign and forward the application to concerned Record office.
5. Record office will scrutinize with Sheet Roll and obtain approval of OIC Records. Occurrences will be published in NE series of Part II Order and changed in sheet Roll. A copy of Part II Order forwarded to ZSWO.
6. Record Office will also process LPC- Cum-data Sheet for issue of Corr PPO.
7. ZSB on receipt of Part II Order make a endorsement in original discharge book.
8. Change of Name of Spouse allowed once in lifetime
Auth: (MP-8 (I of R) letter No A/20105/MP-8 (I of R) (a) dt 03 Apr 2018).