

12001/Policy/MP 5&6 (Coord)

08 Mar 2019

Headquarters Southern Command (A)
 Headquarters Eastern Command (A)
 Headquarters Western Command (A)
 Headquarters Central Command (A)
 Headquarters Northern Command (A)
 Headquarters South Western Command (A)
 Headquarters ARTRAC (A)
 Headquarters Andaman & Nicobar Command (A)
 Headquarters Strategic Forces Command (A)

**POLICY ON CORRECTION/AMENDMENT IN NAME AND DATE OF
 BIRTH OF SPOUSE AND CHILDREN (INCL ADOPTED) OF OFFICERS**

1. Refer this Dte letter No 12066/MP 5&6 (Coord)/R dated 15 Oct 2014.
2. Consolidated instructions on the subject matter were issued by this HQ vide the letter under reference. However, a lot of queries pertaining to supporting docu to be attached with the Part II Orders for correction/amendment in name and date of birth of spouse and children are being recd by this dte on daily basis. It was decided to incorporate bonafide changes in name and date of birth of spouse, children and adopted children of serving as well as retired officers, provided the Part II Orders publishing such occurrences are supported with the relevant documents as elaborated in Para 3, below duly authenticated by superior auth/Zila Sainik Board, as the case may be.
3. List of supporting documents is given below:-

Ser No	Purpose	Supporting docu and approving auth
(a)	Correcting/Amending dt of birth/maiden name of spouse; OR addn of offr's surname to the name of spouse	(a) Application from the officer duly recommended by CO for serving officers and Zila Sainik Welfare Office in case of retired officers together with the following supporting documents :- (i) Any one of the following docu:- (aa) Birth certificate issued by concerned Registrar of Births; or (ab) CTC of passport. AND

Ser No	Purpose	Supporting docu and approving auth
		<p>(ii) Any one of the following docu:-</p> <p>(aa) Matriculation certificate or equivalent issued by State Board of Education/CBSE/ICSE/any recognised board; or</p> <p>(ab) Marriage certificate showing date of birth of bride issued by Registrar of Marriage; or</p> <p>(ac) CTC of Aadhaar/UID card.</p>
(b)	<p>Correcting/Amending dt of birth/name of children;</p> <p style="text-align: center;">OR</p> <p>addn of offr's surname to the name of children</p>	<p>(a) Application from the officer duly recommended by CO for serving officers and Zila Sainik Welfare Office in case of retired officers together with the following supporting documents:-</p> <p>(i) Any one of the following docu:-</p> <p>(aa) Birth certificate issued by Registrar of Births; or</p> <p>(ab) CTC of passport.</p> <p style="text-align: center;">AND</p> <p>(ii) Any one of the following docu :-</p> <p>(aa) In case child is in lower class, then date of birth/name recorded in school records duly certified by Head of the School; or</p> <p>(ab) Matriculation certificate or equivalent issued by State Board of Education/CBSE/ICSE/any recognised board; or</p> <p>(ac) CTC of Aadhaar/UID card.</p>

4. The following may be noted:-

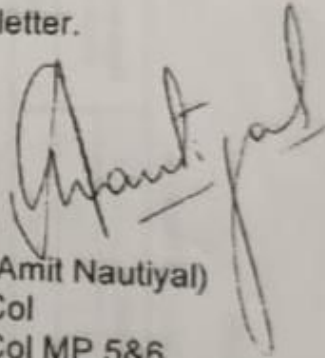
(a) The details mentioned in the matriculation cert (for matriculates) or passport and Aadhaar Card, in case not in possession of passport (for non-matriculates), will be taken as final for all purposes and the name and dt of birth mentioned therein may be endorsed in the Record of Service (RoS) of the concerned officer.

(b) In case, a marriage cert/birth cert has already been submitted by an officer in support of marriage/birth at the time of endorsing the name of spouse/child in his RoS and later on a docu from same agency of later vintage is produced with different name/date of birth of spouse/child then the name/date of birth mentioned in the cert of latest vintage will be considered as final for rectifying the corresponding name/date of birth in the offr's RoS. In such cases, the certificates will be verified online or offline i.e. through letter correspondence, from the issuing agency. Thereafter, approval of ADG MP will be obtained on file before making the requisite amendment/corrections in the officer's RoS.

5. Units/Formations will publish the occurrences vide Part II Order as per correct format and submit the same alongwith relevant documents as stated above duly completed in all respects to AG/MP-6 (Concerned Section) for further examination and transcribing entries in the RoS of concerned officers. Cases of retired officers will be submitted to AAG MP-5(B) who will exercise utmost care to ascertain the genuineness of documents while incorporating change in maiden name of spouse, names of children/adopted children.

6. This supersedes MP Dte/MP 5&6 letter No 12066/MP 5&6 (Coord)/R dated 15 Oct 2014 on the subject.

7. Wide publicity may be accorded to the contents of this letter.



(Amit Nautiyal)
Col
Col MP 5&6
For Adjutant General

Copy to:-

All Line Dtes ✓

For wide publicity please.

Internal

MP-5(B)
MP 6(A) to MP 6(F)