

Change of Surname Procedure

The procedures for change of surname of Govt. employee is simple for a female servant. Generally due to marriage this change occurs in case of female servants. But for male servant willing to change his name/ surname must have to follow some formalities. A deed must be executed after publication in local daily news paper as well as in Kolkata Gazette. A sample DEED Form is also enclosed herewith.

GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
AUDIT BRANCH

No. 1114-F, Dated: 04.04.1966.

MEMORANDUM

The undersigned is directed by order of the Governor to state that Governor has been pleased to lay down the following procedures for change of surname of Government servants:

A Government servant wishing to effect any modification in his /her existing surname will be required to furnish an affidavit sworn before a Magistrate. In order that the execution of the document may not doubt it is desirable that it should be attested by two witnesses preferable those known to the Head of the Office in which the Government servant is serving. A sample deed form is given below. The execution of the deed should be followed by publication of the change in a daily local news paper as well as in the Calcutta Gazette, the publication being undertaken by the Government servant at his /her expenses.

It is only after the formalities prescribed in the foregoing paragraph have been compiled with and satisfactory evidence of identification and execution of the document adduced by the Government servant the adoption of the new surname should be recognized officially and entries in Government records so far as may be necessary accordingly. True copies of the relevant documents should be recorded by the Head of the Office concerned.

In case of a female Government servant, however, those surname have been changed as a result of her marriage, it will not be necessary for her to go through the procedure of sworn affidavit etc. for the purpose of recording change in her surname as a result of her marriage according to the custom of the Country. The change in her name may be effected on the strength of an application made by her and on her appointing authority being satisfied as to the act her marriage original name with the surname of her married status may, however, be kept for some time, e.g. Sm. Abha Paul (Nee Basu).

Sd/- A.K. Sen
Addl. Secretary, Finance Department

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GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
AUDIT BRANCH

No. 10493-F, Dated: 04.11.1994.

MEMORANDUM

Subject: Appropriate authority for issue of the order for changing in the surname of the Government servant.

The undersigned is directed to invite a reference to this department Memo no. 1114-F dated 04.04.66 wherein a procedure for change of surname of Govt. servant as has been laid down.

A question has been raised as to who would be the appropriate authority to issue an order in this regard.

After careful consideration of the matter, the Governor has been placed to direct that the order in this regard would be issued by the appointing authority.

Sd/- R.K. Bose
Deputy Secretary to the
Government of West Bengal

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GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
AUDIT BRANCH

No. 3990-F, Dated: 04.05.2005.

MEMORANDUM

In Suppression of F.D. Memo No. 1114-F, dated 04/04/1966, the undersigned is directed by order of the Governor to say that after careful consideration the Governor has been pleased to lay down the following procedures for change of name and surname of a State Government employee.

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

- i) A State 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 sample Deed form is enclosed.
- ii) The execution of the Deed should be followed by publication of the change in a daily local newspaper as well as in the Kolkata Gazette. The expenses incurred out of this publication should be borne by the employee himself/ herself.

II. Addition/ change in surname only. On account of marriage/ remarriage of a female Government employee:

The following requirements may be met for this purpose:

- i) If the Government employee desires a change, she should give a formal intimation to her appointing authority of her marriage and request for a change in her surname.
- ii) Particulars of the husband may 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 female Government employee:

Changes may be permitted if a female Government employee gives:

- i) an intimation to the appointing authority regarding change in marital status; and
- ii) a formal request for reversion to her maiden name.

Note: There is no prescribed form for items II & III.

Sd/- P.K. Dasgupta
Special Secretary to the
Government of West Bengal
Finance Department.

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