

**GOVERNMENT OF NAGALAND  
PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT  
(ADMINISTRATIVE REFORMS BRANCH)  
NAGALAND: KOHIMA**

**OFFICE MEMORANDUM**

**No. AR-3/Gen-388/2021**

**Dated: Kohima, the 3<sup>rd</sup> August, 2023.**

**Sub: - Procedure for Change of name of Government Employees**

In order to streamline the procedure for change of name by Government Employees, the following guidelines are hereby issued for compliance by all Government Employees/Departments with immediate effect.

**1. All cases of addition /deletion of names or change in name.**

- a) All Government employees wishing to adopt a new name or to affect any modification/addition/deletion in his/her existing name may do so by duly filling up and submitting a deed signed by a 1<sup>st</sup> class Magistrate. The sample of deed form is enclosed as Annexure-I.
- b) The execution of deed and Service book should be submitted by the cadre controlling Department to P&AR Department to obtain clearance.
- c) The clearance of P&AR Department should be followed by publication of the change in two local dailies as well as in the Nagaland Gazette at the Government employee's own expense.
- d) Particulars of change in name should be given to the respective cadre controlling Department for necessary change in the Service Book and PIMS.
- e) In case of clerical error resulting in spelling mistakes in the appointment order or in the surname, the employee must produce his/her matriculation admit card or Indigenous Inhabitants Certificate or any other valid Government approved document for proof.

**2. All cases of change in Surname or Tribe.**

- a) All Government employees intending to adopt a new Surname/Tribe or to effect any modification/addition/deletion in his/her existing Surname/Tribe may do so by obtaining an NOC from the native Village and Clan/Tribe of the Employee's former and new Village/Clan/Tribe (wherever applicable) and duly filling up and submitting a deed signed by a 1<sup>st</sup> class Magistrate. The sample of deed form is enclosed as Annexure-I, provided that any such change shall be in adherence to P&AR O.M AR-8/19/79, Dated 01.06.2009, wherein, any persons from forward tribe married to persons belonging to backward tribe or any person adopted in similar case shall not be eligible



to the benefit of acquisition of the status of backward tribe or acquisition of backward tribe certificate.

- b) The execution of deed and Service book should be submitted along with the effective Indigenous Certificate and Schedule Tribe Certificate by the cadre controlling Department to P&AR Department to obtain clearance.
  - c) The clearance of P&AR Department should be followed by publication of the change in two local dailies as well as in the Nagaland Gazette at the Government employee's own expense.
  - d) Particulars of change in name should be given to the respective cadre controlling Departments for necessary change in the Service Book and PIMS.
3. All cases of addition /change/deletion of surname or reversion of maiden name on account of marriage/remarriage/divorce/separation or death of the husband of the female Government employee.

Changes may be permitted subject to the following requirements.

- a) The concerned female employee should give a formal intimation to her appointing authority of her marriage/ remarriage along with the marriage certificate and request for a change in her surname.
  - b) In case of any female employee intending to change her surname due to separation/divorce, legal document certifying the divorce must be submitted with a request for change in her surname.
  - c) Particulars of the husband may be given for making necessary change in the service book and PIMS.
4. The responsibility of the veracity of the proposal submitted for clearance to P&AR shall rest on the AHOD of the Department to which the employee is seeking a change of name/surname. The AHOD shall take disciplinary action if the proposed change of name is with malafide/ criminal intent.
5. Instances where change of name is required due to changing the tribe name for instance, from Sema to Sumi or from Yimchunger to Yimkhiung and vice versa as a result of Government Notification, or where the full name of the tribe is shortened in the documents from Stm to Sangtam or Chksg to Chakhesang and vice versa, will be accepted as official name of the tribe for official purposes does not qualify as change of name.

**Sd/- J. ALAM, IAS**  
Chief Secretary to the Govt. of Nagaland

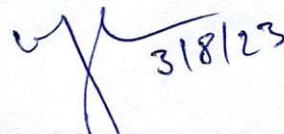


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Dated : Kohima, the 3<sup>rd</sup> August, 2023.

Copy to:-

1. The Commissioner & Secretary to the Governor of Nagaland, Kohima.
2. The Principal Secretary to the Chief Minister, Nagaland, Kohima.
3. The OSD to the Chief Secretary, Nagaland, Kohima.
4. All AHODs/HODs for necessary compliance.
5. The Commissioner & Secretary, Nagaland Legislative Assembly, Kohima.
6. The Secretary, NPSC/Nagaland Lokayukta/Nagaland Information Commission.
7. The Director, IT Department, Nagaland, Kohima for uploading in the State portal
8. All Nagaland Houses.
9. Office copy.



**(WEKU ZHIEMI) NCS**

Under Secretary to the Govt. of Nagaland



## ANNEXURE-I

### DEEDS FOR GOVERNMENT EMPLOYEE FOR CHANGE OF NAME/SURNAME AND TRIBE IN THE SERVICE BOOK

BY THIS DEED I the undersigned.....lately  
called.....(former name) employed as.....  
(Department and designation) do hereby:-

1. Wholly renounce, relinquish and abandon on 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 ..... but by my  
assigned 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 authorities and request all persons at all times hereafter to designate and address me by  
such assumed name of.....

4. In witness whereof I here unto subscribed my former and adopted name of..... and  
.....affixed my seal this ..... day  
of.....

Old signature.....

New Signature.....

Signed and delivered by the above

Named.....formerly.....in the presence of :-

#### **Witness No.1 (Village Chairman/Gaonbura/Village Head)**

Signature.....

Name.....

Designation.....

Official Address.....

(With Official Seal/stamp)

#### **Witness No.2 (Head of Department)**

Signature.....

Name.....

Designation.....

Official Address.....

(With Official Seal/stamp)

#### **Witness No.3 (1<sup>st</sup> Class Magistrate)**

Signature.....

Name.....

Designation.....

Official Address.....

(With Official Seal/stamp)