

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

CHANGE OF NAME- CHANE OF AE BY GOVERNMENT SERVANTS IN THE  
ANDHRA PRADESH STATE- PROCEDURE TO BE FOLLOWED-ORDERS-ISSUED

(G.O.(P) No.182, General Administration (GENERAL-C) Department, dated 24<sup>th</sup> April,1985

Read the following:

1. G.O (P) No.819 , G.A.(Genl-C) Dept., dated 8.12.1977.
2. From the Government of India, M.(H.A.), New Delhi , Lr.No.23012/IC, dated 18.5.1983.

ORDER:

According to the orders issued in the G.O. read above, if a citizen of India residing in the Andhra Pradesh State, intends to change, his name he shall secure a certificate from the District Magistrate or Additional District Magistrate or Executive Magistrate to the effect that he is a Citizen of India and with the certificate so secured shall apply to the Director of Printing for publication of his changed name as a private advertisement in the Andhra Pradesh Gazette. The above procedure is being followed in respect of all persons including Government employees residing in Andhra Pradesh State.

2 The Government of India in the letter read above have prescribed a revised procedure for change of name by Government employees according to which the individual need not obtain a certificate from the District Magistrate but should execute a Deed. The Government after careful examination prescribe the following procedure for change of name by a Government employee.

3 A Government employee of Andhra Pradesh State 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 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 employees is serving. A sample Deed Form for change of name is enclosed for reference. The execution of the said Deed should be followed by publication of the change in a prominent local newspaper as well as in Andhra Pradesh Gazette. The Publication should be undertaken by the Government employee at his own expense in both cases. The said Deed Form should be on the stamp paper (non-judicial) of value of Rs.5(Rupees five only) and the same need not be registered.

4 After the aforesaid formalities are complied with, and satisfactory evidence of identity and execution of the Deed is adduced by the Government employee, the adoption of the new name or change in the existing name would be recognised officially and then the entries in Government records may be made accordingly. True copies of the relevant documents should be retained by the concerned Head of the Office.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SHRAVAN KUMAR  
Chief Secretary to Government.

To  
All Departments of Secretariat (10 Copies each)  
All Heads of Departments.  
All District Collectors and Special Collectors.  
All District and Session Judges.  
The Secretary to Governor, Raj Bhavan.  
The Director-General and Inspector –General of Police, Hyderabad.  
The Commissioner of Police, Hyderabad.

ANNEXURE  
FORM OF THE DEED FOR CHANGE OF NAME

By this Deed: I the undersigned A .B.C ( new name ) of etc., now lately called A.C.(Old name) employed as ..... (Designation of the post held at the time by the Government Servant concerned) at ..... (Place where employed) in the department.

1. For and on behalf of myself and my wife and children and remoter issue wholly renounce, relinquish and abandon the use of my former name of A.C (only) and in place thereof do assume from the date here the name of A.B.C and so that I and my wife and children and remoter issue may hereafter be called known and distinguished not by my former name of AC (only) but by my assumed name of A B C.
- 2 For the purpose of evidence such my determination declare that shall at all times hereafter in all records ,deeds and writings and in all proceedings, dealings and transactions as well as private published and upon all occasions whatsoever use and sign by name of ABC as my name in place of and in substitutions for my former name of AC.(only)
- 3 Expressly authorize and request all persons at all times hereafter to designate and address me and my wife and children and remoter issu by such assumed name of ABC accordingly.
- 4 Hereby acknowledge and indemnify all acts, deeds and liabilities by me as (old name) and known to all men , and declare that change of name is not to cause any prejudiced and not with any fraudulent intension.

IN WITNESS WHERE OF I have hereunto subscribed my former and adopted names of A.C and A.B.C and affixed my seal this..... day of .....

Signed, sealed and delivered  
by the above named A.B.C.

Formerly A.C. in the presence of (b)

A C Signature with Original Surname.

ABC Signature with Original Surname.

