

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

No.AR-3/GEN-388/2021

Dated: Kohima, the 18th October, 2023

CIRCULAR

No.AR-3/GEN-388/2021: All the Administrative Heads of Departments and Heads of Departments are requested to ensure that the employees applying for 'Change of Name' vide this Department's OM of even No. dated 03.08.2023 and amended vide corrigendum of even No. dated 29.09.2023 should submit the sample deed format in Annexure-I in Non-Judicial stamp paper of the value of Rs.20 (Rupees twenty). The format submitted in the plain paper will not be accepted by the P& AR Department when examining such cases.

Sd/- R. ASENLA KEITZAR, IAS

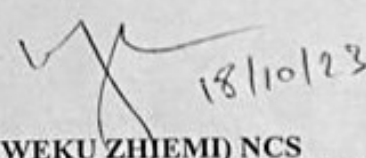
Commissioner & Secretary to the Govt. of Nagaland

Dated: Kohima, the 18th October, 2023

No.AR-3/GEN-388/2021/252

Copy to:

1. The Commissioner & Secretary to the Governor of Nagaland, Kohima.
2. The Principal Secretary to the Chief Minister, Nagaland, Kohima.
3. The PPS 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 & C Department, Nagaland, Kohima for uploading in the State portal
8. All Nagaland Houses.
9. Office copy.


(WEKU ZHIEMI) NCS

Under Secretary to the Government of Nagaland

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

Dated: Kohima, the 29th September, 2023

CORRIGENDUM

No. AR-3/Gen-388/2021: In partial modification to this Department OM of even no. dated 1st to 3rd August, 2023 regarding 'Procedure for Change of name by Government Employees' following guidelines are hereby issued for compliance by all Government Employees/Departments with immediate effect.

1. In Clause 1 (a) and 2 (a), "1st Class Magistrate" shall be replaced by "First Class Judicial Magistrate".
2. Corrected sample of deed form in Annexure-I is enclosed.

Sd/- SENTIYANGER IMCHEN, IAS
Chief Secretary to the Govt. of Nagaland
Dated : Kohima, the 29th September, 2023.

No. AR-3/Gen-388/2021/227

Copy to:-

1. The Commissioner & Secretary to the Governor of Nagaland, Kohima.
2. The Principal Secretary to the Chief Minister, Nagaland, Kohima.
3. The PPS 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.

29/9/23
(WEKU ZHIEMI) NCS

Under Secretary to the Govt. of Nagaland

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

OFFICE MEMORANDUM

No. AR-3/Gen-388/2021

Dated: Kohima, the 3rd 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 1st 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 1st 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

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..... andaffixed 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 (1st Class Magistrate)

Signature.....

Name.....

Designation.....

Official Address.....

(With Official Seal/stamp)

No. AR-3/Gen-388/2021/120

Dated : Kohima, the 3rd 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.

6/8/23

(WEKU ZHIEMI) NCS

Under Secretary to the Govt. of Nagaland

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

Dated: Kohima, the 29th September, 2023.

CORRIGENDUM

No. AR-3/Gen-388/2021: In partial modification to this Department OM of even no. dated the 3rd August, 2023 regarding 'Procedure for Change of name by Government Employees', following guidelines are hereby issued for compliance by all Government Employees/Departments with immediate effect.

1. In Clause 1 (a) and 2 (a), "1st Class Magistrate" shall be replaced by "First Class Judicial Magistrate".
2. Corrected sample of deed form in Annexure-I is enclosed.

Sd/- SENTIYANGER IMCHEN, IAS
Chief Secretary to the Govt. of Nagaland
Dated : Kohima, the 29th September, 2023.

No. AR-3/Gen-388/2021/222

Copy to:-

1. The Commissioner & Secretary to the Governor of Nagaland, Kohima.
2. The Principal Secretary to the Chief Minister, Nagaland, Kohima.
3. The PPS 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.
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9. Office copy.

29/9/23
(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..... andaffixed 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 Council Chairman)

Signature.....
Name.....
Designation.....
Official Address.....
(With Official Seal/stamp)

Witness No.2 (Head of Department)

Signature.....
Name.....
Designation.....
Official Address.....
(With Official Seal/stamp)

Solemnly sworn in and declared before me on thisday ofat.....Nagaland.

First class Judicial Magistrate

.....Nagaland.