

Tele No : 26106098

Integrated HQ of MoD (Army)
Adjutant General's Branch
Addl Dte Gen MP/MP-8(I of R)
West Block III, R K Puram
New Delhi - 110 066

A/20105/MP 8 (I of R) (a)

03 Apr 2018

Headquarters

Southern Command (A)
Eastern Command (A)
Central Command (A)
Western Command (A)
Northern Command (A)
Army Training Command (A)
South-West Command (A)
Andaman & Nikobar Command (A)

(All Regt Centres)

(All Record Offices)

DIAV	
DDG	11/4
Dir P & E	
Dir Wd	
Dir	11/4
Dir	
Jr Dir	
Head Qtr	11/04/18
Diary No.	
Date	

Dir
Coord

- Put up on
DIAV Portal
- DIAV Communicate
this whatsapp /A

**CHANGE OF NAME OF WIDOWS OF DECEASED SOLDIERS AND
CHANGE OF NAME OF WIVES OF VETERANS AND SERVING SOLDIERS**

It Dir IT

1. Refer to this Inspectorate letter Nos and :-

(a) A/20105/MP-8 (I of R) (a) dt 15 May 2008, A/20105/MP-8 (I of R) (a) dt 01 Sep 2014 and A/20105/MP-8 (I of R) (a) dt 18 Sep 2014 regarding policy on change of name of wards of Serving/Ex-Servicemen Personnel Below Officers Rank (PBOR).

(b) A/20105/MP-8 (I of R) (a) dt 27 Jan 2014 and A/20105/MP-8 (I of R) (a) dt 13 Nov 2014 regarding policy on Amendment/Correction of date of birth of dependents and family members in Service Record of JCOs/OR.

(c) Para 1394 of RA 1987 Vol-II (RE).

(d) Para 309 of Documentation Procedure JCO/OR 1992.

2. Policy on change/addition of surname/maiden name of wife of serving/retired JCOs/OR has already been issued vide letters mentioned at Para 1 (a) above. The above notwithstanding, there have been number of cases reported by various Record Offices regarding change of first and middle name of wife of widows of deceased soldiers and wives of Serving Soldiers/Veterans. This is based on number of cases of widows/wives of serving soldiers in whose cases names are not tallying with Sheet Rolls and applications received from widows of deceased sol and wives of Serving Soldiers/Veterans. This HQ is seized of the problems faced by widows of deceased soldier and wives of Serving Soldiers / Veterans after deliberations with concerned stake holders, the Competent Authority has approved the amended procedure as follows:-

(a) Procedure for change of name of widows/wives of deceased soldiers/veterans is given at Appx 'A'.

(b) Procedure for change of name of wives of serving soldiers is given at Appx 'B'.


3. The policy issued vide letters at Para 1 (a) and (b) above will continue to be in force. However, the policy now envisaged will not be applicable to Nepal Domiciled Gorkhas (NDG) and their NoKs for which separate comn will follow.

4. New soldiers joining the Indian Army will be educated by all Regt Trg Centers / their units that once name of wife is entered in Sheet Roll / FS docu after marriage, it will not be changed.

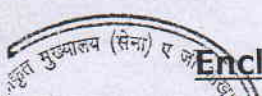
5. The new policy will alleviate the suffering of Next of Kin (NOKs) whose family pension claims are rejected/placed under observation on account of incorrect documentation at the time of enrolment or later on during the currency of their service.

6. The contents of this policy letter may please be disseminated in the envt.

7. This has the approval of the Adjutant General.


(JP Sinha)
Brig
DDG, MP 8 (I of R)
For Adjutant General

Rn/-

 **Encls :** As above.

Copy to :-

(All Line Dtes)

- for information please.

Ministry of Defence
(Kendriya Sainik Board)
West Block-IV, RK Puram
New Delhi-66

- for information of ex-servicemen please.

Dy Dir Gen Resettlement
West Block-IV, RK Puram
New Delhi-66

- for information please.

Office of the CGDA
Ulan Batar Road
Delhi Cantt – 110 010

- for further dissemination to all PCsDA
& PAO (OR).

PCDA (Pensions)
Draupadi Ghat
Allahabad – 211 014

- for information and necessary action.

Appx 'A'

(Refer to Para 3 (a) of
A/20105/MP 8 (I of R) (a)
dt 03 Apr 18)

**PROCEDURE FOR CHANGE OF NAME OF WIDOWS OF DECEASED
SOLDIERS AND WIVES OF VETERANS**

1. The name as appearing in service records will be taken cognizance of and will remain applicable till the procedure of the correction / change in name as reflected in the service records has been completed with the approval of Competent Authority i.e. Officer-in-Charge (OIC) Records.
2. **Definition of Change of Name.** The purpose of this policy is to alter the first name and or the middle name in any form for any purpose and which is not as per the documents submitted will be considered as change of name. The following will be constructed as 'Change of Name' :-
 - (a) Inclusion / deletion of a letter.
 - (b) Inclusion / deletion of First Name, Middle Name and Surname.
 - (c) Inclusion / deletion of any part of the Name.
 - (d) Change in Name on change of Marital Status.
 - (e) Split / merger of any part / parts (First Name, Middle Name and Surname) of the Name.
 - (f) Any change that is not as recorded in the documents submitted earlier.
3. **Application for Recording Change of Name - Action by Widow of Deceased Soldiers/ Wife of Veteran.** The Veteran/Widow will submit an application to concerned Record Office through respective Zila Sainik Welfare Office (ZSWO). The ZSWO is required to process the application alongwith supporting document duly attested to Record Office.
4. **Original Discharge Book.** The original Discharge Book is to be retained by the Exsm and not to be forwarded alongwith application. However, photocopy of the same duly attested by the ZSWO is to be enclosed alongwith application.

5. **Documentary Proof.** The applicant should attach original /certified copies of following documents as applicable:-

Ser No	Description	Remarks
(a)	Aadhaar Card	Mandatory(CTC/Self attested)
(b)	Pension Certificate OR PAN Card OR Birth Certificate issued by the registrar of Birth and Death OR Matriculation Certificate with photograph issued by recognized School Board OR Voter Identity Card OR Indian Passport	CTC/Self attested
(c)	Affidavit /Self declaration duly attested by ZSB as per specimen encl at Annexure-I	Original
(d)	News paper advertisement for change of name of spouse as per specimen encl at Annexure-II	Original

6. **Action by ZSWO.** On receipt of application from the Veterans/ Widows, ZSWO will scrutinize/check the same alongwith supporting docu as mentioned above and countersign the application. Thereafter, the same will be fwd to concerned Record Office with an intimation to the Veterans/Widows.

7. **Action by Record Offices.** The docu submitted by ZSWO will be scrutinized/checked with the Sheet Roll by Record Office. On scrutiny of document the Brigadier Record/Colonel Record/Chief Record Officer will endorse their recommendation and put up the case for approval of OIC Records. Approval of OIC Records will be mandatory requirement in each case. On obtaining the approval of OIC Records it will be ensured by Record Offices that the occurrences will be published in Non-Effective Series of Part II Order. A copy of the approval will be kept in the Sheet Roll of concerned individual. A specimen for publication of Part II Order for change of name is encl as Annexure III.

8. On promulgation of Part II Order for change of name the service records shall be amended by the dealing officer with annotation of authority. In all existing service documents, the New Name will be recorded before the old name which will be endorsed in brackets preceded by the word "Formerly". In all documents subsequently prepared, the new Name only will be used. The annotation for change of name so made shall be authenticated by the Record Officer in the Sheet Roll at Record Office. A copy of Part II Order will be forwarded to ZSWO with copy to the Widows/Veterans.

9. The Record Office will also process LPC-cum-data sheet for change of name of Widows of deceased Veterans/Wives of Veterans for issue of corrigendum PPO with regard to change of name.

10. **Verification and Endorsement of Changes.** The Widows/Veterans will proceed to concerned ZSB with copy of Part II Order alongwith original discharge book. On verification change of name will be incorporated as per procedure mentioned at Para 8 above in the original discharge book with full signature of ZSWO.

11. The change of name of Widows of deceased Veterans/Wives of Veterans will be allowed once in lifetime and no second change will be permissible.

Appx 'B'

(Refer to Para 3 (a) of
A/20105/MP 8 (I of R) (a)
dt 03 Apr 18)

**PROCEDURE FOR CHANGE OF NAME OF WIVES OF SERVING
SOLDIERS**

1. The name as appearing in service records will be taken cognizance of and will remain applicable till the procedure of the correction / change in name as reflected in the service records has been completed with the approval of Competent Authority i.e. Officer-in-Charge (OIC) Records.

2. **Definition of change of name.** The purpose of this policy is to alter the first name and or the middle name in any form for any purpose and which is not as per the documents submitted will be considered as change of name. The following will be constructed as 'Change of Name' :-

- (a) Inclusion / deletion of a letter.
- (b) Inclusion / deletion of First Name, Middle Name and Surname.
- (c) Inclusion / deletion of any part of the Name.
- (d) Change in Name on change of Marital Status.
- (e) Split / merger of any part / parts (First Name, Middle Name and Surname) of the Name.
- (f) Any change that is not as recorded in the documents submitted earlier.

3. **Application for Recording Change of Name – Action by Serving Soldier.** A serving soldier will submit an application to his Commanding Officer whenever such need arises on a plain paper.

4. **Documentary Proof.** The serving soldier should attach original/ certified copy of following documents as applicable:-

Ser No	Description	Remarks
(a)	Aadhaar Card	Mandatory(CTC/Self attested)

Ser No	Description	Remarks
(b)	Pension Certificate OR PAN Card OR Birth Certificate issued by the registrar of Birth and Death OR Matriculation Certificate with photograph issued by recognized School Board OR Voter Identity Card OR Indian Passport	CTC/Self attested
(c)	Affidavit /Self declaration duly attested by ZSB as per specimen encl at Annexure-I	Original
(d)	News paper advertisement for change of name of spouse as per specimen encl at Annexure-II	Original

5. **Action by Unit.** After securitizing of application the Commanding Officer will recommend the proposed change of name. In case any doubt arises on proposed change of name, the matter will be investigated at appropriate level. Thereafter, the same will be submitted to concerned Record Office.

6. **Action by Record Office.** The documents submitted by the unit will be scrutinized/checked with the Sheet Roll by Record Office. On Scrutiny of documents Brigadier Record / Colonel Record / Chief Record Officer will endorse their recommendation and put up the case for approval of OIC Records. Approval of OIC Records will be mandatory requirement in each case. The copy of approval will be forwarded to concerned unit for pub of Part II Order.

7. **Subsequent Action by Unit.** On receipt of approval of OIC Record for change of name of wives of soldiers, unit will pub the Part II Order as per specimen enclose at Annexure III. On promulgation of Part II Order Service Record (IAFF-958) shall be amended by the Company/Battery Commander/OC Troops/Adjutant with annotation of authority. In all existing service documents, the New Name will be recorded before the old name which will be endorsed in brackets preceded by the word 'Formerly'. In all documents subsequently prepared, the New Name only will be used. The annotation for change of name so made shall be authenticated by the dealing officer in the IAFF-958. Thereafter, copy of Part II Order will be forwarded to concerned Record Office. A copy of approval will be kept in the service document (IAFF-958) for record.

8. **Subsequent Action by Record Office.** On receipt of Part II Order from unit(s), Record Office will scrutinise and tally the same alongwith Service Record and approval of OIC Records. Thereafter, the change of name will be recorded in the Shéet Roll. The New Name will be recorded in the KRP before the old name which will be endorsed in brackets preceded by the word 'Formerly'. In all documents subsequently prepared, the New Name only will be used. The annotation for change of name so made shall be authenticated by the dealing officer in the Sheet Roll.

9. The change of name of wives of soldiers will be allowed once in life time and no second change will be permissible.

Annexure 'I'

AFFIDAVIT / SELF DECLARATION

**(FOR CHANGE OF NAME OF WIDOWS OF DECEASED SOLDIERS
AND CHANGE OF NAME OF WIVES OF VETERANS AND SERVING
SOLDIERS)**

1. I, (existing Name of spouse as per NOK) is legally wedded spouse of
No _____ Rank _____ Name _____ presently
residing at (Address) do hereby solemnly affirm and state on oath as follows :-

(a) That, I have changed my Name from (Name of spouse as per
NoK in Record) to (Proposed New Name of spouse) due to (reason for
change). That my date of birth is _____ (in
words).

(b) That, I am producing this Affidavit for the purpose of evidence for
my Name.

(c) That both Names _____ and _____ pertain
to one and the same person.

(d) That, I shall at all times hereafter in all records, deeds and writing
and in all proceeding dealing with transactions, private as well as
under all occasions what so ever be known as only (New Name).

(e) That what is stated above is true and correct to best of my
knowledge, information and belief. Nothing material has been
concealed there from.

Date :

Signature of Deponent

Place :

VERIFICATION

I, the Deponent above named, do hereby solemnly declare and verify
that the contents of the above Affidavit are true to the best of my knowledge
and belief and nothing has been concealed or suppressed there from.

Signature of Deponent

TO BE ATTESTED BY ZILA SAINIK BOARD

NEWSPAPER ADVERTISEMENT FOR CHANGE OF NAME (SPOUSE)

**(FOR CHANGE OF NAME OF WIDOWS OF DECEASED SOLDIERS AND
CHANGE OF NAME OF WIVES OF VETERANS AND SERVING
SOLDIERS)**

I, _____ (Existing Name of spouse as per change of Next of Kin Record/Service Document), spouse of _____ (Name of the husband) resident of _____ (Address) have changed my Name from _____ (Existing Name of spouse as per change of Next of Kin Record/Service Documents) to _____ (proposed/adopted New Name) vide Affidavit dated _____ (Date of the Affidavit in DD/MM/YYYY format) before _____ (Name and place of the Court).

RESTRICTED

Annexure 'III'

GROUP: IIA : LAST PART II ORDER NO : DATED :

SUS NO: : PART II ORDER NO : DATED :

UNIT : : TOTAL NUMBER OF SHEET : SHEET NO :

Ser No	Army No, Rank & Name	Description	Date	Other Details			Reference Part II Order Number	Details of Occurrence in clear terms
1	2	3	4				6	7
				A	B	C		
<u>CHANGE OF NAME OF WIFE</u>								
001	15171719X Hav RN Nirala	CHNMWF	01012017	WIFE (Only)	PRAMILA (Existing)	KANGNA (Changed Name)	0/0009/001/2010 (Marriage Part II Order)	(a) Change of name is due to

Certificate. Certified that the conditions as laid down vide IHQ of MoD (Army) letter No) _____ dt _____ have been fulfilled.

Note:

1. Relation, Name existed in the KRP and name to be changed name will be mentioned in Column 5(A), 5(B) and 5 (C) respectively.
2. Marriage Part II Order will be mentioned at Column 6 as ref Part II Order. In case marriage solemnized prior to enrolment, enrolment Part II Order will be mentioned as ref Part II Order.
3. Supporting documents to be enclosed with Part II Order for Records.
5. This publication pertains to Record Office for NE pers and Unit for serving pers.

RESTRICTED

