

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 Véterans/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).