

GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATION (PERSONNEL & TRAINING) DEPARTMENT

No.F.23(7) GA (P & T)/19

Dated, Agartala, the 12th April, 2019.

OFFICE MEMORANDUM

Subject: - **Change of name by Tripura State Government employee - Guidelines thereof.**

Various references are being received in this Department in connection with change of surname of the Government employees. A need has been felt to issue guidelines for this purpose. Accordingly, the Guidelines for the change of Name to be followed by the Government employee are furnished below:-

I. **Addition/deletion or change in name/surname:-**

- (i) If a Govt. employee wishes to adopt a new name or effect any modification in his /her existing name he/she should first execute an Affidavit in prescribed form(Annexure-I).
- (ii) After execution of an affidavit, the name so changed by the Govt. Servant should be published as advertisement in two prominent Daily local news papers.
- (iii) On the submission of a copy of an affidavit and advertisement, the State Govt. (concerned Department) shall examine the request of the employee. If approved by the State Government, name changes will be published in the Government Gazette by the State Government (concerned Department).

II. **Addition/change in surname on account of marriage/remarriage of a government employee:-**

Only intimation of marriage, particulars of the spouse and request for change in surname should be submitted to the office for making necessary changes in the Service Records.

III. **Deletion of surname or reversion to parental title/ surname on divorce/separation or death of the spouse of Government employee:-**

Change may be permitted if the employee gives an intimation regarding change in marital status and a formal request for reversion to her/ his parental title/ surname.

Note:- There is no prescribed form for Item No. II & III above.

for wider
circulation
besides
H.O.s.
19/4/19

28/4/19

14/4/19
OS (Genl)
circulation
24/4/19
22/4/19

2. For all the above cases publication in the Government Gazette shall be necessary. Required Fees for this purpose shall be collected from the employees concerned and shall be deposited in the appropriate Head of Account of the Government as mentioned below:-

(a) The rate for Gazette Publication for addition/deletion or change in name/surname is @ Rs.50.00(Rupees fifty) only.

(b) The required fees for publication in the Gazette may be deposited either by cash through TR 5 **OR** by e-challan under Head of Account: Major head-**0058**, Sub-Major head-**00**, Minor head-**102**, Sub-head-38, Detailed head-01 Object head-**00** under Treasury code-**TPA09** and D.D.O code-**09034**(Origination code-**1107**).

3. After obtaining the copy of the challan as proof of deposit of requisite fee, the concerned Department shall arrange publication of the addition/deletion or change in name/surname in the Gazette.

4. All Departments/Heads of Departments are requested to bring this instruction to the notice of all administrative authorities under their control for information and compliance.

by 12.4.19

(Animesh Das)

Deputy Secretary to the
Government of Tripura

To

All Heads of Departments /All Departments, Tripura.

Copy to:-

1. The Addl. Chief Secretary to the Governor, Tripura.
2. The Principal Secretary to the Chief Minister, Tripura.
3. The office of all Ministers, Government of Tripura.
4. The PPS to the Chief Secretary, Tripura.
5. All Principal Secretaries/Secretaries/Special Secretaries, to the Government of Tripura. ✓
6. All Directorates/the PCCF/the DGP/All District Magistrates & Collectors.
7. Secretary, TPSC, Tripura, Agartala.
8. Library, o/o of the Ld. Advocate General of Tripura.
9. Library o/o of the LR & Secretary, Law Deptt, Govt. of Tripura.

by 12.4.19

(Animesh Das)

Deputy Secretary to the
Government of Tripura

Annexure I

FORMAT OF AN AFFIDAVIT FOR TRIPURA STATE GOVERNMENT EMPLOYEE
FOR CHANGE OF NAME/SURNAME

BY THIS AFFIDAVIT I the undersigned.....lately
called.....employed as
(Former name)

.....
(Designation of the post held at the time by the Govt. servant)

at.....
(place where employed in the Department/Office of the State Government)

do hereby:-

1. Wholly renounce, relinquish and abandon on the use of my former name ofand in place thereof do assume from the date thereof the name ofand so that I may hereafter be called, known and distinguished not by my former name of.....but by my assumed 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 ofas 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 have here unto subscribed my former and adopted name ofandaffixed my seal thisday of

Old Signature.....
New Signature.....

Signed and delivered by the above

Named.....

Formerly.....in the presence of :-

Witness No. 1

Signature.....

Name.....

Designation.....

Official Address.....

(with Rubber Stamp)

Witness No. 2

Signature.....

Name.....

Designation.....

Official Address.....

(with Rubber Stamp)


**GOVERNMENT OF TRIPURA
OFFICE OF THE DIRECTOR GENERAL OF POLICE
TRIPURA :: AGARTALA**

No. 6915-53(3)/F.RV(47)-PHQ/18 (Part-III)

Dated 24/04/2019

Copy for information & necessary action to:-

- 01-08. The Superintendents of Police, West/Khowai/Sepahijala/South/Gomati/North Unakoti/Dhalai, Tripura.
- 09-19. The Superintendents of Police, EB/MTF/Comn./Proc./Security/GRP/Traffic CID/Special Branch/Anti Narcotics/Police Control, Tripura.
- 20-35. The Commandants- Home Guards/CTI/BW HG BN/SAF/TSR, 1st/2nd/3rd/5th/6th/7th/8th/9th/10th/11th/12th/13th Bn TSR, Tripura.
36. The Principal KTDS, Narsingarh, Tripura.
37. The Co.A.Ch. Rama Rao TSR Training Centre, Tripura.
38. The Co. CIAT School, Kachucherra, Dhalai, Tripura.
39. ✓ The Addl. SP (E-Gov. Cell), PHQ, Agartala, Tripura, to post this in Tripura Police website and also send it to all office concerned through e-mail.


(Manchak Ipper, IPS)
Asstt. Insp. Genl. of Police (HQr),
For Director General of Tripura,
Tripura, Agartala.