

No.E.1049/0/Pt.I

Kolkata, Dated: 11/07/2018

**SDGM/PFA/PCOM/PCME/PCEE/PCMM/PCSTE/PCE  
PCMD/IG-cum-PCSC(RPF)/PCCM/CAO(Con)**

**Divisional Railway Managers**

HWH/SDAH/ASN/MLDT

Eastern Railway

**Chief Works Managers**

KPA/JMP/LLH/SW(HWH)

Eastern Railway

**All Dy.CPOs/SPOs/APOs, E.Rly., Kolkata**

**Sub: Change in name/surname - Procedure thereof.**

\*\*\*\*\*

Attention is invited to provisions of Chapter-XII of IREM, Vol.I (Revised Edition 1989), laying down the procedure for change of name/surname by Railway employees. The matter has been considered in light of experience in certain cases and it has, therefore, been decided to adopt the following procedure on the subject:

(A) - All cases of the adoption of the new name or change in the existing name/surname:

It is only after the formalities described in Para 1201 of IREM, Vol.I (Revised Edition 1989) have been complied with and satisfactory evidence of identity and execution of the documents adduced by the railway servant that the adoption of the new name or change in the existing name should be recognized officially, entries in Government records be made with the approval of the competent Authority specified in Sl. No. 37 of Part-F, Establishment Matters (Non-Gazetted) under Model SOP. Thereafter, the new name should be notified.


(B) - Change of surname due to marriage or deletion of surname or revision to maiden name on divorce/separation or death of the husband of female Railway employees:

The concerned Railway employee should give a formal intimation to her Controlling Officer, duly supported by the relevant documents, viz. Marriage Certificate/Decree of divorce/separation issued by the competent court of law/ Death Certificate of husband, as the case may be. It is only after necessary verification made by the Controlling Officer, the new name should be recognised officially and it should be notified to all concerned by the respective Cadre Dealing Officers (CDOs). Formalities indicated in (A) above need not be observed.

(C) - Change of name/surname consequent upon clerical error:

In established cases of clerical error, the procedural instructions indicated in (A) & (B) above, need not be followed and necessary corrections should be effected in the official records with the approval of the concerned Cadre Dealing Officer. The correct name should be notified to all concerned.

This issues with the approval of the competent authority.

  
(U. Lahiri)

Dy. Chief Personnel Officer/R  
For Pr. Chief Personnel Officer  
Phone No.24103 (Rly.)