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Directorate of Air Veterans
Air Headquarters
Subroto Park,
New Delhi – 110010

Air HQ/99803/30/DAV-III (Adm)

19 Jun 19

As per Distribution List

**CHANGE OF NAME OF AIR VETERAN OFFICERS', AIRMEN, NCS(E)
AND THEIR SPOUSE AND CHILDREN - PROCEDURE**

Annexures

- A - Sample Affidavit/Self Declaration (For Change of Name of Self)
- B - Sample Affidavit/Self Declaration (For Change of Name of Spouse)
- C - Sample Affidavit/Self Declaration (For Change of Name of Adult Child)
- D - Sample Affidavit/Self Declaration (For Change of Name of Minor Child)
- E - Format for Newspaper Advertisement for Change of Name
(Self, Spouse and Adult or Minor son/ Daughter)
- F - List of Documents

INTRODUCTION

1. There are occasions when Air Veterans of Indian Air Force viz. Retired Officers, Airmen, Ncs(E) and their spouse and / or children are required to adopt a new name or change the name / surname under various circumstances. Mere correctness of the entry minor alphabetical correction in the name or surname in the records without desiring to assume or use a new name is generally misunderstood as change of name. This policy letter covers all aspects of change of name as well as provides specimen of all related documents for the purpose of ease and uniformity. This policy has been formulated based on the documentation/ procedure defined in AFO 64/2015 and corrigendum to AFO 09/2017 on "**Change of Name Indian Air Force Officers, Flight Cadets, Airmen, NCS(E) and their Spouse and Children-Procedure**" applicable for personnel serving with Indian Air Force and Government direction on affidavit abolition & self certification circulated vide Air HQ/26080/PC/D Accts/ CS dated 28 Nov 14.

AIM

2. The aim of this policy letter is to lay down the procedure for Change of Name in respect of Air Veterans of Indian Air Force viz. Retired Officers, Airmen, NCs(E) and their spouse and / or children.

3. **Name.** For the purpose of this policy, First Name, Middle Name and Surname as appearing in the documents submitted to the Indian Air Force during service period or after retirement will be deemed to be the "Name" of an individual. In no circumstances, will any change whatsoever be made to the name of an Retired Officer, Airmen, or NCs(E) and their spouse / children given in his record of particulars at the time of his enrolment or marriage either by assuming caste name or by altering the spelling or splitting his name into a First Name and Surname except in accordance with this policy. There may be occasions when an Air Warrior, while filling up various forms at the time of enrolment or after discharge makes mistake like writing initials instead of full Name, making spelling mistakes in the Name etc. Such cases would be dealt as per Para 5 below.

4. **Documents submitted to IAF.** For the purpose of this policy, documents submitted by an individual to the IAF during service period or after retirement that have been relied upon to establish the particulars including the Name of that individual/ spouse and children for entry in the rolls/records/occurrences and casualty reports are as follows.

- (a) DOB Certificate
- (b) Matriculation/Higher Secondary/ College Certificate.
- (c) Recognised Education Board Certificate.
- (d) Recognised University Certificate of admission or graduation.
- (e) Finger prints of the person whose name is sought to be changed along with the latest photograph.

5. **Correction of Name.** Correction to the name (as specified in Para 3 above) as held in service records in order to reflect the Name as it appears in the documents submitted is not to be construed as Change of Name. In such cases the Name as reflected in the documents submitted will be relied upon for any correction of service records. Such corrections may be required owing to incorrect filling of forms at the time of induction or during uploading/ entering of such particulars in the records. The procedures as specified at Para 8(a) below is required to be followed in each cases.

6. **Change in Name.** For the purpose of this policy, changes, which alter the First Name and / or the Middle Name and / or the Surname in any form for any purpose, which is not as per the documents submitted will be considered as Change of Name. The following will be construed 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 for change in respect of village, father's name, caste etc.
- (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 to the IAF.

7. **Applicability.** The Name as appearing in service records will be taken cognizance of and will remain applicable till the procedure unless the correction/ Change in Name as reflected in the service records has been completed with approval by the Competent Authority i.e Gp Capt AV (A & N) or Gp Capt AV (Officers).

8. **Procedure.** The procedure to be followed for correction and Change of Name is elucidated in the following paragraphs.

(a) **Correction of Name.** If case falls under the purview of Para 5 above due to mistakes like writing initials instead of full Name or making spelling mistakes in First/Middle/Surname etc while filling up various forms at the time of enrolment or after discharge then name can be amended by submitting a application to Air Cmde AV along with **one of the supporting documents listed at Annexure-F** and an Affidavit/Self Declaration in plain paper countersigned by respective Zila Sainik Board as per **Annexure 'A to D'** (as applicable)

(b) **Change of Name for Retired Officer/ Ex Airmen /NCs(E).** If the case falls under the purview of Para 5 above then action shall be initiated as enumerated at Para 8(a) above. In case there is a requirement for any change in the name as per Para 6 Air Veteran is required to submit an application (in duplicate) for change of Name from existing to proposed New Name. The application should be submitted along with Affidavit/Self Declaration in plain paper countersigned by their respective Zila Sainik Board as per **Annexure 'A'** in English language and Newspaper advertisement for change of name as per **Annexure- E** in English/ Hindi. The full page of newspaper wherein the said advertisement has appeared is to be submitted.

(c) **Change of Name of Spouse and Children.** If the case falls under the purview of Para 5 above then action shall be initiated as enumerated at Para 8 (a) above. In case there is a requirement for any change in the name as per Para 6, Air Veteran/ pensioner seeking Change of Name of their spouse and child is required to submit an application (in duplicate) for Change of Name from existing to

proposed new name. The application should be submitted along with Affidavit/Self Declaration in plain paper countersigned by their respective Zila Sainik Board as per **Annexure 'B'/'C'/'D'** (as applicable) in English language and Newspaper advertisement for change of name as per **Annexure-E** in English/Hindi. The full page newspaper wherein the said advertisement has appeared is to be submitted.

9. **Affidavit.** An affidavit in plain paper as per **Annexure A,B,C or D** (as applicable) should be submitted showing that the Name by which he/she desires to be described is that by which he / she is usually known and explain satisfactorily why the alteration in the name is desired at this stage. Affidavit should clearly mention change of name from existing name as per Air Force record (IAFF (P) 5/ Service documents) to proposed new name in English. Affidavit/Self Declaration should be countersigned by their respective Zila Sainik Board or First Class Magistrate **and should not be older than One year from the date of change of name sought.**

10. **Newspaper Advertisement.** Newspaper advertisement as per **Annexure-E** (as applicable) publishing change of name from existing name (as per IAFF (P) 5/ Service documents) to proposed new name in any Nationalised English / Hindi newspaper. The full page of newspaper wherein the said advertisement has appeared is to be submitted. **Newspaper advertisement should not be older than one year from the date of application for change of name sought.**

11. **Gazette Notification.** Spouse and children of Retired officers, Airmen, NCs(E) are not required to get the change of name published in the Gazette; **except for change of self name of the Retired Officers, Ex Master Warrant Officers (MWO) and Warrant Officers(WO).**The Retired Officer, Ex Master Warrant Officers (MWO) and Warrant Officers(WO) will be responsible to get the change of his name published in the Gazette of India. He should apply to the Manager of Publication, Government of India, Old Secretariat, Delhi-6 for this purpose. The cost of the Notification will have to be borne by the Air Veteran.

12. For this purpose, retired Officers, Ex Master Warrant Officers and Warrant Officers are to forward an extract of the Gazette notification in which the change of their name is published along with the application for change of Name to DAV, immediately on receipt from the Manager of Publications.

Actions at DAV on receipt of Application

13. Any application by Air Veteran/ pensioner for change of name which subsequently needs processing of case with JCDA(AF) or PCDA (P), as the case may be, for issue of PPO shall be dealt by the respective section ie. Service Pension or Family Pension or Disability Pension. All other cases wherein issue of PPO is not envisaged shall be dealt by Welfare section.

14. On receipt of application from individual, respective section will scrutinise/ verify the documents so submitted along with the application with service record held at this Directorate. In case of any discrepancy observed in the application/ documents submitted, the application shall be rejected and Air veteran/ pensioner shall be advised to furnish details as per documents/ procedure mentioned above. After scrutiny by the respective section, the application along with documents will be forwarded to welfare section for promulgation of NE POR for change of name.

15. Further, on promulgation of NE POR, welfare section will intimate the Air Veteran / individual and return the documents with copy of NE POR to concern section/ Document Library (DL). All cases failing under the category "**Correction of Name**" as per Para 5 above shall be processed by the respective section for approval of Director on note and no NE POR is required.

16. **Documentation.** On promulgation of NE POR for change of name or on approval of note for correction of name, the service records shall be amended by the Document Library (DL) with annotation of authority. In all existing service documents, the new name will be recorded before the old name which will be enclosed in brackets preceded by the word "Formerly". In all documents subsequently prepared, the new name only will be used. It is also to be ensured that details are rectified on the computer module to update the records maintained at respective EDP servers. **The annotation for change / correction of name so made shall be authenticated / countersigned by the OIC Document Library.**

CONCLUSION

17. The methodology would bring about required uniformity and simplification of procedures as envisaged by Government of India in this regard. This would facilitate ex-servicemen and their dependents/NOK for early processing of their cases and bring about higher satisfactory. Notwithstanding, the ibid exercise towards simplification, strict mechanism is to be in place to weed out/ shriek any in correct action.

18. This supersedes all previous ISO wef 01 Jul 19, instructions and amendment on subject. Hence, approved cases prior to 01 Jul 19 need not to be reopend.

Sd/++
(D S Dagar)
Air Cmde
Air Cmde AV

Annexure. As stated

Distribution List

External

1. PCDA(P), Allahabad
2. JCDA (AF), Subroto Park
3. AOC, AFRO
4. AFA(HO)
5. KSB, New Delhi

Internal

1. Dir (Coord)
2. Dir- I
3. Dir- II

AFFIDAVIT/ SELF DECLARATION
(FOR CHANGE OF NAME OF SELF)

1. I, (existing Name of self) S/o _____ residing at (Address) do hereby solemnly affirm and state on Oath as follows:-

(a) That, I have changed my Name from (existing Name of self) to (proposed New Name) at my own desire due to (reason for change).

(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 proceedings 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.

Finger Print of person whose name is proposed to be changed (Left hand in case of male & Right hand in case of female)				

Self attested latest passport size photograph of person whose name is proposed to be changed

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 ZILA SAINIK BOARD/ FIRST CLASS MAGISTRATE

AFFIDAVIT/ SELF DECLARATION
(FOR CHANGE OF NAME OF SPOUSE)

1. I, (existing Name of spouse as per NoK POR/ IAFF (P) 5) S/o D/o _____ is legally wedded spouse of _____ 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 POR/ IAFF (P) 5} 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 proceedings 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.

Finger Print of person whose name is proposed to be changed (Left hand in case of male & Right hand in case of female)				

Self attested latest passport size photograph of person whose name is proposed to be changed

Date:

Signature of Deponent

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 ZILA SAINIK BOARD/ FIRST CLASS MAGISTRATE

AFFIDAVIT/ SELF DECLARATION
(FOR CHANGE OF NAME OF ADULT CHILD)

1. I, (Name of child as per birth POR/ RCSR) is legal son/ daughter of _____ residing at (Address) do hereby solemnly affirm and state on Oath as follows :-

- (a) That, I have changed my Name from (Name of child as per birth POR) to (proposed New Name of child) due to (reason for change).
- (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. That my date of birth is _____ (in words).
- (d) That, I shall at all times hereafter in all records, deeds and writing and in all proceedings 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.

Finger Print of person whose name is proposed to be changed (Left hand in case of male & Right hand in case of female)				

Self attested latest passport size photograph of person whose name is proposed to be changed

Date:

Signature of Deponent

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 ZILA SAINIK BOARD/ FIRST CLASS MAGISTRATE

AFFIDAVIT/ SELF DECLARATION
(FOR CHANGE OF NAME OF MINOR CHILD)

1. I, (Name of child) is legal father of (Name of child as per birth POR) residing at (Address) do hereby solemnly affirm and state on Oath as follows:-

(a) That, I have changed my (Child Name) from (Name of child as per birth POR/ RCSR) to (proposed New Name of child).

(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. That his/ her date of birth is _____ (in words).

(d) That, he/ she will at all times hereafter in all records, deeds and writing and in all proceedings 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.

Finger Print of person whose name is proposed to be changed (Left hand in case of male & Right hand in case of female)				

Self attested
latest passport
size photograph
of person whose
name is proposed
to be changed

Date:

Signature of Deponent

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 ZILA SAINIK BOARD/ FIRST CLASS MAGISTRATE

NEWS PAPER ADVERTISEMENT FOR CHANGE OF NAME (SELF)

I, (Existing Name as per Service Documents), resident of(Address) have changed my Name from (Existing Name as per Service Documents) to(proposed/ adopted New Name) vide Affidavit dated(date of the Affidavit in DDMMYYYY format) at (place).

NEWS PAPER ADVERTISEMENT FOR CHANGE OF NAME (SPOUSE)

I, (Existing Name of spouse as per change of Next-of-Kin POR/ Service Documents), spouse of (Name of husband) resident of (Address) have changed my Name from (Existing Name of spouse as per change of Next-of-Kin POR/ Service Documents) to (proposed/ adopted New Name) vide Affidavit dated(date of the Affidavit in DDMMYYYY format) at (Place).

NEWS PAPER ADVERTISEMENT FOR CHANGE OF NAME
(ADULT SON/ DAUGHTER)

I, (Existing Name as per POR/ Service Documents), son/ daughter of (Existing Name of the Air Warrior as per the Service Documents), resident of (Address) have changed my Name from (Existing Name of son/ daughter as per POR/ Service Documents) to (proposed/ adopted New Name) vide Affidavit dated(date of the Affidavit in DDMMYYYY format) at (Name and place of the Court).

NEWS PAPER ADVERTISEMENT FOR CHANGE OF NAME
(MINOR SON/ DAUGHTER)

I, (Existing Name of the Air Warrior as per the Service Documents), resident of (Address) have changed my son/ daughter's Name from (Existing Name of son/ daughter as per POR/ Service Documents) to (proposed/ adopted New Name) vide Affidavit dated(date of the Affidavit in DDMMYYYY format) at (Name and place of the Court).

LIST OF DOCUMENTS ACCEPTED FOR CORRECTION OF NAME

1. Pension Certificate
2. Aadhar Card
3. PAN Card
4. Birth Certificate issued by the Registrar of Birth & Death
5. Matriculation certificate with photograph issued by recognized school boards.
6. Voter Identity Card
7. Indian Passport