

DOCUMENTS REQUIRED FOR CHANGE OF SELF NAME

1. An application for change of self name, duly recommended by Zila Sainik Board.
2. An affidavit (in original) pasted with photograph and finger prints of all finger of your left hand duly issued by 1st class Magistrate for change of name. The old and new name must be in English. The Deponent in the Affidavit must be yourself for self change of name. ***The old name and spelling should be as mentioned in service records / PPO / Pension Certificate. The new name should match with the date of birth proof (Aadhar Card / PAN card)***
3. A Self Declaration (in original) pasted with photograph and finger prints of all finger of your left hand regarding change of your name duly countersigned by Zila Sainik Board. It is a mandatory requirement from JCDA (AF)/PCDA(P).
4. Publish the change of name in two newspaper (one in local and one in national newspaper) (in English language only) and submit the concerned full page of the newspapers, in original. Newspaper advertisement must be from yourself.
5. In case of Warrant Officers, change of name should also be published in Gazette of India and copy of the same is to be attached.
6. Full Address of your Pension Disbursing Agency (i.e DPDO/Bank/TO). If PDA is Bank, account number and full address of the Bank branch is also to be mentioned. *In case, if DPDO / sending/transferring your pension to your Bank A/C, the your PDA will remain the DPDO.*
7. A copy of date of birth proof of yourself in the format of DD/MM/YYYY (i.e. Matriculation Certificate/Aadhar Card / PAN card/ Passport). Please ensure that the name in Aadhar/PAN Card is as per changed name.
8. A copy of Original PPO vide which initial pension was sanctioned and also copy of PPO/ Pension Certificate where the name of wife is endorsed. It should be attested by PDA/Zila Sainik Board.

Note: Specimen for affidavit, Self Declaration and newspaper's advertisement is attached herewith

SPECIMEN AFFIDAVIT (ON STAMP PAPER FROM 1ST CLASS MAGISTRATE)
(FOR CHANGE OF SELF NAME)

1. I, ... (existing Name as per Service Documents / PPO including Service No and Rank) Son of is presently residing at (address) do hereby solemnly affirm and state on Oath as follows:-

(a) That, I was enrolled in the IAF on (Date) and proceeded on discharge from Service after completion of years of service. I have been granted Service / Disability / Invalid pension vide PPO No

(b) That, I have changed my name from (name as mentioned in service documents / PPO) to (Proposed / adopted / existing new name) due to (reasons for change). That my date of birth is (in words) as per Matriculation Certificate and PPO.

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

(c) That both Names and pertains to me, 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 all fingers of Left Hand of Self (whose name is proposed to be changed)				

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

Date :

Place :

Signature of deponent (Air Veteran

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 (Air Veteran)

=====

SPECIMEN FOR NEWSPAPER ADVERTISEMENT
(FOR CHANGE OF SELF NAME)

I, ... (Existing Name as per Service Documents / PPO), son of (Name of father), resident of (Address) have changed my name from (Existing Name as per Service Documents / PPO) to (Proposed/ Adopted/Corrected New Name) as per Affidavit dated.....

SELF DECLARATION
(FOR CHANGE OF NAME OF SELF NAME)

1. I, ...(existing Name as per Service Documents / PPO including Service No and Rank) Son of is presently residing at(address) do hereby solemnly affirm and state on Oath as follows:-

(a) That, I was enrolled in the IAF on (Date) and proceeded on discharge from Service after completion of years of service. I have been granted Service / Disability / Invalid pension vide PPO No

(b) That, I have changed my name from (name as mentioned in service documents / PPO) to (Proposed / adopted / existing new name) due to (reasons for change). That my date of birth is (in words) as per Matriculation Certificate and PPO.

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

(c) That both Names and pertains to me, 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 all fingers of Left Hand of Self (whose name is proposed to be changed)				

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

Date :

Place :

VERIFICATION

Signature of deponent (Air Veteran)

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 (Air Veteran)

TO BE ATTESTED / COUNTERSIGNED BY ZILA SAINIK BOARD

PDA DETAILS
(FOR CHANGE OF SELF NAME IN PPO)
(To be submitted in duplicate)

Service No	
Rank	
Name	
Group	
Original PPO No	
Joint Notification PPO No (if wife's name is already notified)	
Corr PPO No for change of name of Self, Wife or change of rank etc, if any issued)	
PDA Details (Where, annual Life Certificate is submitted)	
Bank Account No (If pension is drawn directly from Bank). In case pension is forwarded to Bank by DPDO, Bank details not to be mentioned here)	
Bank's Full Address including IFS Code of the Branch.	

Date :

Signature of the Pensioner

Verified by PDA (DPDO / Bank)

Office Stamp

Date :

Signature of DPDO / Bank

DOCUMENTS REQUIRED FOR CHANGE OF SPOUSE NAME

1. An application for change of spouse name, duly recommended by Zila Sainik Board.
2. An affidavit (in original) pasted with photograph and finger prints of all finger of right hand of your wife duly issued by 1st class Magistrate for change of name. The old and new name must be in English. The Deponent in the Affidavit must be Spouse (Wife). ***The old name and spelling should be as mentioned in service records / PPO / Pension Certificate. The new name should match with the date of birth proof (Aadhar Card / PAN card)***
3. A Self Declaration (in original) pasted with photograph and finger prints of all finger of right hand of your wife from the Wife regarding change of her name duly countersigned by Zila Sainik Board. It is a mandatory requirement from JCDA (AF) / PCDA(P).
2-
4. Publish the change of name in two newspapers (one in local and one in national newspaper) (in English language only) and submit the concerned full page of the newspapers, in original. Newspaper advertisement must be from Spouse (Wife) only.
5. Full Address of your Pension Disbursing Agency (i.e DPDO/Bank/TO). If PDA is Bank, account number and full address of the Bank branch is also to be mentioned. *In case, if DPDO is sending/transferring your pension to your Bank A/C, the your PDA will remain the DPDO.*
6. A copy of date of birth proof of your spouse in the format of DD/MM/YYYY (i.e. Aadhar Card / PAN card/ Passport / Matriculation certificate. If you have changed or applied for change of your wife's name, please ensure that name of the wife in Aadhar Card/PAN Card matches with changed name. ***Submission of Aadhar Card of wife is mandatory.*** Please ensure that full date of birth of wife in the format Day/Month/Year is mentioned in Aadhar Card. In
7. A copy of Original PPO vide which initial pension was sanctioned to you and also copy of PPO/Pension Certificate where the name of wife is endorsed. It should be attested by PDA/Zila Sainik Board. Pension Book/Certificate or Intimation letter issued by AFRO intimating about sanction of pension is not to be treated as original Pension Payment Order (PPO). If copy of PPO is not available with you due to any reason, you may obtain a certified copy from your Pension Disbursing Agency (PDA).

Note 1: In affidavit and in newspaper advertisement, the deponent must be your spouse (i.e wife). Specimens for affidavit, Self Declaration and newspaper's advertisement and PDA details are attached herewith .

SPECIMEN AFFIDAVIT (ON STAMP PAPER FROM 1ST CLASS MAGISTRATE)
(FOR CHANGE OF NAME OF SPOUSE)

1. I, ...(existing Name of Spouse as per Next of kin POR / Service Documents / PPO) Son / Daughter of is legally wedded spouse of(Name of husband) presently residing at(address) do hereby solemnly affirm and state on Oath as follows:-

- (a) That, I got married to(name of husband) on
- (b) That, I have changed my name from (name of spouse as per Next of kin POR / service documents / PPO) to (Proposed / adopted / existing new name) due to (reasons for change). That my date of birth is (in words)
- (c) That, I am producing this Affidavit for the purpose of evidence for my name.
- (d) That both Names and pertains to one and the same person.
- (e) 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).
- (f) 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 all fingers of Right Hand of the Wife whose name is proposed to be changed				

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

Date :

Place :

Signature of deponent (wife)

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 (wife)

=====

SPECIMEN FOR NEWSPAPER ADVERTISEMENT
(FOR CHANGE OF SPOUSE NAME)

I, ... (Existing Name of spouse as per change of next-of-kin POR/ Service Documents/ Pension Certificate), 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/ Pension Certificate) to (Proposed/ Adopted/Corrected New Name) as per Affidavit dated.....

SELF DECLARATION
(FOR CHANGE OF NAME OF SPOUSE)

1. I, ... (existing Name of spouse as per Service Records/PPO/Pension Certificate) S/o/D/o is legally wedded spouse of presently residing at do hereby solemnly affirm and state on oath as follows:-

- (a) That, I got married to (name of husband) on
- (b) That, I have changed my name from (name of spouse as per Next of kin POR / service documents / PPO) to (Proposed / adopted / existing new name) due to (reasons for change). That my date of birth is (in words)
- (c) That, I am producing this Affidavit for the purpose of evidence for my name.
- (d) That both Names and pertains to one and the same person.
- (e) 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).
- (f) 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 all fingers of Right Hand of the Wife whose name is proposed to be changed				

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

Date:

Place:

Signature of deponent (Wife)

VERIFICATION

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

Signature of Deponent (Wife)

TO BE ATTESTED / COUNTERSIGNED BY ZILA SAINIK BOARD

PDA DETAILS

(FOR ENDORSEMENT OF FAMILY PENSION / CHANGE OF SPOUSE NAME IN PPO)

(To be submitted in duplicate)

Service No	
Rank	
Name	
Group	
Original PPO No	
Joint Notification PPO No (if wife's name is already notified)	
Corr PPO No for change of name of Self, Wife or change of rank etc, if any issued)	
PDA Details (Where, annual Life Certificate is submitted)	
Bank Account No (only If pension is drawn directly from Bank). <i>(In case pension is forwarded to Bank by Treasury Office or DPDO, Bank details not to be mentioned here)</i>	
Bank's Full Address including IFS Code of the Branch.	

Date :

Signature of the Pensioner

Verified by PDA (Treasury Office / DPDO / Bank)

Certified that the Pensioner is having Pension Account with this Office / Bank and drawing pension directly from this Office / Bank.

Office Stamp

Date :

Signature of TO / DPDO / Bank

Note: *In case, pensioner is drawing pension from Treasury Office or DPDO and the pension is being transferred by them to the Saving Account of the pensioner, Bank is not (R) not to verify and sign this form. Such pensioner may be directed to get it signed from Treasury Office or DPDO, from where he drawing pension.*