

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SCHOOL BRANCH
OLD SECRETARIAT: DELHI-110054.

No. DE.23 (608)/Sch.Br./2014/ 1026

Dated: 31.7.15

Circular

Sub: Change in the Name of the Father/Mother of the Student up to Class VIII.

This is in supersession of order issued earlier bearing No. DE.33 (Misc.)/Gen-67 dated 20-03-67 regarding the procedure for the change of Name of Father/Mother of the Student up to class VIII.

All the Heads of Govt. /Govt. Aided/Unaided Recognized schools under Directorate of Education are hereby directed to observe the following procedure for the change in the name of the Father/Mother of the Students up to class VIII.

Change in name of the Father/Mother of the student shall be granted provided the changes have been admitted by the Court of Law and notified in the Government Gazette.

The parents / guardians desirous of applying for change in the name of the Father/Mother of the Student are required to submit the following documents:

1. An application (Annexure-1) from the father/mother or guardian (in case, none of the parents of the student is alive) stating the reasons for changing the name of the parent in the student's existing personal details with supporting documentary proof.
2. Copy of the order issued by Court of Law granting the change in name of the Father/Mother of the student.
3. Copy of the Government Gazette in which the change in the name of the Father/Mother of the student is notified.
4. The birth certificate of the student stating name of the parents.
5. For establishing relationship with the student:
 - Self Attested copy of Adhar Card of the Student.
 - Self Attested copy of Adhar Card of Father/Mother.
6. Any one of following (for residence proof):
 - Self Attested copy of Food Security Card clearly mentioning the name of child and parent.
 - Self Attested copy of Voter Identity Card of Father/Mother.
7. Self Attested copy of SC/ST/OBC Certificate of Father/Mother (if any).

Approval for change in the name of Father/Mother of the student must be obtained from concerned Deputy Director of Education. The correction in Admission Withdrawal Register must be counter signed by concerned Deputy Director of Education.

Once the student is registered with CBSE, the change in name of Father/Mother of the student can be done as per CBSE norms.

This issues with the prior approval of the competent authority.

[Handwritten Signature]
31/7/15

(Dr. (Mrs.) Sunita S Kaushik)
Addl.D.F(School)

Encl:- As above

All DDEs (District/Zone) / DEOs /HOSs of Govt./Govt. Aided and Unaided Recognized schools of Delhi through DEL-E

No. DE.23 ()/Sch.Br./2014/

Dated:

Copy to:-

1. PS to Secretary(Education)
2. PS to Director(Education)
3. All RDEs for Information
4. OS(IT) to please paste it on the Website
5. Guard file

[Handwritten Signature]
31/7/15

(UshaRani)
DDE (School)

Annexure-1

Format for Change in Student's Personal Detail up to Class VIII.

A. Details as per School Records.

- Name of Student:- _____
- Student ID :- _____
- Date of Birth:- _____
- Father's Name:- _____
- Mother's Name:- _____
- Category:- _____
- Permanent Address:- _____

- Address of Communication:- _____

- Class & Section:- _____
- Name & Add. of the First (Entry) school:- _____

B. Change required in _____

C. Reason for applying for change _____

D. I _____ father/mother/guardian of _____ of a student of class _____ of _____ school Date of Birth _____ solemnly declare that I will not request in future for any change in my ward's personal details.

Date: _____

Signature of Father/Mother/Guardian

Place: _____

Name:- _____