



**PUNJAB NATIONAL BANK
HUMAN RESOURCES DEVELOPMENT DIVISION
Head Office, Sector 10, Dwarka, New Delhi**

01 July 2019

TO ALL OFFICES

HRDD Circular No. 804

Reg : Guidelines for change in name of employees

Detailed procedure regarding change in name of employees is contained in HRDD Circular No. 125 dated 04.01.2003 which inter-alia states as under:

“For the purpose of changing his/her name, the employee should publish a notice in the local gazette and also in the local newspaper and give intimation of such change to the Home Deptt of the concerned State Govt. Once such notice has been given and a period of one month has expired there would appear to be no need of receiving any permission from the State Govt. or any other authority and it would be in order for the bank to accept a change in name.”

2. We have received references from the field with respect to the addition/change in surname only of a female employee, on account of marriage/remarriage/ divorce/ separation or death of the husband. In view of the above, the guidelines with respect to change in name of employees have been amended as under:

A. All Cases of addition/deletion or change in name/surname

For the purpose of changing his/her name, the employee should publish a notice to this effect in a prominent local newspaper as well as in the Gazette of India at his/her own expense. The format of request from employee for change in name/surname in the bank record, after completing the above procedure, is attached as Annexure A.

B. Addition/change in surname only, on account of marriage/remarriage of a female employee

If a female employee desires a change in her surname due to marriage/remarriage, she should give a formal intimation to Head Office

through proper channel and request for a change in her surname along with the marriage certificate and particulars of husband for making necessary entries in the service record. There is no prescribed format for this case.

C. Deletion of surname or reversion to maiden name on Divorce/Separation or death of the husband of the female employee

A formal intimation to the Head Office through proper channel regarding change in marital status along with court order/judgment in case of divorce/separation and death certificate in case of death of the husband. There is no prescribed format for this case.

All concerned are advised to note for meticulous compliance.

(Rajesh Verma)
General Manager

Encl: Request format for employee for change in name/surname – Annexure A

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Annexure A

The Chief Manager, PNB Parivar
HRMD, HO
Dwarka, New Delhi-75

REQUEST FOR EMPLOYEE FOR CHANGE OF NAME / SURNAME

I, the undersigned _____ lately called _____ (former name) _____ employed as _____ (designation) _____ at _____ (place of posting) _____ do hereby:-

1. wholly renounce, relinquish and abandon on the use of my former name of _____ and in place thereof do assume from the date there of the name of _____ and 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 by determination, declare that i shall at all times hereafter in all records, deeds and writings and in all proceedings, dealing and transactions private as well as public and upon all occasions whatsoever use and sign the name of _____ as 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 of _____ and _____ affixed my seal on this _____ day of _____.

Old Signature _____

New Signature _____

Signed and delivered by the above
Named _____

Formerly _____ in the presence of:-

Witness No-1	Witness No-2
Signature _____	Signature _____
Name _____	Name _____
PF no _____	PF no _____
Designation _____	Designation _____
Place of Posting _____	Place of Posting _____