

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

No. DE.23 (68)/Sch.Br./2014/ 1024

Dated: 31.7.15

Circular

Sub: Change in Student's Name 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 Student's Name 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 student up to class VIII.

Change in name of the Student may 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 student's name will be 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 student 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 Student.
3. Copy of the Government Gazette in which the change in the name of the Student is notified.
4. The birth certificate of the student stating name of parents.
5. Any one of the following (for establishing relationship with the student and residence proof):
 - Self Attested copy of Food Security Card clearly mentioning the name of child and parent.
 - Self Attested copy of Adhar Card.
 - Self Attested copy of Voter Identity Card.
6. Self Attested copy of SC/ST/OBC/Certificate (if any).

The approval for change in the name of the student must be obtained from 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.


31/7/15

(Dr. (Mrs.) Sunita S Kaushik)
Addl.D.E(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


31/7/15

(UshaRani)
ADE (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:- _____