

# Panjab University, Chandigarh

Fee Code: R0040

<b>Application for Change in Name</b> (To be filled in by the applicant in his/her own hand )	Case No.(For Office Use) _____/N A. Fee Remitted Rs. _____ Bank Draft/Indian Postal Order/University Receipt No. _____ Date _____
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B. Old Name :( In capitals) \_\_\_\_\_  
 New Name :( In Capitals) \_\_\_\_\_  
 Father's Name: (In capitals) \_\_\_\_\_  
 Mother's Name: (In capitals) \_\_\_\_\_  
 Registration No: (If any) \_\_\_\_\_  
 Major/Minor \_\_\_\_\_  
 Male/Female \_\_\_\_\_  
 Married/Unmarried \_\_\_\_\_  
 Reasons for Change in Name \_\_\_\_\_

C. The particulars of the examinations taken and being taken by me are as under:-

S.No.	Name of Examination	Month/Year of Examination and Regular/Private Candidate	Roll. No	Result
1.				
2.				
3.				
4.				
5.				

D. The cutting from the newspaper (full page) in which I have notified the change in my name is pasted below:-

SPACE FOR PASTING THE  
CUTTING FROM THE  
NEWSPAPER

Name of Newspaper \_\_\_\_\_ and  
Place/Date of Publication \_\_\_\_\_

E. I solemnly declare that all the above particulars given by me are correct.

ADDRESS

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of Applicant with old name  
 Dated \_\_\_\_\_

### \*CERTIFICATE

- \* (i) **For in Service Candidates:** This office has no objection to the change in name of the applicant. The applicant is employed in this office since \_\_\_\_\_
- \* (ii) **For the candidates who are studying in this College/Institution/Department:** This College/Institution/Department has no objection to the change in name of the applicant. The applicant is a student of \_\_\_\_\_ class of this College/Institution/Department from the session \_\_\_\_\_
- \* (iii) **For the candidates who do not fall under (i) & (ii) mentioned above:** Last Examination of this University in which appeared/appearing:  
Examination \_\_\_\_\_ Year/Session \_\_\_\_\_

(Note: Please tick  the relevant column).

### Attestation

I certify that the applicant \_\_\_\_\_ son/daughter of  
 Shri \_\_\_\_\_ is the same person who signed in my presence.

Name of Attesting Authority \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Address \_\_\_\_\_

Signature of attesting authority  
 Dated \_\_\_\_\_

\_\_\_\_\_  
 Official Stamp

### FOR OFFICE USE

Particulars verified vide Gazette/According to Register of Students. The name of the applicant in the University record will now be as \_\_\_\_\_

ORDERS  
 Change in name as recommended is allowed

Assistant

Superintendent

A.R. (R&S)

## **AFFIDAVIT**

**\*\*No. 1**

(In case of Minor applicant)

I \_\_\_\_\_ son/daughter of

\_\_\_\_\_ do hereby solemnly declare that my son/daughter/ward is below eighteen years and has changed his/her name from \_\_\_\_\_ to

\_\_\_\_\_ with my consent and that he/she is one and the same person and

\* **He/She is or He/She is not** engaged in any criminal activity/ies or has not been convicted by any criminal court and no civil or criminal proceedings are pending against me in any court of law.

**\*\*No. 2**

(In case of Major/Married Women applicants)

I (old name) \_\_\_\_\_ son/daughter of

Shri \_\_\_\_\_ do hereby solemnly declare that I am a major (over eighteen years) and have changed my name from \_\_\_\_\_ to

\_\_\_\_\_ and that I am one and the same person and

\* **I am or I am not** engaged in any criminal activity/ies or have not been convicted by any criminal court and no civil or criminal proceedings are pending against me in any court of law.

Deponent  
(Father/Guardian)  
Address \_\_\_\_\_  
\_\_\_\_\_  
Dated \_\_\_\_\_

Signature \_\_\_\_\_  
(Magistrate) \_\_\_\_\_  
Place \_\_\_\_\_  
(Official Stamp)

Deponent  
Applicant (Old Name)  
Address \_\_\_\_\_  
\_\_\_\_\_  
Dated \_\_\_\_\_

\* In case of Military personnel, the applicant can get it attested by the Commanding Officer of his Unit.

\*\*Strike out which is not applicable.

### **Instructions**

1. Any alteration in the name already recorded in the University office is considered as a change in name.
2. Matriculation and Higher Secondary Part-I and Higher Secondary Part-II or Pre-University or Pre-Medical or Pre-Engineering or 10+2 or any other equivalent examination (passed from Panjab University) or Registered Candidates of this University are allowed to apply for change in their names.
3. Change in Sub-Caste is not permissible unless there is any link between the proposed and the one already shown against his/her name.
4. Mode of Payment:-
  - (i) For those who are registered with the University Rs. 1200/-
  - (ii) For those who have passed Matriculation/Hr. Sec. Part I/Hr. Sec. II Examination Rs. 1285/- and whose names have not so far been registered in the University.

The prescribed fee can be paid either in cash at the University Fee counter or through Bank draft/IPO drawn in the favour of the Registrar, P.U., Chandigarh.

5. The application form shall be accompanied with:-
  - I) A cutting from a Newspaper (full page) in which the proposed change of name has been advertised. The validity of the advertisement will be up to one year from the date of publication. Attested copy of the same will not be accepted.
  - II) Matriculation and Higher Secondary Part I and Higher Secondary part II or Pre-University or Pre-Medical or Pre-Engineering or 10+2 or any other equivalent examination certificates with change of name as requested in the application form.

Provided a woman candidate applying for change in sub-caste after her marriage will not be required to fulfill the conditions mentioned at (i) & (ii) above. However, she will be required to submit the marriage certificate from the competent authority.

6. Duplicate Certificates with changed name can be issued on payment of the prescribed fee and on return of the original certificates. This fee will be in addition to the fee paid for change in name.
7. Only new name of the candidate should be written in the University Record/D.M.C.
8. Application form should be attested from the competent authority mentioned below:

#### **\* Attesting Authority**

1. \* (i) through the employer if the applicant is employed at the time of submission of application form; and
2. \* (ii) through the Head of the Institution/Department/College if the applicant is studying in any Institution/Department/College at the time of submission of application form;
3. \* (iii) through a Gazetted Officer or the Principal of an affiliated college or an officer of the University not below the rank of an Assistant Registrar in case of applicant is neither studying nor is in employment at the time of submission of application form.