

**GOVERNMENT OF RAJASTHAN  
FINANCE DEPARTMENT  
(RULES DIVISION)**

**MEMORANDUM**

No. F.1(3)FD(Rules)/2017

Jaipur, dated :

**15 FEB 2018**

**Subject:- Change/deletion of surname of female Government Employee - Rule 8A of the Rajasthan Service Rules.**

The procedure for change of name of Government employees has been laid down vide Finance Department Memo No. F.1(12)FD(ER)/67 dated 10.04.1967. The matter regarding simplification of the procedure for change of surname of female Government employee on account of marital status has been examined and it has been decided to adopt the following procedure for addition/change/deletion of surname of a female Government employee :-

- I. Addition/Change in surname only, on account of marriage/re-marriage of a female government employee:  
The following requirements may be met for this purpose:-
  - (i) If the Government employee desires a change she should give a formal intimation to her appointing authority of her marriage and request for a change in her surname.
  - (ii) Particulars of the husband may be given for making necessary entries in the Service Book.
- II. Deletion of surname or reversion to maiden name on divorce/separation or death of the husband of female Government employee.  
Change may be permitted if a female Government employee gives:
  - (i) An intimation to the appointing authority regarding change in marital status; and
  - (ii) A formal request for reversion to her maiden name.

There is no prescribed form for items I & II above. Permission for change/deletion of surname of female Government employee shall be granted by the appointing authority.

**By order of the Governor,**

  
(Manju Rajpal)


**Secretary to the Government  
Finance (Budget)**

Copy forwarded to -

1. Secretary to H.E. Governor.
2. Principal Secretary to Hon'ble Chief Minister.
3. All Special Assistants / Private Secretaries to Ministers / State Ministers.
4. All Additional Chief Secretaries/ Principal Secretaries/Secretaries/Special Secretaries to the Government.
5. D.S. to Chief Secretary.
6. Accountant General Rajasthan, Jaipur (200 copies).
7. All Heads of the Departments.
8. Director, Treasuries & Accounts, Rajasthan, Jaipur with 100 spare copies for sending to all Sub-Treasury Officers.
9. Director, Pension & Pensioners' Welfare Department, Rajasthan, Jaipur.
10. Deputy Director (Statistics), Chief Ministers' Office.
11. All Treasury Officers.
12. All Sections of the Secretariat.
13. Administrative Reforms (Gr.7) with 7 copies.
14. Vidhi Rachana Sanghathan, for Hindi translation.
15. Additional Director, Finance Department (Computer Cell).

Copy also to the -

1. Secretary, Rajasthan Legislative Assembly, Jaipur with 20 extra copies for Subordinate Legislative Committees.
2. Registrar General, Rajasthan High Court, Jodhpur / Jaipur.
3. Secretary, Rajasthan Public Service Commission, Ajmer.
4. Secretary, Lokayukta Sachivalaya, Rajasthan, Jaipur.

  
15/02/2018  
(Mahendra Singh Bhukar)  
Joint Secretary - I, FD (Rules)

(RSR/07/2018)