

UNIVERSITY OF JAMMU

CIRCULAR

Ref: Circular No. FD-Code/154/2022-03 dated 10.05.2023 issued by Finance Department (Codes Division), Government of Jammu and Kashmir, Civil Secretariat, Jammu/ Srinagar.

It is hereby circulated for the information of all University employees that in case of any additions/deletion or change in name/surname in their service record, the following documents are required to be submitted to the Estab/TW Section and Estab/NTW Section (as the case may be):

1. Deed changing his/her surname declared before judicial Magistrate 1st Class (copy of format enclosed).
2. Copy of public notice given in the newspaper (wherever applicable).
3. Copy of Aadhaar Card.

[Signature]
18/9/26
REGISTRAR

No: Estab/TW/2026/2628-77
Dated 18/09/2026

Copy to:-

1. Special Secretary to the Vice- Chancellor for kind information of the Hon'ble Vice-Chancellor.
2. Sr. P.A to Dean Research Studies /Dean Planning & Development / Dean Academic Affairs for information.
3. Sr. P.A to Registrar/ Controller of Examination/Director CDC/DDE/DIQA for information.
4. All Rectors/ Directors of the Offsite Campuses of the University.
5. All Heads/ Directors of the Teaching Departments of the University.
6. Dean Students Welfare/ Provosts (Boys/Girls Hostels)/ Dean Students Placement/l/c Librarian (Dhanvantri Library).
7. Director, Centre for IT Enabled Services & Emerging Technologies.
8. All Branch Officers.
9. Chief Accounts Officer.
10. Guard file.

AP-I
For circulation
on JO website
[Signature]

Office of the Director, CITES&M
University of Jammu
Receipt
No. 2370
Date 18/9/26

DEED FOR GOVERNMENT EMPLOYEE FOR CHANGE OF NAME/SURNAME

BY THIS DEED, I the undersigned.....Lately
called.....employed as

(FORMER NAME)

.....
(Designation of the post held at the time by the Government Servant)

at.....
(Place where employed in the Department of Government of J&K)

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 ofbut by my assumed name of.....
2. For the purpose of evidencing such my determination, declare that I shall at all times hereafter in all records, deeds and writings and in all proceedings, dealings and transactions private as well as public and upon all occasions whatsoever use and sign the name ofas 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 this.....day of.....

Old signature.....

New Signature.....

Signed and delivered by the above
named.....

formerly.....in the presence of:-

Witness No:- 1.

Signature.....

Name.....

Designation.....

Official Address.....

Witness No:- 2.

Signature.....

Name.....

Designation.....

Official Address.....


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