

केंद्रीय विद्यालय संगठन / Kendriya Vidyalaya Sangathan

An autonomous body under Ministry of Education

संभागीय कार्यालय/REGIONAL OFFICE

एस० सी० ओ०/SCO-72-73, सेक्टर/Sector-31-ए/A,

चंडीगढ़/CHANDIGARH-160030

वेबसाइट/Web Site: <https://rochandigarh.kvs.gov.in/>

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फ.16037/2021-22/-के.वि.सं.(सी.आर.)/शैक्षिक/12054-12111/

दिनांक: 23.12.2021

(केवल ई-मेल के द्वारा)

The Principal
Kendriya Vidyalaya
Under Chandigarh Region

Sub.: Necessary Document for Name Change of Student/ Father & Mother of Student- Reg.

Madam/ Sir,

With reference to the above-mentioned subject, it is noticed by this office that many Vidyalayas are forwarding the application regarding the name change of student or name change of father & mother of the student without verifying and completing all necessary documents, which is increasing unwanted correspondence and work.

The following documents are required for the said purpose:

For Name Changing of Student:

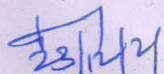
1. Forwarding of Vidyalaya
2. Application of Parent/ Student
3. Affidavit from Executive Magistrate
4. Two newspaper cutting (in which the amendment is published)
5. Gazette Notification (Optional)
6. Any ID proof of student

For Name Changing of Student's Mother or Father:

1. Forwarding of Vidyalaya
2. Application of Parent/ Student
3. Affidavit from Executive Magistrate
4. Two newspaper cutting (in which the amendment is published)
5. Gazette Notification
6. Any ID proof of student's Mother or Father

The Principal is directed to verify and ensure the completion of the above-said document and send it (hard copy) to this office for further action.

Yours faithfully,


(T. Rukmani)

Assistant Commissioner
Offg. Deputy Commissioner