

Sub :- Change/Correction in Name – Simplified procedure		
Sr. No.	Existing Procedure	New Procedure
1.	Applicant submits his/her application to his/her branch.	<ol style="list-style-type: none"> 1. The applicant will make an online request by submitting following documents: <ol style="list-style-type: none"> i) Notification in Gazette ii) Affidavit iii) Marriage Certificate(if applicable) 2. Concerned clerk in the DDO office will examine the case online and forward it to DDO. 3. DDO will examine the case online and forward it to CE/HQ office directly. 4. Correction Manager (Senior Assistant) will be nominated in the CE/HQ office who will examine the cases online and put it for approval to the CE/HQ. 5. CE/HQ will approve the case or send the case online to the Principal Secretary, if it is so required as per Rules. 6. Principal Secretary will approve and a sanction letter will be generated, automatically and the copy of the letter will be sent to the following:
2.	Branch forwards the application to Admin Branch.	
3.	Admin Branch Superintendent marks the application to Diary Clerk.	
4.	Diary Clerk registers the application in Diary Register and assigns a Diary Number.	
5.	Application delivered to marked assistant.	
6.	Assistant marks the application to clerk.	
7.	Clerk puts up the application in concerned file and mark the file to assistant.	
8.	Assistant examine and deal the file.	
9.	Assistant marks the file to Superintendent.	
10.	Superintendent marks the file to Registrar.	
11.	Registrar down mark the file to Superintendent.	
12.	Superintendent down mark the file to Assistant.	
13.	Assistant down mark the file to Type Clerk.	
14.	Type Clerk types the draft and marks the file to assistant.	
15.	Assistant checks the draft	

	and forward the Draft to Superintendent.	i) Applicant ii) DDO iii) CE/HQ office
16.	Superintendent signs the Draft and down marks the file to Dispatch Clerk.	
17.	Dispatch Clerk assigns a dispatch number and marks it on sanctions.	
18.	Dispatch clerk sends the sanction to applicant and concerned branches and marks the file back to corresponding assistant.	