



UNIVERSITY OF HYDERABAD

Office of the Registrar
Establishment Section-II

No. UH/E-II/2025/3048

March 19, 2025

CIRCULAR

Sub: Change of Name/Surname of employees or their spouse after retirement – Reg.
Ref: (1) DoP&PW Office Memorandum No. 3(2)/2022-P&PW(H)-7942 dated 6-10-2022.
(2) DoP&PW Office Memorandum No. 11/15/2022-P&PW(H)-8363(I) dated 24-10-2024.

This is to bring to the notice of all the Pensioners / Family Pensioners that there is no separate procedure prescribed in the CCS (Pension) Rules, 2021 or CCS (Pension) Rules, 1972 for change of name/surname in the Pension Payment Order (PPO) of Government employees or spouse after retirement. The PPO is issued on the basis of service record/service book of the employee and the maintenance of the service book concerned with the Establishment Section of the University.

2. Recently, based on their Aadhar Card / PAN Card, the Pensioners/Family Pensioners are approaching the Establishment Section(s) to issue replacement of their Pensioner Identity Card (PID) and Pensioner Medical Identity Card (PMID) with the full "Surname" instead of the "Initial" representing the surname to enable them to link to their Pension Account immediately, which cannot be issued unless their PPO is modified accordingly in spite it being only an expansion of the "initial".

3. Therefore, all the stakeholders are hereby informed that in order to modify their name/surname in the Pension Payment Order they shall mandatorily adhere to the procedure stipulated in the DoPT's OM No. 190016/187-Estt. Dated 12th March, 1987 and submit a request for change of name/surname duly enclosing copies of Execution of Deed changing their name/surname, publication in prominent local newspaper as well as in the Gazette at their own expense for taking further action.

4. The above procedure for change of name/surname shall apply to the serving employees too.

D. Nigam
20-3-25
Registrar

To
All Pensioners/Family Pensioners of the University.
All Employees concerned.

Copy to:
All Deans of Schools / Heads of Departments / Centres
Finance Officer Joint Registrar (F&A)
Deputy Registrar (E-I/E-II) Asst. Registrar (HR, EC and Legal)
Webmaster – with a request to upload the Circular on the University website.
Director, CNF – with a request to forward the Circular through GApps to all employees of the University.