

केन्द्रीय विद्यालय संगठन
(मानव संसाधन विकास मंत्रालय के अधीन)
क्षेत्रीय कार्यालय - चेन्नै
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KENDRIYA VIDYALAYA SANGATHAN
(Under Ministry of HRD)
Regional Office - Chennai
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F.17044/Name change/KVS(CHER)/2017-18/

Date: 06.05.2019

E-mail only

The Principal,
All Kendriya Vidyalayas,
Chennai

Sub: Change of name of the student/parent in the school records -
Reg

Madam/Sir,

With reference to the subject cited above, this is to inform that many of the Principals are forwarding the applications for change of name of the student/parent submitted by the parents without scrutinizing the applications and without supporting documents. Therefore, all the Principals are hereby instructed to scrutinize such applications, if any submitted by the parents at their level whether parent has submitted all the required documents in original as instructed by KVS HQRs. vide letter dated 16.01.1981.

The following documents are compulsorily required for change of name of the student/parent in the Vidyalaya records:

1. A written request from the parent
2. An affidavit sworn in before a I Class Magistrate to that effect by the father
3. Gazette Notification
4. A press cutting from a newspaper notifying the change in the name of the student.

Therefore, you are hereby directed to scrutinize the applications, if any submitted by the parents before forwarding to this office for approval to avoid unnecessary correspondence.

Yours faithfully,

(C. Mani)
Deputy Commissioner