

Jammu & Kashmir Entrepreneurship Development Institute (J&K EDI)
(An organisation of Government of Jammu & Kashmir)
Sempora, Pampore (Kashmir)/ Bari Brahmana, Jammu

Sub: Correction of name in the service records.

Order No.: JKEDI/HR- 194 of 2024
Dated: 24 .09.2024

Whereas, during the updation of HRMS of employees of JKEDI the Accounts Officer/DDO of the institute reported certain discrepancies in the service records of Shri Surjeet Singh S/O Khaim Singh with respect to the name & parentage of the aforementioned employee.

Whereas, HRMS of the aforementioned employee couldn't be verified due to the discrepancies with respect to the name in his service records.

Whereas, As per circular issued by the Finance Department (Codes Division) issued vide no: FD-Code/154/2022-03 dated 10.05.2023 with subject, change of name by Government employees-Procedure thereof point no. (I) "All cases of addition / deletion or change in name / surname;

- i. A government employee wishing to adopt a new name or to effect any modification in his / her existing name may do so, formally by a deed changing his / her name. The sample deed form is enclosed.
- ii. The execution of the deed should be followed by publication of the change in a prominent local newspaper at the Government employee's own expense.

The change in the name shall be made with Aadhaar authentication and complete verification of record of e-HRMS".

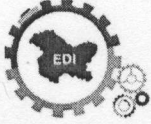
Whereas, the said employee accordingly submitted necessary deed, copy of newspaper with information published regarding correction in name & a copy of Aadhaar card.

Whereas, in response to the publication of public notice in daily newspaper seeking objections if any in this regard, this office has not received any objection within stipulated time frame from the issuance of the publication as reported by the concerned section.

Whereas, in view of the above, the case was further examined by the HR Section & has recommended correcting the name of the official with necessary corrections to be allowed in the service records.

Now, therefore, pursuant to the above facts it is hereby ordered that:-

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24/09/2024



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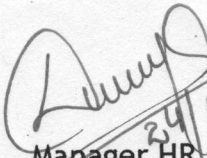
- i. please read "Surjeet Singh S/O Khaim Singh" instead of Surjeet Singh S/O Khem Singh & Surjit Singh S/o; Khaim Singh as verified from Aadhaar card of the said employee.
- ii. allowing/establishing the necessary corrections wherever required in the service records of the official.

Sd/-
(Rajinder Kumar Sharma) JKAS
Director JKEDI

No. JKEDI/HR/GO/2024/901-905
Dated: 24 .09.2024

Copy to the;

1. Accounts officer for information & necessary action.
2. Director's Secretariat for kind information of the Director.
3. I.T Section for information & necessary action.
4. Surjeet Singh, Chauffeur, Regional Office Bari Brahmna.
5. Order/Concerned File.


24/09/2024
Manager HR