

No. PCH-HA(3) 18/06-G.P. Shimla-III - S1958-S2060
Government of Himachal Pradesh
Department of Panchayati Raj.

To

1. All the District Panchayat Officers,
in Himachal Pradesh.
2. All the Block Development Officers,
in Himachal Pradesh.

Shimla-09

Dated

13-10-2026

Subject:- Procedure for correction and change/alteration of names in the Online
Pariwar Register – regarding.

Madam/Sir,

Please refer to this Department's Instructions dated 16-08-2024 regarding maintenance and updation of the Online Pariwar Register. With a view to ensure uniformity in dealing with the requests relating to the change of names or other particulars especially relationship between the family members recorded in the online Pariwar Register, the following instructions shall be followed by all concerned Panchayats/Panchayat Secretaries, henceforth.

Rule 21 of the Himachal Pradesh Panchayati Raj (General) Rules, 1997 provides for maintenance of the Online Pariwar Register in Form-19. Rule 21(2) further provides that no addition or alteration in the entries of the Pariwar Register shall be made without **authenticated evidence**. It has, therefore, been decided that, for the purpose of updation of names in the Online Pariwar Register, the cases shall be classified into the following three (3) distinct categories:

A. Correction of error in the recorded name

Where the name already recorded in the Online Pariwar Register contains a **spelling, typographical, transcription or similar error**, and the request does not involve adoption of a new identity/name, the matter shall be treated as a **correction of name**. Such correction may be considered on the basis of an application of the person concerned, his parent/guardian in case of a minor, alongwith any one of the following documents, as prescribed under **Point No. 3 of the Instructions dated 16-08-2024**:

1. Birth Certificate issued under the Registration of Births and Deaths Act, 1969;
2. Matriculation/10th Class Certificate/Middle/Primary school certificate or Mark Sheet issued by a recognized Board/school leaving certificate;
3. Aadhaar Card;
4. PAN Card;
5. Passport;
6. Service record/Pension record/Discharge certificate from armed forces;
7. Any other Government-issued identity document specifically notified by the Department from time to time.

Minor variations in spelling, typographical/transcription errors, omission/addition of letters, or similar clerical mistakes may be corrected under this category.

Where the document produced itself reflects a **materially different name**, the request shall not be processed as a routine correction under this category. Such case shall be examined under the provisions relating to **change/alteration of name** given below.

B. Alteration/change of one name to a substantially different name

Where a person seeks to replace the name presently recorded in the Online Pariwar Register by a **substantially different or completely new name**, the request shall be treated as a **substantive change of name** and shall not be processed merely on the basis of an Aadhaar Card, PAN Card, Passport or other identity document carrying the proposed new name. In such cases, the applicant shall furnish the following authenticated documents related to correction of the names:

1. **Authenticated copy of document linking former name and the changed name, as belonging to the same person; and**
2. **Certified copy of decree/order of competent court directing change of name;**
3. **In case of Government servants, authenticated copy of service record reflecting the change of name be taken in place of certified copy of decree/order of competent court.**

The documents shall establish a clear and continuous link between the former name and the new name. The production of an identity document issued subsequently in the new name shall not, by itself, be treated as proof of the underlying change of name.

C. Cases involving dispute or conflicting records

Where there is dispute regarding the identity of the person, material contradiction amongst the documents produced, dispute regarding parentage, marital status, succession or other legal status/character; allegation of impersonation, fraud or manipulation of records; or inability to establish the continuity between the existing and proposed name the case shall not be dealt with as a routine correction. The applicant shall be required to obtain an appropriate order/declaration from the **competent court or competent statutory authority**, as applicable.

Procedure to be followed by the Panchayat Secretary

Before making any correction/change in the Online Pariwar Register, the Panchayat Secretary shall examine the original documents or duly authenticated copies produced by the applicant, verify that the documents relate to the same individual, clearly classify the request as either **"Correction of Name"** or **"Substantive Change of Name"**, record the particulars of the document relied upon, including document number, ensure that a substantive change of name is not processed as a mere correction on the basis of an identity document issued subsequently in the proposed new name; and upload/retain the speaking order, accepting or rejecting the request so decided alongwith the supporting documents on the e-parivar portal as available.

General instructions

The Panchayat Secretary shall exercise due care while making alterations in the Online Pariwar Register, as the Pariwar Register is an official record and alteration therein must be supported by authenticated evidence as required under Rule 21(2) of the Himachal Pradesh Panchayati Raj (General) Rules, 1997. In cases where the nature of the request is doubtful, the Panchayat Secretary shall not make the alteration merely on the basis of the applicant's declaration. These instructions shall be applicable to **all pending and future cases** relating to correction/change of names in the Online Pariwar Register. The instructions dated **16-08-2024** and **23-08-2024** shall continue to remain in force except to the extent specifically modified/clarified by these instructions.

You are, therefore, requested to kindly issue necessary directions to the Gram Panchayats in your jurisdictions to ensure strict compliance with these instructions.

Yours faithfully



Director
Panchayati Raj Department,
Himachal Pradesh, Shimla-9