PBC No. 108 / 2026
RBE No. 62 / 2026

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी कार्यालय
Office of the Principal Chief Personnel Officer
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

No: P(R) 500 / P / Vol.V

दिनांक/Date: as signed

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM, Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS,
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

विषय/Sub:Reconciliation of names with Service Records for the purpose of settlement of Railway employees – reg.

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A copy of the Railway Board's letter No. E(G)2026/FR1/1 dated 23.07.2026 alongwith Annexure - I on the above subject is enclosed for information, guidance and necessary action.

संलग्नक/Encl. 06 pages.

Digitally signed by
CHILAKALAPUDI ANJANI KUMAR
'Date: 2026.07.24 16:55:49 +05'30

सहायक कर्मचारी संबंधी अधिकारी/Asst Personnel Officer / IR & Trg.
कृते प्रमुकाधि/**For Principal Chief Personnel Officer**

प्रतिलिपि/Copy to: The General Secretary/SRMU
The General Secretary / DREU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR
IT Section/PB/HQ - to upload in the SR website.

RBE No. 62 /2026

GOVERNMENT OF INDIA/ भारत सरकार
MINISTRY OF RAILWAYS/रेल मंत्रालय
RAILWAY BOARD/रेलवे बोर्ड

No. E(G)2026/FR1/1 **New Delhi, Dated: 27 .07.2026**

The General Managers,
All Indian Railways
(As per standard list).

Sub: Reconciliation of names with Service Records for the purpose of settlement of Railway employees– reg.

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Instances have come to the notice of the Railway Board, where employees having initial-based names in Service Book/Records, face difficulties at the time of retirement due to a mismatch between the names recorded in their Service Book/Records and those appearing in PAN, Aadhaar and Bank Records. In many such cases, the Service Book/Records contain initials-based names, whereas the PAN, Aadhaar and Bank Record contain the employees' expanded/full names. Consequently, employees are often required to undergo a formal change of name through publication in the Government Gazette, submission of an affidavit or modification of Aadhaar particulars solely for the purpose of generating PPOs and settling retirement benefits.

2. The matter has been examined and it has been decided that the expansion of initials, when supported by documentary evidence, shall not be treated as a request for a change of name. Accordingly, the following instructions shall be followed uniformly across Indian Railways:

A. Expansion of initials

(i) Employees having initials-based names in their Service Book/Records may, on a one-time basis, get their expanded/full name recorded in the Service Book/Service Records.
(ii) Such requests shall be supported by any Government-issued identity document, such as PAN/Aadhaar/Passport/Voter ID Card/ Driving License/ Ration Card, along with a **notarized affidavit** in the prescribed format enclosed as **Annexure-I**.
(iii) The expanded/full name recorded in the Service Book/ Records shall be treated only as an expansion of initials and shall not be construed as a change of name.
(iv) The expansion of initials may be permitted in any sequence supported by valid documentary evidence, provided the identity of the employee is clearly established.

Contd.../-

B. Recording of expanded name

(i) The expanded/full name shall be recorded alongside the initials-based name already available in the Service Book/Records and other relevant personnel records.

(ii) Suitable entries shall also be made in the HRMS, as and when the required provision becomes available.

C. Name to be reflected in PPO

Where an employee has both an initials-based name and an expanded/full name duly recorded in the Service Records, the name to be reflected in the Pension Payment Order (PPO) shall be the one opted for by the employee, subject to the submission of supporting documentary evidence and a notarized affidavit in the prescribed format.

D. Minor name discrepancies

In cases involving only minor discrepancies, such as:

- The use of initials or abbreviations in place of the full name;
- Minor spelling variations not affecting the identity of the employee; or
- A difference in the sequence of first name, middle name and surname,

a notarized affidavit in the prescribed format declaring that the different name formats pertain to one and the same person may be accepted for establishing the identity of the employee for generation of PPO and settlement purposes.

E. Mandatory recording of expanded names

(i) All newly appointed employees having initials-based names shall furnish their expanded/full names through the prescribed notarized affidavit at the time of joining.
(ii) Existing employees having initials-based names shall also furnish their expanded/full names through the prescribed affidavit.
(iii) The concerned Personnel Branch shall ensure that the expanded/full name is invariably recorded alongside the initials-based name in the Service Book/Service Records, HRMS and other relevant personnel records maintained by the Railway Administration.

F. Modification in HRMS

The Centre for Railway Information Systems (CRIS) shall make suitable modifications in the HRMS to provide a separate field named '**Employees' full name without initials**' for capturing the expanded/full name of employees for record purposes only, so that the same may be used for the generation of PPO, if opted for by the employee.

Contd.../-

G. Preventive measures

As a common practice, employees open a joint Bank Account with their spouse shortly before retirement to receive pensionary benefits and other settlement dues. At the time of opening such joint bank accounts, the Staff & Welfare Inspectors (S&WIs) shall advise employees to maintain uniformity of their names across the Service Book/Records, PAN, Aadhaar and Bank Records etc.

Such timely guidance will substantially reduce instances of name mismatch at the time of retirement and, in many cases, obviate the need for a formal change of name or the submission of a notarized affidavit.

3. Receipt of this letter may please be acknowledged.

Hindi version will follow.

Encl.: As above.

23.07.2026

(S. K. Roy)
Dy. Director/ Estt. (G.)
Railway Board

No. E(G)2026/FR1/1 **New Delhi, Dated:** 23 **.07.2026**

Copy forwarded to:

1. The General Secretary, NFIR.
2. The General Secretary, AIRF.
3. The Members of the National Council, Departmental Council and Secretary, Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi.
4. The Secretary General, Federation of Railway Officers' Association (FROA).
5. All India SC/ST Railway Employees Association, Room No. 7, Rail Bhawan.
6. All India O.B.C. Railway Employees Federation, Room No. 48, Rail Bhawan.
7. The Secretary General, All India RPF Association, Room No.256-D, Rail Bhawan.
8. The Secretary General, Indian Railway Promotee Officers Federation.
9. The Secretary, RBSS, Group 'A' Officers' Association.
10. The Secretary, RBSS Group 'B' Officers' Association.
11. The Secretary, Railway Board Ministerial Staff Association.
12. The Secretary, Non-Ministerial Staff Association (Railway Board).

23.07.26

for PED(IR), Railway Board.

Contd.../-

Copy to:

EDPG/MR, OSD/MoSR(S), EDPG/MoSR(R)

PSOs/Sr. PPSs/PPSs to Chairman & CEO, M(F), M(Infra), M(T&RS), M(O&BD), DG/HR, DG/Safety, DG/RHS, DG/RPF and Secretary, Railway Board.

All AMs/PEDs/EDs, LA, JS, JS(G), JS(P), JS(E), JS(D), DE(IR), DME(C&IS), Dir(Admn.) and all concerned branches of Railway Board.

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Annexure-I

AFFIDAVIT FOR RECONCILIATION OF NAMES WITH SERVICE RECORDS FOR THE PURPOSE OF SETTLEMENT OF RAILWAY EMPLOYEES

AFFIDAVIT

(Strike out whichever is not applicable)

I, Shri/Smt./Ms. _____, aged _____ years, Date of Birth _____, son/daughter of Shri _____ / spouse of Shri/Smt. _____, mother's name Smt. _____, holding HRMS ID _____, presently residing at _____, do hereby solemnly affirm and declare as under:

1. That my name is presently recorded in my Service Book/service records as:

_____

(Name as recorded in Service Book/service records)

2. That my full name based on my PAN/Aadhaar/Passport/Voter ID Card/ Driving License/ Ration Card/Bank Records is:

_____

3. That the names mentioned at Para 1 and Para 2 above pertain to one and the same person, i.e., myself, and there is no difference in identity.
4. That I request the Railway Administration to record my full name in the Service Book/service records as:

_____

5. That I undertake that the name requested by me at Para 4 above shall be treated as my final name for the purpose of pensionary benefits, including generation of PPO and related settlement dues.
6. That I further undertake that no dispute regarding my identity shall arise on account of the recording of the aforesaid expanded/full name in my Service Book/service records and PPO.
7. That I shall be solely responsible for any discrepancy, claim, dispute, litigation or consequence arising out of the declaration made herein and the Railway Administration shall not be held responsible for the same.
8. That I shall not seek any further change/modification in the name recorded *for pensionary purposes under these instructions.*

DEPONENT

(Signature)
Name: _____
Designation: _____
HRMS ID: _____

Contd.. /-

VERIFICATION

I, Shri/Smt./Ms. _____, the above-named deponent, do hereby verify that the contents of this affidavit are true and correct to the best of my knowledge and belief and that nothing material has been concealed therefrom.

Verified at __*(PLACE_)*_____ on this _____ day of _____, ***20***.

DEPONENT

(Signature)

ATTESTED

(Signature and Seal of Notary Public)

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