

To,
The Chairman, Ad-hoc Committee,
District Primary School Council, Howrah.

Through: The Sub – Inspector pf Schools,
Amta West Circle, Howrah.
Sub : **Change of Surname**

Dear Sir,

I beg to submit my prayer in prescribed proforma for the change of my surname as stated below and oblige.

Yours faithfully,

PROFORMA :

1. Name of the teacher with designation :
 - A. Maidan Surname :
 - B. Surname after marriage :
2. Postal Address :
3. Date of birth :
4. Father's Name :
5. Husband's Name :
6. Relationship with Guardian :
(if applicable)
7. Date of marriage :

Contd.....2.

8. Attestation by two witnesses :
with address

a)

b)

9. Forwarded :

Signature of the Head Teacher / Teacher In-
charge of the School with Seal

10. Remarks and recommendations of Sub-Inspector of Schools.

Memo No.....

dt.

Forwarded to the Chairman, Dist. Primary School Council Howrah for necessary action

The particulars stated in the proforma are true to the best of my knowledge.

Sub-Inspector of Schools

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