

DOCUMENTS REQUIRED FOR NAME CORRECTION / ADDRESS

CORRECTION:-

- 1) Complaint application form.
- 2) Copy of registered sale deed in the name of applicant.
- 3) Copy of ID proof / Address proof.
- 4) Latest electricity bill and payment receipt.
- 5) Latest house tax receipt.
- 6) Attestation by Gazetted Officer on all the documents.

PROCEDURE FOR NAME CORRECTION / ADDRESS CORRECTION:-

- 1) Register the application form duly collecting all the required documents.
- 2) The registered applications shall be immediately forwarded to the concerned ADEs/Operation.
- 3) The ADE/Operation shall approve Name correction / Address correction after verifying the sale deed and other documents furnished with the application.
- 4) The name correction / address correction applications need not be forwarded to section officer.
- 5) After approval of the name correction / address correction, copies may be marked to the concerned ERO to effect necessary changes in EBS.
- 6) The AAO/ERO shall ensure that name / address corrections are effected in EBS immediately after receiving the applications and feedback reports shall be submitted to ADE/Operation weekly once without fail.
- 7) ADEs/Operation and AAOs/ERO shall ensure that name / address correction complaints are rectified as per the citizen charter.