



**DELHI TECHNOLOGICAL UNIVERSITY**  
Established under Govt. of Delhi Act 6 of 2009  
(Formerly Delhi College of Engineering)  
SHAHBAD DAULATPUR, BAWANA ROAD DELHI-42

No.F.135/MISC/DTU/2019/738-743

Dated: 13/03/2024

**CIRCULAR**

**Subject: Supporting Documents required in order to Updation of Name, DOB, DOJ and DOR through CRA in PRAN under NPS.**

All the DTU Employee who are enrolled under NPS Scheme are here by informed that, the functionality provided to nodal office for updation of Subscriber Name, DoB, DOJ and DOR is disabled on advice from regulator and the same will be done on the request letter provided by the office from PrA/DTA along with the required supporting documents with CRA for processing the same.

The supporting documents required for the changes mentioned above are as follows:-

Change in DoB	Change in DoJ	Change in DoR
Passport	Appointment/Offer Letter	Appointment/Offer Letter
Driving License	Employee ID Card	Employee ID Card
PAN Card		
Voter ID Card		
Aadhaar		
High School Mark Sheet		

Also, in case of name change, the following documents are required:-

1. Self attested gazzate copy or self attested copy of marriage certificate.
2. Self attested POI in old name
3. Self attested POI in New name
4. Proof of bank account with new name

- Note - "The name change will be allowed only after the same is incorporated in service record"

  
(Prof. Madhusudan Singh)  
Registrar, DTU

No.F.135/MISC/DTU/2019/738-743

Dated: 13/03/2024

**Copy to:-**

1. PS to VC to for Kind information to Hon'ble VC
2. PA to Registrar, DTU for information
3. All HoD(s) & Branch Incharges for vide circulation among staffs.
3. Head CC, to upload it on website, for vide circulation
4. DR (Establishment)
5. Guard File

  
(Dr. Ravinder Kaushik)  
Dy. Registrar (Pension)