

# GOVERNMENT OF KERALA

## Abstract

### VERIFICATION OF DATE OF BIRTH IN SERVICE BOOKS- RECORDING OF- REVISED INSTRUCTIONS-ISSUED

FINANCE DEPARTMENT

**G.O. (P) 483 61, Fin.**

**Dated, Trivandrum, 1st December 1961**

- Read:** - 1. Circular No. Dis. 30531, 55/Fin dated 20<sup>th</sup> December 1955.  
Circular No. RC3-39060/59/Fin dated 1<sup>st</sup> August 1959
2. Letter No. AC5-12089/60 DHS dated 5<sup>th</sup> April 1960 from the Director of Health Services
3. Letter No. OA. ½-6/55-60/350 dated 11<sup>th</sup> July, 1960 from the Accountant general, Kerala.

## ORDER

In the circular read above as second paper, Government ordered that the date of birth of officers should be verified with the prescribed records and a certificate of verification furnished in the service Books of Officers by competent authorities. The director of Health services in his letter read above, has brought to the notice of government that rule 6 to annexure II, Part III of the Madras Fundamental Rules does not specify that a record or verification of the date of birth with the prescribed records should be made in the service books and has enquired whether such a certificate need be insisted on in the case of allotted officers. The accountant General who was consulted in the matter has pointed out that, as the circular was issued after 1st November 1956, it would be applicable to the allotted officers of Madras also and therefore, the certificate should be insisted on in the case of the allotted officers as well. He has, however, suggested that if any difficulty is experienced in furnishing such certificates in respect of allotted whose service books have been opened a long time ago, such cases may be left as they are.

Government have examined the question in detail and are pleased to order that no certificate of verification of date of birth in the service books of the allotted officers from Madras need be insisted upon now, as necessary entries of this regard would have been made in the service books of these officers by competent authorities at the time of opening

them, according to rules obtaining at the time of entry into service of the officers concerned. The circular cited should, therefore, be taken to apply only to cases in which service books are opened after 1st August, 1959, and to those in which the certificate has to be given according to the rules governing the cases at the time of opening the service books.

In the case of persons recruited to service by the Kerala Public service Commission. The Commission will be furnishing among other details, the date of birth also of the candidates advised by them to the appointing authorities who have to file these particulars with the service register in the case of non-gazetted officers and with confidential files in the case of Gazetted Officers for future references- (vide Letter S (D) 5-87711/59/PD dated 12<sup>th</sup> November 1959 addressed to the Secretary to the Public service Commission with copy to the Heads of Departments etc). In these cases therefore, no further certificates need be insisted on. In the case of persons recruited otherwise than through the Kerala Public service Commission, Officers themselves should be required to furnish satisfactory evidence of age.

Heads of Departments and officers are requested to follow the above procedure in the matter.

By order of the Governor

A. Ponnamma,  
*Assistant Secretary.*

To

All Heads of Departments and Offices  
The Accountant General  
The Registrar of High Court (with C.L.)  
The Secretary, Public service Commission (with C.L.)  
The Secretary to the Governor  
The Private Secretary to the Chief Minister and other Ministers  
The Departments of the secretariat  
The secretaries, Joint Secretaries, Additional Secretaries, Deputy Secretaries and Assistant secretary  
The Personal Clerk to the Chief Secretary.

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