

Kerala Gazette No 4 dated 26th January 1988.

**PART 1**

GOVERNMENT OF KERALA  
**Personnel & Administrative Reforms (Service – c) Department**

**CIRCULAR**

NO 11980/SC3/87/P& ARD.

*Dated, Trivandrum 3rd December 1987.*

*Sub:-Public Service—Correction of date of birth noted in the Service Book—  
Instructions—Issued.*

- Ref:* 1. GO. (P) NO 344/65/Pd dated 27-3-1965  
2. GO (Ms) No 39/72 PD dated 22-1-1972  
3. GO (ms) NO 123/75/Pd dated 15-6-1975  
4. GO (P) No 260/75 PD dated 3-11-1975.

As regards acceptable documents as proof age for entry in Government Service the following orders have been issued by Government in the G.O first cited as amended by the Go 4<sup>th</sup> cited .

(i) In the case of persons who have attended a recognized school Leaving Certificate or an authenticated extract of the admission register of the school or College where the officer last studied . If the date of birth entered in the school or college record is alleged to be incorrect the person concerned may adduce satisfactory evidence to prove the correct date of birth , Such evidence will be considered on merits and appropriate issued by Government ,

(ii) In the case of others an authenticated extract from the birth register or the baptismal register or a certificate issued from a Muslim Jamai -at the correctness of which is certificated by a Gazetted Officer or a certificate or other well – known or trust worthy person in the town or village or original copy of the horoscope or Correspondence at the time of birth supported by a declaration before the Head of the Office or an affidavit of the parent of the persons signed before an officer who is competent to administer oath ,

(iii) The document may also be accepted in the case person who have attended a school but whose date cannot be proved by the school or college recodes by reason of the fact that than relevant records of the school or colleges have after due enquiry been found destroyed .

2 According to the existing orders every person newly appointed to Government service permanently or temporarily should produce satisfactory proof

of date of birth to the appointing Officer or Head of the Office as the case may be ., Once the date of birth has been accepted and recorded in the Service Register it should form conclusive evidence of the same in respect of all further Government transactions , The entry in the Service Register should be full and it should indicate on what evidence the date of birth is accepted by the Appointing Officer or the Head of Office , Normally corrections of date of birth in the service Register are made in exceptional cases bases on those made in the school records in regard to which the Commissioner for Government Examinations is the competent authority .

3 In the G.o 2<sup>nd</sup> cited , Government have clarified that except that except in exceptional cases where it has adequately made out that the concerned officer did not and could not have on opportunity to make his request for correction or alteration of date of birth of Government Servants would not be allowed within two years of the date of their retirement . By the GO THIRD CITED Government further clarified that more correction of date of birth in the schools records of a Government servant by the Commissioner for Government Examinations by its does not cast any obligation on the Govewrntment to carry out the correction in the Service Book of the Government servant concerned by the Commissioner for Government Examinations by its does not cast any obligation on the Government to carry out the correction in the service Book of the Government Servant concerned as a matter of course and that the Government reservice the right to consider the merits of such cases independently , taking into account the conditions stipulated in the GO first cited .

4 In order to have a uniform procedure and to avoid doubts in dealing with requests for correction of date of birth noted in the service Register Government order that all applications for condo noted in the service register Government order that all applications for condo nation of delay fro correcting the S.S.LC Book for correction of entry in the Service Book , be rejected , . Requests for correction in the s. s.l.c, or in the service Register will be entered only if they are made in the time limit fixed . The correction of the date of birth in the s.s.l.c Book /S, SC. Book / S.S.C Book does not confer any right regarding corrections of age in the Service book . Correction of age in the s.s.l.c Book passed by the Commissioner for Government examinations will not be automatically followed by the correction of date of birth in the Service Register and the request for correction of date of birth in the service Register made within two year of the retirement of the Government Servant warranting condo nation of delay should not be entertained even when the correction is requested on the basis of correction made in the S.S.L.C . Books/SSC book. . Requests made by the employees to the Government in the concerned Administrative Departments for the correction of date of birth noted in their service Register before two years of their retirement based on the correction of date of birth passed by the commissioner for Government Examinations will be considered and decided on merits and existing order

P.SHANMUGHASUNDARAM,  
*Secretary to Government.*

To

All Heads of Departments and Office

The Chief Executives of all Government owned Companies and Corporations.

ALL Departments (all sections) of the Secretariat including Law, Finance and  
Legislature Secretariat.

The Secretary Kerala Public Service Commission (with C.L)

The Registrar , High Court, Ernakulam (with C.L)

The Registrars University of Kerala/Calicut /Cochin (with C.L)

The Registrar, Gandhiji University, Kottayam (with C.L)

The Register Kerala Agriculture University, Trichur (with C.L)

The Advocate General Ernakulam (with C.L)

The Secretary, Kerala State Electricity Board, Trivandrum (with C.L)

The General Manager Keala State Road Transport Corporation Trivandrum  
(with C.L)

The Secretary to Governor. (with C.L)

The Under Secretary to the Chief Secretary

The Private Secretaries to the Chief Minister and other Ministers.

The Private Secretaries to the Speaker, Legislative Assembly, Trivandrum.

The private Secretary to the Leader of Opposition Room No 28 Legislators  
Hostel (Old Block) Trivandrum.

The Director of Public Relations, Trivandrum

-----