

GOVERNMENT OF KERALA

Abstract

Public Services- Correction of date of birth recorded in the
Service Book-Clarificatory Orders-Issued

PERSONNEL & ADMINISTRATIVE REFORMS (ADVICE C) DEPARTMENT

G .O.(P) No 26-91-F&ARD.

Dated 27-8-0991 Thiruvananthapuram

Read:1. Circular No 11980 SC3 87-P&ARD DATED 3-12-1987

2. Circular No 6644Adv. C 3-88P& ARD dated 24-10-1988

ORDER

Government are pleased to issue the following further modifications-clarifications to the circular dated 3-12-1987 containing instructions regarding correction of date of birth in Service Book of Government employees.

Part 1 of the circular dated 3-12-1987 (appended) just details the documents that can be accepted as proof of age for purpose of entering date of birth in the Service Book of an employees, on entry in Government Service. The second and third sentences in sub- para (i) under para (i) in the circular dated 3-12-1987 are, therefore, unnecessary. This portion of the Circular has also given for interpretation not intended by Government. These two sentences will, therefore, stand related. Sub para (I) as modified will accordingly be read as follows:-

“ (i) In the case of persons who have attend a school, the school Leaving Certificate or an authorized extract of the admission register of the school or college where the officer last studied.

2. Government also order that correction of date of birth as entered in the Service Book of an employee, who has attended a recognized school will be allowed only if the following conditions are satisfied- vide also Circular read as second paper.

(1) The application for correction should be made beyond the period of two years preceding the employees retirement, recorded with references to the date of birth as recorded in the Service Book.

(ii) The application for correction should be supported by attested copied of SSLC/SSC Book or extract of School records whichever is applicable, as corrected.

(3) More correction of date of birth in the school records will not entitle the employee for a consequential correction of date of birth in Service Book. Each case will be considered by Government on merits and orders passed.

(4) Under No circumstances will an application for correction of date of birth be entertained within the two year period prior to the date of retirement of the employee, reasoned with reference time limit shall be summarily rejected

These instructions shall be scrupulously followed.

By Order of the Governor,

P. Shanmuga sundaram,

Commr. & Secretary to Government

To,
All Heads of Department and Offices.

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Endt.on.E3-50417-91(F.Dis)dated 28-9-1991.

Office of the Chief Conservator of Forests,
Trivandrum.

Copy to all chief conservator of Forest,Conservators of Forests, Assistant Conservator of Forest,wild life warden etc..

Copy to all Branch Officers and section heads in office.
Copy to stock file.

For Chief Conservator of Forests.