

No. A. 21016/1/90-P&AR(GSW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)

OFFICE MEMORANDUM

Dated Aizawl, the 7th August, 2013

Subject: *Alteration of date of birth of Govt. Employees.*

In spite of several instructions issued by this Department from time to time, some Heads of Departments / Offices have not followed the procedure prescribed by the Government and often came up with proposal for approval of altered date of birth of the staff working under them enclosing belated Birth Certificate which implies that such Controlling Officers have often allowed alteration of date of birth of Govt. servants which shows lack of devotion to duty on the part of Heads of Departments / Offices who maintains the Service Books of Govt. Servants under their control.

It is hereby re - iterated that all Administrative Departments / Heads of Departments / Offices and Controlling Officers / Custodians of Service Book of Govt. Servants are informed to ensure that there are no corrections / alterations / modifications on the date of birth originally recorded in the Service Book of Govt. Servant under their control. If such irregular practices as stated above comes to the notice of the Government, the Custodian / Controlling Officers will be informed to fix responsibility against the defaulting officials. If he fails to fix such responsibility, he himself will be liable to penalty as deemed fit and proper.

All Heads of Departments / Offices are informed to circulate the content of this Office Memorandum to all the Govt. Servants under their control for strict compliance

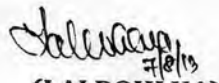
Sd/-C. ZOTHANKHUMI

Additional Secretary to the Govt. of Mizoram,
Department of Personnel & Administrative Reforms

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Copy to :

- 1) Secretary to Governor of Mizoram.
- 2) Principal Secretary to Chief Minister, Mizoram.
- 3) P.S to Speaker / Minister, Mizoram.
- 4) P.S. to Dy. Speaker / Minister of State Mizoram.
- 5) P.S. to all Parliamentary Secretaries, Mizoram.
- 6) All Administrative Departments.
- 7) All Heads of Departments.
- 8) State Informatics Officer, NIC for uploading on the Web site.
- 9) Guard File.


(LALROHLUA)

Under Secretary to the Govt. of Mizoram,
Department of Personnel & Administrative Reforms

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