

No.A.21016/1/2012-P&AR(GSW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)

OFFICE MEMORANDUM

Dated Aizawl, the 7th January, 2014

Subject: **Alteration/Correction of date of birth.**

Instruction has been issued by this Department vide O.M.No.A.21016/1/90-P&AR(GSW)/pt dated 4.6.2012 (copy enclosed) in which proposals for approval of alteration/correction of date of birth of Government servants are to be submitted to DP&AR within 3(three) months from the date of issue of the said Office Memorandum. In spite of such instruction, it is seen that proposals are submitted to the DP&AR, after a lapse of the stipulated time of 3(three) months. This kind of belated submission of the proposal by the Department is viewed seriously and is treated as lapse on the part of respective Controlling officer in the Department.

It is hereby once again instructed the Controlling officers of all the Departments that proposal (if any) for approval of alteration/correction/over-writing of date of birth of a Government servant recorded in the Service Book should be submitted to DP&AR within 2(two) months from the date of issue of this Office Memorandum. Any proposal so received after 2(two) months will no longer be entertained.

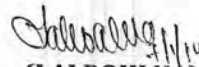
Sd/-C.ZOTHANKHUMI

Addl. Secretary to the Govt. of Mizoram
Deptt. of Personnel & Administrative Reforms

Memo No.A.21016/1/2012-P&AR(GSW)
Copy to:-

Dated Aizawl, the 7th January, 2014

1. Secretary to Governor of Mizoram
2. Secretary to Chief Minister, Govt. of Mizoram
3. P.S. to Speaker/Minister, Mizoram
4. P.S to Dy. Speaker/M.O.S/Parliamentary Secretaries, Mizoram.
5. Secretary, MPSC.
6. All Administrative Departments, Govt. of Mizoram.
7. All Heads of Departments, Mizoram.
8. All Deputy Commissioners, Mizoram.
9. State Informatics Officer, NIC for uploading on the website.
10. Guard File.


(LALROHLUA)

Under Secretary to the Govt. of Mizoram
Deptt. of Personnel & Adve. Reforms



MOST IMPORTANT

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

OFFICE MEMORANDUM

Dated Aizawl, the 4th June, 2012

Subject: Alteration of Date of Birth in respect of Government Servants.

The undersigned is directed to refer to this Department's o.M.No.A.21016/1/90-P&AR (GSW) dated 20.5.1996 (copy enclosed) in which it had been stated that proposal for alteration of date of birth of Government servants are referred to DP&AR(GSW) after the concerned employees expired or went on superannuation pension, as the case may be, which very often placed the Government in an awkward position as unauthorized excess service requiring regularization causes prolonged pending Pension cases.

It had also been envisaged in that O.M that all Administrative Departments and Heads of Departments/offices should verify the service books of employees working under them and to see if there are overwriting/alteration of date of births in the Service Book and if there is any such alteration of date of birth should be brought to DP&AR with justification within 3 months.

It had further been mentioned in that O.M that there may be certain instances where the date of birth once recorded in the Service Book may be altered unauthorisedly without the knowledge of Head of Departments/Offices. This undesirable practice should not be allowed to occur at any quarter. To avoid this undesirable practice as well as to ensure verification of all Service books, a proper register should be maintained by the Heads of Departments/Offices. In the register so maintained, names of Government servants and their dates of birth recorded in the Service Books should be clearly recorded. Such entries in the register should be signed by the Head of Departments/Offices and the date of birth of a Government employees so recorded in the register should be the same as recorded in the Service Book of an employee concerned. The said register can also be used as a good document to prove that the date of birth of a Govt. servant is not altered/overwritten before he/she is posted out from one Office/Department to another Offices/Departments. In such way, it may be easy to book defaulting office/department in the event of subsequent alteration of date of birth of a Government servant in the Service Book.

Contd/..2

However, despite issue of an O.M to the effect, it has come to the notice DP&AR that some Departments still submit cases of alteration of date of birth of Gov servants in the Service Books to DP & AR seeking for regularization mainly on the verge retiring date of a Govt. servant concerned. This kind of late submission of proposal to DP&AR for regularization of the tampered service book is very much undesirable.

All Administrative Departments/Heads of Departments/Offices are hereby on again requested to comply with the standing instructions and to conduct special drive to see if there is any alteration, correction or overwriting of date of birth in the Service Book Govt. servants working under them and to report the same, if any to DP&AR(GSW) with 3(three) months from the date of issue of this Office Memorandum. In case there is any such alteration of date of birth unreported within the time limit, the Administrative Departments/Heads of Departments/Offices will solely be responsible for the lapse.

Sd/-R.ZARZOSANGA

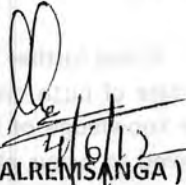
Joint Secretary to the Govt. of Mizoram
Deptt. of Personnel & Adve. Reforms

Memo.No. A.21016/1/90-P&AR (GSW)/pt

Dated Aizawl, the 4th June, 2012

Copy to:-

1. Secretary to the Governor of Mizoram.
2. Secretary to Chief Minister, Govt. of Mizoram.
3. P.S. to Speaker/Minister, Mizoram.
4. P.S to Dy. Speaker/M.O.S/Parliamentary Secretaries, Mizoram.
5. All Administrative Departments.
6. All Heads of Departments.
7. Guard File.


(R. LALREMSANGA)

Under Secretary to the Govt. of Mizoram
Deptt. of Personnel & Adve. Reforms

Phone No:2336020

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