

No.A.12016/1/2012-P&AR (GSW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)

OFFICE MEMORANDUM

Dated Aizawl, the 27th August, 2014

In spite of several instructions issued by this Department from time to time on the subject of alteration of date of birth of Govt. servant, it has been observed that Heads of Departments/Offices are still not paying proper attention to the maintenance of the Service Books of officer and staff working under them, some Departments are still in a habit of submitting proposals for alteration of date of birth of Govt. servant neglecting the instructions and restrictions laid down by the Government.

In order to avoid unnecessary exercise it is once again re-iterated that the date of birth so declared by the Govt. servant, at the time of appointment, and accepted by the appropriate authority shall not be subject to any alteration. Hence, tampering/altering/manipulating the date of birth of Govt. servant after 5(five) years from the date of entry into Govt. service on any part of the entries in the Service Book is solely the responsibility of concerned Head of Department or Head of Office.

It is, therefore, reiterated that if such irregular practices comes to the notice of the Govt. after issuance of this Memorandum, it would be construed that the instruction has been deliberately ignored and officials including Heads of Departments/Heads of Offices who are responsible for tampering with the records in the Service Books will be departmentally proceeded against.

All Heads of Departments/Offices are informed to bring the content of this Office Memorandum to their subordinate offices for strict compliance.

Sd/- LALSANGPUII

Addl. Secretary to the Govt. of Mizoram

Memo No.A.12016/1/2012-P&AR (GSW) : Dated Aizawl, the 27th August, 2014

Copy to:-

1. Secretary to Governor, Mizoram
2. Principal Secretary to Chief Minister, Mizoram
3. P.S. to Speaker/Ministers/Deputy Speaker/Ministers of State, Mizoram
4. P.S. to Vice Chairman, State Planning Board/Government Deputy Chief Whip/Parliamentary Secretaries, Mizoram
5. Sr. PPS to Chief Secretary, Mizoram
6. PS to all Principal Secretaries, Commissioners, Secretaries & Special Secretaries, Mizoram
7. All Administrative Departments
8. Secretary, MPSC/MSEC/MSIC/AMC
9. All Heads of Department
10. All Deputy Commissioners, Mizoram
11. All wings of DP&AR
12. Website Manager, DP&AR for uploading in the website
13. Guard File.

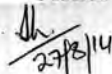
D.P. & A. R. (G.G.Cell)

Receipt No. 259

Date. 29/8/14


(LALROHLUA)

Under Secretary to the Govt. of Mizoram.


29/8/14