

**GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)**

OFFICE MEMORANDUM

Dated Aizawl, the 25th October, 2013

No.A.38020/2/13-P&AR(GSW):It has come to the notice of the Government that despite retirement of a Government servant is automatic on the date on which he attains the age of superannuation pension and in the absence of specific orders to the contrary by the competent authority a Government servant must retire on the due date, there are instances where a Government servant remains in service even after attaining the age of superannuation pension on the plea that no order for his service has been issued by the Competent Authority. This kind of undesirable incident had often taken place due to lapse on the part of the concerned Department necessitating to move the Government for extension of service for regularization of excess service rendered by the Government servant which always put the Government in an awkward position. Hence, any Government servant should necessarily be formally released from service well in advance of 7(seven) days before actual due date of retirement on superannuation.

Moreover, it has come to the notice of the Government that there are several cases of alteration of date of birth recorded in the service book without approval of the Government and such cases were sent to this Department for settlement of the correct date of birth on the verge of due date of retirement on superannuation and such process sometimes caused delay on release of such Government servant from Government service thereby resulting in rendering service beyond the actual due date of retirement due to non settlement of his correct date of birth in advance.

All Administrative Departments and Heads of Department are hereby instructed to ensure that there is no dispute on the date of birth recorded in the service book of the Government servant under their control and they are informed of their due date of retirement on superannuation well in advance so that the pension payment order may be issued soon after the date of their retirement.

It has been decided that henceforth, if any Government servant is not released on due date of his retirement due to negligence of the above instruction on the part of Controlling Officer, responsibility should be fixed as to who is solely responsible for such lapse resulting in excess service of a Government servant and appropriate action should be taken by the cadre controlling authority against such defaulting officer.

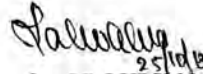
Sd/-C.ZOTHANKHUMI

Addl. Secretary to the Govt. of Mizoram
Deptt. of Personnel & Administrative Reforms
: Dated Aizawl, the 25th October, 2013

Memo No.A.38020/2/13-P&AR(GSW)

Copy to:-

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