



517
9/7/12

GOVERNMENT OF KERALA

Abstract

PUBLIC SERVICES—CORRECTION OF DATE OF BIRTH IN SERVICE BOOKS—
REVISED ORDERS ISSUED

PERSONNEL & ADMINISTRATIVE REFORMS (ADVICE-C) DEPARTMENT

G. O. (P) No. 45/91/P&ARD.

Dated, Thiruvananthapuram, 30th December, 1991.

- Read:*—1. Circular No. 11980/SC3/87/P&ARD dated 3-12-1987.
2. Circular No. 6644/Adv. C3/88/P&ARD dated 24-10-1988
3. G.O. (P) No. 26/91/P&ARD dated 27-8-1991.

ORDER*

According to the existing orders, a Government employee can apply for correction of date of birth entered in his Service Book upto the period beyond two years preceding his retirement reckoned with reference to the date of birth as originally entered in the Service Book.

2. Government feel that the growing tendency on the part of Government employees to get date of birth corrected when they are about to retire has to be discouraged. They have therefore reviewed the entire matter with due regard to the system followed in the case of Central Government Employees. Normally the need for correction should not arise at all once one's date of birth is entered in the Service Book because it is the date furnished by him for selection to the post and it is again based on the proof therefore furnished by the employee himself that the entry is made. One realizes his date of birth on a number of occasions in his life—the moment he gets his S.S.L.C. or secures extract from School Admission Register, when he registers his name in the Employment Exchange, applies for higher studies or furnishes the date of birth in the very application that leads to his entry in Government Service. Thus one's date of

* Published in the Kerala Gazette No. 5 dated 4th February, 1992.

birth is entered in his Service Book after full realisation thereof by that individual, over a reasonably long period. The employee also signs the Service Book and thus gets an opportunity to verify whether the date is correctly entered in his Service Book. There is therefore no rationale in allowing a correction at all.

3. Still an opportunity can be granted during the initial periods of one's service to make corrections in bonafide cases Government are pleased to adopt the system followed by Government of India in this matter. They accordingly order in the modification of the existing orders that applications for correction of date of birth if any needed in the case of a Government Employee shall hereafter be made within five years of one's entry in service. In the case of those who have already crossed this limit, one year time from the date of this order shall be allowed provided they apply beyond the two year period preceding retirement, reckoned with reference to the date of birth as recorded in the Service Book. The applications for correction of date of birth in Service Book shall be submitted to Government in the Administrative Department concerned, through proper channel.

4. The conditions that such applications, in the case of those who have attended a School, shall be supported by attested copies of S.S.L.C/ S.S.C. Book or extract of school record as corrected and that mere correction of date of birth in the school record does not entitle the employee for consequential correction of date of birth in Service Book will remain unchanged. Each case will be considered by Government on merits and orders passed.

5. Applications for condonation of delay and for entertainment of applications in relaxation of the condition regarding time limit shall be summarily rejected.

6. Heads of Departments/Offices shall circulate this order to employees.

7. Appointment orders issued in future should also mention the time limit provision as per this order for correction of date of birth so that new entrants to service should not complain later that they were not aware of this provision.

By order of the Governor,

P. SHANMUGHASUNDARAM,
Commissioner and Secretary to Government.

To

All Heads of Departments, Appointing Authorities and Offices.
 All Commissioners and Secretaries/Secretaries to Government.
 The Chief Executives of all Government owned Companies and Corporations.
 All Departments (all Sections) of the Secretariat including Law and Finance.
 All Officers of the Secretariat of and above the rank of Under Secretary.
 All District Collectors
 The Secretary, Kerala Public Service Commission (with C.L.)
 The Registrar, High Court of Kerala, Ernakulam (with C.L.)
 The Registrar, University of Kerala/Kochi/Kozhikode (with C.L.)
 The Registrar, Mahatma Gandhi University, Kottayam (with C.L.)
 The Registrar, Kerala Agricultural University, Thrissur (with C.L.)
 The Advocate General, Ernakulam (with C.L.)
 The Accountant General (A&E/Audit), Thiruvananthapuram (with C.L.)
 The Secretary, Legislature Secretariat (with C.L.)
 The General Manager, Kerala State Road Transport Corporation, Thiruvananthapuram (with C.L.)
 The Secretary, Kerala State Electricity Board, Thiruvananthapuram (with C.L.)
 The Private Secretary to the Chief Minister and other Ministers.
 The Private Secretary to the Leader of Opposition, Cantonment House, Thiruvananthapuram.
 The Private Secretary to the Speaker, Legislative Assembly, Thiruvananthapuram
 The Private Secretary to the Governor, Raj Bhavan, Thiruvananthapuram
 The General Administration (SC) Department
 The Director of Public Relations for giving wide publicity
 All Recognised Service Associations
 The Stock File.
