

Government of Orissa
General Administration Department

No. 2R/1-42/03

32399

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/Gen., Dated

29/11/03

To

All Departments of Government,
All Heads of Departments,
All Collectors.

Sub: Procedure to be followed in Recording the date of
birth in the Service Book/Service Roll.

The undersigned is directed to say that the procedure to be followed in the matter of recording the date of birth in the Service Books/Service Rolls of the employees and in case of manipulation of date of birth, the action to be taken against the erring officials with whose complicity the employee concerned gained the unfair advantage of overstayal in service beyond the normal date of superannuation have been outlined in G.A.Deptt. circular letter No.2102/Gen., dt.30.1.95. Despite issue of such instructions several cases are being referred to by different Departments to G.A. Department for regularisation of overstayal period in service caused mainly due to manipulation of the date of birth.

Instances have come to the notice of this Department that in the cases where the date of birth of the employee is written only in figures in the Service Books/Service Rolls, it becomes **easy** to manipulate the same, which provides ample opportunity to the employees to overstay in service beyond the due date of retirement. In order to avoid such type of manipulations and to prevent continuance in service of the employees beyond the normal date of superannuation caused by manipulation of the date of birth, the following instructions should be meticulously followed by the appointing authorities while recording the date of birth of the employees, in their Service Books/Service Rolls.

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1. The date of birth of the employees should be legibly written both in figures and words in the respective Service Books/Service Rolls of the employees. This should be done not only in the Service Books/Service Rolls to be opened afresh but also in all existing cases after making due verification.
2. All existing Service Books/Service Rolls of the employees should be verified and in case of any doubt in the date of birth recorded in the Service Books/Service Rolls, it should be cross-checked with reference to the High School Certificate issued by the Board of Secondary Education, Orissa or with any documentary evidence in support of the correct date of birth of the employee concerned.

A compliance report on the above may be sent to the G.A. Department within a period of three months.

[Handwritten Signature]
Special Secretary to Government

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