

GOVERNMENT OF MIZORAM  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE SERVICES  
GENERAL SERVICES WING.

NO. 1.21016/1/90-P&A(GS)Pt. I : Dated Aizawl, the 19th Aug, '96.

To,

✓ The Director,  
Accounts & Treasuries,  
Mizoram, Aizawl.

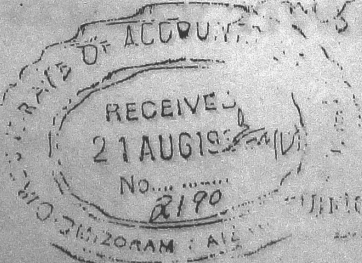
Subj: Alteration of date of birth in respect  
of Govt. Employees.

Sir,

I am directed to request you to kindly refer to the provision under Rule 79(2) of CFR and note 6 below P.A. 56 and instructions on the above subject issued by this Department from time to time. It may be mentioned that the date of birth of Govt. servant properly recorded in the service book at the time of initial appointment as declared by the Govt. servant and accepted by the appropriate authority shall not be subject to any alteration unless a genuine bonafide mistake has occurred which is to be settled within 5 years of his entry into Govt. service. In this connection, it may be stated that your Deptt. is generally objecting the date of birth in respect of some gazetted officers under various Deptts. whose service cards are maintained by your department on the ground that the original entry of date of birth in the service book as declared by him at the first entry into Govt. service does not tally with that of his HSLC. It is therefore, observed that making correction of date of birth in respect of all Govt. employees as per their HSLC/School Certificate/Baptismal Certificate etc. at a late stage, particularly at the tail end of services, will defeat the very purpose of Govt. decision for alteration of date of birth.

However, instances of cases in respect of over-writing/alteration of date of birth in respect of Govt. servants will have to be strictly scrutinized in order to avoid unauthorised extensions of services beyond the age of superannuation.

YOURS FAITHFULLY.



(Sd/-) *[Signature]*  
17/8/96  
Joint Secretary to the Govt. of Mizoram,  
Deptt. of Personnel

GOVERNMENT OF BIHAR  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
GENERAL BRANCH

OFFICE MEMORANDUM

Dated Patna, the 20th May, 1996.

Subject :- Alteration of date of birth in respect of Government Employees.

No. A.21016/1/9-P AR(GSA) : Reference is invited to this Department's C.M. of even No. Dt. 5.10.1994 and A.15010/5/88-P AR(GSA) Dt. 12.6.1994 on the above subject. It is still observed that some Heads of Departments/Offices are not properly maintaining the Service Books of their employees as required under the rules and regulations. In many cases, the dates of births of Govt. servants, originally recorded in the Service Books are tampered with and altered by unauthorised officials. In some cases, proposal for alteration of dates of births of Govt. servants are referred to DP & AR(GSA) after the concerned employees expires or went on superannuation pension, as the case may be, which very often placed the Govt. in an awkward position while requiring to regularise the unauthorised excess services apart from causing prolong pending of pension case. This kind of lapse shows lack of devotion to duty on the part of Heads of the Departments/Offices concerned who maintains the Service Books of the Govt. servants' which is very seriously viewed by the Government.

Henceforth, all administrative Depts/all Heads of Depts/offices are instructed to invariably verify the Service Books of the employees working under them and to see if there are any over-writing/alteration of dates of births in the Service Books requiring Govt. approval. In the event of being such cases, the same should be submitted to DP & AR(GSA) with proper justification for each case through their respective Administrative Departments within a period of 3 (three) months from the date of issue of this Office memorandum failing which appropriate action will be contemplated against the concerned defaulting Heads of Depts/Offices. If there is no such case, nil report may be submitted positively.

There may be certain instance where the date of birth once recorded in a Service Book may be altered unauthorisely by some vested interest without the knowledge of Head of Office/Head of Deptt.. This undesirable practice should not be allowed to occur at any quarter. To avoid happening of this undesirable practice as well as to ensure verification of all Service Books, a proper register should be maintained separately in each Service Book maintaining office. In the register name of Govt. servants and their dates of birth as seen in the Service Book at the time of verification of the Service Book should be clearly recorded with date of verification of each Service Book. Such entry made in the Register for each Service Book should be signed by the Head of Office/Head of

of Deptt. as the case may be. The date of birth of an employee so entered in the register should also not bear over-writing and it should be quite the same as recorded in the Service Book.

Any Service Book bearing overwriting/alteration in the date of birth of an employee should be taken up separately and it should not be mixed up with other Service Books that are to be taken up in the above prescribed register. The register so maintained for the purpose stated above should be treated as confidential and it needs not be shown to any person other than the Service Book dealing person/persons and any officers authorised to conduct verification of Service Books. The said register can also be use 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/Deptt. to another Office/Deptt. In this way it may not be difficult to book any defaulting Office/Deptt. in the event of subsequent alteration of date of birth in the Service Book of Govt. servants who are subjected to change of posting several times during their service. All Heads of Departments are informed to bring the contents of this Office Memorandum to all the subordinate offices under their control.

38/-

LALMALSAWMA

Secretary to the Govt. of Mizoram.

Memo No. A.21016/1/90-PAR(BW) : Dated Aizawl, the 20th May, 1996.  
Copy to :-

1. P.S. to Governor, Mizoram.
2. P.S. to Chief Minister, Mizoram.
3. P.S. to Speaker/Dy. Speaker, Mizoram.
4. P.S. to All Ministers/M.O.S./Vice Chairman, Mizoram.
5. P.S. to Chief Secretary, Mizoram.
6. All Commissioners/Secretaries, Mizoram.
7. All Under Secretaries, Mizoram.
8. Deputy Commissioner, Aizawl/Lunglei/Saiha.
9. Director of Accounts & Treasuries, Mizoram.
10. All Heads of Departments.
11. Guard File.

( JIMMY VANLALRUATA )

Under Secretary to the Govt. of Mizoram,  
Deptt. of Personnel & A.R.,  
General Service Wing.

YJS



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

OFFICE MEMORANDUM

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

Dated Aizawl, the 3<sup>rd</sup> March, 2010

In spite of several instructions issued on the subject of alteration of date of birth some Government Departments are still in a habit of submitting proposals for alteration of date of birth of Government employees neglecting the instructions and restrictions laid down by the Government.

In order to avoid unnecessary exercise and wastage of Govt. machinery it is once again reiterated that the date of birth so declared by the Government servant at the time of appointment, accepted and entered in the Service Book is not subject to any alteration unless the three conditions mentioned below as stipulated by Government of India for the purpose of alteration of date of birth are complied with:

- (a) An employee makes a request in this regard within 5 (five) years of entry into Government Service.
- (b) It is clearly established that a genuine bona fide mistake has occurred, and
- (c) The date of birth so altered would not make him ineligible to appear in any School or University or UPSC examination in which he had appeared, or for taking into Government service on the date on which he first appeared at such examination or on the date on which he entered Government service.

Any applications for alteration of date of birth which do not meet the above conditions should be summarily regretted and need not be referred to DP & AR.

It has also been circulated that a Government servant who applies for alteration of date of birth after the above mentioned period can be treated as giving wrong information to the Government/his employer at the time of appointment and he will be liable to be proceeded against unless application for alteration is made within 5 (five) years of entry into Government service.

All Administrative Departments/All Heads Departments are requested to bring the content of this O.M to their subordinate offices for strict compliance.

Sd/-LALTHANSANGA

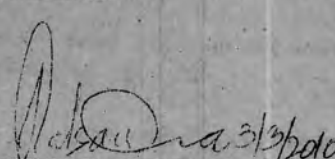
Addl. Secretary to the Government of Mizoram.  
Deptt. of Personnel & Adve. Reforms.

Dated Aizawl, the 3<sup>rd</sup> March, 2010

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

Copy to :-

- 1) Secretary to Governor, Mizoram.
- 2) P.S to Chief Minister, Mizoram.
- 3) P.S to Minister/Speaker/Dy. Speaker /M.O.S., Mizoram.
- 4) P.P.S to Chief Secretary, Mizoram.
- 5) Secretary, Mizoram Public Service Commission.
- 6) All Commissioner/Secretaries, Govt. of Mizoram.
- 7) All Administrative Departments.
- 8) All Heads of Departments.
- 9) Guard File.

  
(MALSAWMA LAWNTHANG)

Deputy 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 4<sup>th</sup> 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 of DP&AR that some Departments still submit cases of alteration of date of birth of Govt. servants in the Service Books to DP & AR seeking for regularization mainly on the verge of 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 once 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 of Govt. servants working under them and to report the same, if any to DP&AR(GSW) within 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 4<sup>th</sup> 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

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

**OFFICE MEMORANDUM**

*Dated Aizawl, the 7<sup>th</sup> August, 2013*

**Subject:** *Alteration of date of birth of Govt. Employees.*

In spite of several instructions issued by this Department from time to time, some Heads of Departments / Offices have not followed the procedure prescribed by the Government and often came up with proposal for approval of altered date of birth of the staff working under them enclosing belated Birth Certificate which implies that such Controlling Officers have often allowed alteration of date of birth of Govt. servants which shows lack of devotion to duty on the part of Heads of Departments / Offices who maintains the Service Books of Govt. Servants under their control.

It is hereby re - iterated that all Administrative Departments / Heads of Departments / Offices and Controlling Officers / Custodians of Service Book of Govt. Servants are informed to ensure that there are no corrections / alterations / modifications on the date of birth originally recorded in the Service Book of Govt. Servant under their control. If such irregular practices as stated above comes to the notice of the Government, the Custodian / Controlling Officers will be informed to fix responsibility against the defaulting officials. If he fails to fix such responsibility, he himself will be liable to penalty as deemed fit and proper.

All Heads of Departments / Offices are informed to circulate the content of this Office Memorandum to all the Govt. Servants under their control for strict compliance

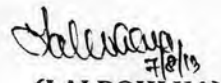
**Sd/-C. ZOTHANKHUMI**

Additional Secretary to the Govt. of Mizoram,  
Department of Personnel & Administrative Reforms

Memo. No. A. 21016/1/90-P&AR (GSW) : Dated Aizawl, the 7<sup>th</sup> August, 2013

Copy to :

- 1) Secretary to Governor of Mizoram.
- 2) Principal Secretary to Chief Minister, Mizoram.
- 3) P.S to Speaker / Minister, Mizoram.
- 4) P.S. to Dy. Speaker / Minister of State Mizoram.
- 5) P.S. to all Parliamentary Secretaries, Mizoram.
- 6) All Administrative Departments.
- 7) All Heads of Departments.
- 8) State Informatics Officer, NIC for uploading on the Web site.
- 9) Guard File.

  
**(LALROHLUA)**

Under Secretary to the Govt. of Mizoram,  
Department of Personnel & Administrative Reforms

1/2/13



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

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**OFFICE MEMORANDUM**

Dated Aizawl, the 7<sup>th</sup> 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)

Dated Aizawl, the 7<sup>th</sup> January, 2014

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

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No.A.12016/1/12-P&AR(GSW)  
GOVERNMENT OF MIZORAM  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(GENERAL SERVICE WING)

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**OFFICE MEMORANDUM**

Dated Aizawl, the 10<sup>th</sup> July, 2014

**Subject :           Alteration of Date Birth.**

The undersigned is directed to refer to this Department's Office Memorandum No.A.21016/1/90-P&AR(GSW) /pt dt 4.6.2012 and No.A.21016/1/90-P&AR(GSW) dt 7.8.2013 regarding alteration/correction of date of birth of Government servants. It has been noticed that some Departments often submit proposal for alteration /correction of date of birth of Government servants, on the ground that the date of birth as originally recorded in the Service Book differs from the date of birth recorded in the Matriculation/HSLC/Birth Certificate even when there is no sign of tampering in the Service Book. Such cases are not the intention of the above stated Office Memoranda.

It is therefore, clarified for information that change of date of birth after 5 years from the date of entry into Govt. service is not open to any Govt. servant. At the same time, it is noticed that date of birth recorded in the Service Book in some cases were cancelled, overwritten and altered in any manner and in such cases, their pension cases cannot be settled unless the date of birth recorded in such Service Book, if any, is accepted by the Government. Hence, such cases are called for consideration so that the concerned Government servant may avoid problem in the processing of his pension case.

All Administrative/Heads of Departments are advised to bring the contents of this Office Memorandum to their respective subordinate Offices for strict compliance.

**Sd/-LALSANGPUII**

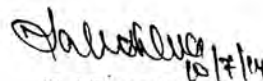
Additional Secretary to the Govt. of Mizoram,  
Deptt. of Personnel & Adve. Reforms

**Memo.No.A.12016/1/12-P&AR(GSW)**

**:           Dated Aizawl, the 10<sup>th</sup> July, 2014**

Copy to :

- 1) Secretary to Governor, Mizoram.
- 2) Principal Secretary to Chief Minister, Mizoram.
- 3) P.S. to Ministers/Speaker, Mizoram.
- 4) P.S to Deputy Speaker/Minister of State/ Parliamentary Secretaries, Mizoram.
- 5) All Administrative/ Heads of Departments, Govt. of Mizoram.
- 6) Website Manager, DP&AR for uploading on the website.
- 7) Guard File.

  
(LALROHLUA)

Under Secretary to the Govt. of Mizoram,  
Deptt. of Personnel & Adve. Reforms  
Ph: 0389-2336012

10/7/14

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

**OFFICE MEMORANDUM**

*Dated Aizawl, the 27<sup>th</sup> 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 27<sup>th</sup> 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.

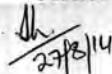
D.P. & A. R. (G.G.Cell)

Receipt No. 259

Date. 29/8/14

  
**(LALROHLUA)**

Under Secretary to the Govt. of Mizoram.

  
29/8/14