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Kerala Gazette No. 39 dated 1st October 1991.

**PART I**



**GOVERNMENT OF KERALA**

**Abstract**

**PUBLIC SERVICES—CORRECTION OF DATE OF BIRTH RECORDED IN THE  
SERVICE BOOK—CLARIFICATORY ORDERS—ISSUED.**

**PERSONNEL & ADMINISTRATIVE REFORMS (ADVICE-C)  
DEPARTMENT**

**G.O.(P)No. 26/91/P&ARD. Thiruvananthapuram, 27th August 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.

**ORDER**

Government are pleased to issue the following further modifications/clarifications to the Circular dated 3-12-1987 containing instructions regarding correction of date of birth in Service Book of Government employees.

1. Para 1 of the Circular dated 3-12-1987 (appended) just details the documents that can be accepted as proof of age for purpose of entering date of birth in the Service Book of an employee, on entry in Government Service. The second and third sentences in sub para (i) under para 1 in the Circular dated 3-12-1987 are, therefore, unnecessary. This portion of the Circular has also given scope for interpretation not intended by Government. These two sentences will, therefore, stand deleted. Sub-para (i) as modified will accordingly be read as follows:—

“(i) In the case of persons who have attended a school, the School Leaving Certificate or an authenticated extract of the admission register of the School or College where the Officer last studied”.

2. Government also order that correction of date of birth as entered in the Service Book of an employee, who has attended a recognised school will be allowed only if the following conditions are satisfied—vide also Circular read as second paper.

(i) The application for correction should be made beyond the period of two years preceding the employees retirement, reckoned with reference to the date of birth as recorded in the Service Book.

(ii) The application for correction should be supported by attested copies of SSLC/SSC Book or extract of School records whichever is applicable, as corrected.

3. Mere correction of date of birth in the School records will not entitle the employee for a consequential correction of date of birth in Service Book. Each case will be considered by Government on merits and orders passed.

4. Under no circumstance will an application for correction of date of birth be entertained within the two year period, prior to the date of retirement of the employee, reckoned with reference to the date of birth as recorded in the Service Book.

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

These instructions shall be scrupulously followed.

By order of the Governor,  
P. SHANMUGASUNDARAM,  
*Commissioner and Secretary  
to Government.*

To

All Heads of Department and Offices.

The Chief Executives of all Government owned Companies and Corporations.

All Departments (all Sections) of the Secretariat including Law, Finance and Legislature Secretariat.

The Secretary, Kerala Public Service Commission (with C.L.)

The Registrar, High Court, Ernakulam

The Registrar, University of Kerala/Calicut/Cochin

The Registrar, Mahatma Gandhi University, Kottayam

The Registrar, Kerala Agricultural University, Thrissur

The Advocate General, Ernakulam.

The General Manager, Kerala State Road Transport Corporation, Thiruvananthapuram

The Secretary, Kerala State Electricity Board, Thiruvananthapuram.

The Secretary to Governor.

The Under Secretary to Chief Secretary.

The Private Secretaries to the Chief Minister and other Ministers.

The Private Secretary to the Speaker, Legislative Assembly, Thiruvananthapuram.

The Private Secretary to the Leader of Opposition, Contonment House, Thiruvananthapuram.

The Director of Public Relations, Thiruvananthapuram.

## APPENDIX

**Personnel & Administrative Reforms (Services—C) Department****CIRCULAR**

No. 11980/SC3/87/P&amp;ARD.

*Thiruvananthapuram 3rd December 1987.**Sub:—Public Services—Correction of date of birth noted in the Service Book—Instructions—Issued.**Ref:—1. G. O. (P) No. 344/65/PD dated 27-3-1965.**2. G. O. (MS) No. 39/72/PD dated 22-1-1972.**3. G. O. (MS) No. 123/75/PD dated 15-6-1975.**4. G. O. (P) No. 260/75/PD dated 3-11-1975.*

As regards acceptable documents as proof of age for entry in Government Service the following orders have been issued by Government in the G. O. first cited as amended by the G. O. 4th cited.

(i) In the case of persons who have attended a recognised school, the School Leaving Certificate or an authenticated extract of the admission register of the School or College where the officer last studied. If the date of birth entered in the school or college record is alleged to be incorrect the person concerned may adduce satisfactory evidence to prove the correct date of birth. Such evidence will be considered on merits and appropriate orders issued by Government.

(ii) In the case of others an authenticated extract from the birth register or the baptismal register or an certificate issued from a Muslim Jamai-at the correctness of which is certified by a Gazetted Officer or a certificate by a Magistrate or other well known or trustworthy person in the town or village or original copy of the horoscope, or correspondence at the time of birth supported by a declaration before the Head of the Office or an affidavit of the parent of the person or a close relative who has knowledge of the approximate date of birth of the person, signed before an officer who is competent to administer oath.

(iii) The document may also be accepted in the case of persons who have attended a school but whose date of birth cannot be proved by the school or college records by reason of the fact that the relevant records of the School or College have after due enquiry been found destroyed.

2. According the existing orders, every person newly appointed to Government Service whether permanently or temporarily should produce satisfactory proof of date of birth to the appointing Officer or Head of the office as case may be. Once the date of birth has been accepted and recorded in the Service Register, it should form conclusive evidence of the same in respect of all future Government transactions. The entry in the Service Register should be full and it should indicate on what evidence the date of birth is accepted by the Appointing Officer or the Head of Office.

Normally corrections of date of birth in the Service Register are made in exceptional cases based on those made in the School records in regard to which the Commissioner for Government Examinations is the competent authority.

3. In G. O. 2nd cited, Government have clarified that except in exceptional cases where it has been adequately made out that the concerned officer did not and could not have an opportunity to make his request, requests for correction or alteration of date of birth of Government Servants would not be allowed within two years of the date of their retirement. By G. O. third cited, Government further clarified that more correction of date of birth in the Schools records of a Government Servant by the Commissioner for Government Examinations by itself does not cast any obligation on the Government to carry out that correction in the Service Book of the Government Servant concerned as a matter of course and that the Government reserve the right to consider the merits of such cases independently, taking into account the conditions stipulated in the G. O. first cited.

In order to have a uniform procedure and to avoid doubts in dealing with requests for correction of date of birth noted in the Service Register, Government order that all applications for condonation of delay for correcting the SSLC Book or for correction of the entry in the Service Book, be rejected. Requests for correction in the SSLC/SSC, or in the Service Register will be entertained only if they are made in the time limit fixed. The correction of the date of birth in the SSLC Book/SSC Book does not confer any right regarding correction of age in the Service Book. Correction of age in the SSLC Book/SSC Book passed by the Commissioner for Government Examinations will not be automatically followed by the correction of date of birth in the Service Register and the requests for correction of date of birth in the Service Register made within two years of the retirement of the Government Servant warranting condonation of delay should not be entertained even when the correction is requested on the basis of correction made in the SSLC Book/SSC Book. Request made by the employees to the Government in the concerned Administrative Departments for the correction of date of birth noted in their Service Register before two years of their retirement based on the correction of date of birth passed by the Commissioner for Government Examinations will be considered and decided on merits and existing orders.

P. SHANMUGASUNDARAM,  
*Secretary to Government.*