

**Government of Nagaland
Personnel and Administrative Reforms Department
(Administrative Reforms Branch)**

OFFICE MEMORANDUM

NO.AR-3/GEN-108/2003

Dated, Kohima, the 4th December, 2003

Sub:- Procedure for change in Date of Birth of Government Employees.

Orders have been issued from time to time regulating the procedure for effecting change in date of birth of Government employees particularly the O.M. NO. APA-2/9/69 dated 20/11/1973 and O.M. NO. APA-2/9/69 dated 11/3/1990. To remove any misunderstanding in this regard the position is clarified as follows:

The date on which a government servant attains the age of superannuation shall be determined with reference to the date of birth declared by the Government servant at the time of appointment and accepted by the appropriate authority on production of HSLC examination certificate for matriculates and above or school leaving certificate and extracts from Birth Register for non-matriculates. The date of birth so declared by the Government servant and accepted by the appropriate authority shall not be subject to any alteration.

In exceptional cases the alteration of date of birth of a Government servant can be made with the approval of the Department of Personnel & Administrative Reforms only when a request in this regard has been made within 5(five) years of the entry of the Government employee in service and after thorough investigation it has been established that a genuine bona fide mistake had occurred.

For the employees who have completed 5(five) years or more in Government service no request for change in the date of birth to the advantage of the employee shall be entertained.

All the officers/staff in charge of safe custody of the Service Books of Government employees shall take all precautions to ensure that there is no possibility of overwriting, changing or mutilating the entries in the Service Books. If an instance like this is brought to the notice of the Government/Department, a departmental enquiry to look into the circumstances leading to tampering in the service records will be invariably ordered with a view to fixing responsibility and taking departmental/any other appropriate action against the person(s) involved.

Date of birth should be recorded in figures as well as in words in order to minimize the chances of tampering.

This supersedes all earlier orders issued by the State Government in this regard on the subject.

Sd/- V. N. GAUR
Principal Secretary to the Govt. of Nagaland.