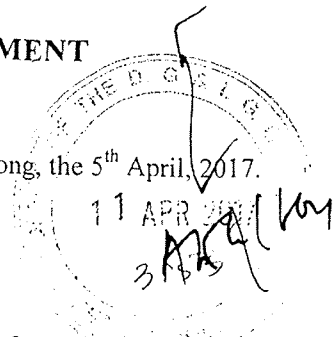


GOVERNMENT OF MEGHALAYA  
FINANCE (ESTABLISHMENT) DEPARTMENT  
&&&&&

NO.FEG.25/2010/55

*[Handwritten signature]*  
MHA

Dated Shillong, the 5<sup>th</sup> April, 2017.



CIRCULAR

The matter relating to discrepancies in the date of birth (DoB) of the employees has been getting attention of the Government. There have been instances of different date of birth recorded in the Service Book of the employees vis-à-vis his/her other records such as Gradation Lists etc. This has led to numerous petitions by the employees for consideration of change of their date of birth, sometimes towards the fag end of their service.

It is, therefore, now decided that all newly recruited employees shall submit their date of birth, duly supported by documentary proof, to their respective controlling authority within a period of three months of their date of appointment.

In respect of non-gazetted employees, whose Service Books are maintained by the concerned Department/Directorate, the discrepancy in the record should be rectified as per the existing Rules and procedures.

In respect of Gazetted employees, whose Service Books are maintained by the Accountant General, Meghalaya, the date of birth of all employees should be submitted to the Accountant General, Meghalaya for verification/correction.

This instruction should be brought to the notice of all concerned.

*Self-*  
(S. Goyal, IAS)  
Secretary to the Govt. of Meghalaya,  
Finance Department.

&&&&&  
Dated Shillong, the 5<sup>th</sup> April, 2017.

Memo No.FEG.25/2010/55-A,  
Copy to:-

1. The Accountant General (A&E), Meghalaya, Shillong.
2. All Administrative Departments.
3. All Head of Departments.

By Order etc.,

*[Handwritten signature]*  
Secretary to the Govt. of Meghalaya,  
Finance Department.  
&&&&&

*Director General of Police*

*B m / BL*  
*[Handwritten signature]*  
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