

**POLICE ORDER No. 119**

Alteration of date of birth of ex-State of ex-Service personnel. It is noticed that Superintendents of Police/Heads of Police Establishments are coming up very often for the alteration of dates of birth in the Service Book of the ex-State/ex-Service personnel as such dates do not tally with the dates noted in the declaration form/Military discharge certificate.

In order to finalise the matter as expeditiously as possible it is ordered that the Service Book of all ex-State/ex-Service personnel be examined on the following lines if not already done according to the instructions issued previously and required alterations reported to this office at a time for my approval, with a brief explanation for the alteration in each case :—

(a) In the case of ex-State personnel, the dates of birth recorded in the Service Book should be verified with that in the declaration form furnished by them at the time of merger and the dates recorded in authenticated documents such as Matriculation Certificate, School Leaving Certificate, birth register on such other documents.

The date recorded in the authenticated documents should be treated as correct. In the absence of any such document the date recorded in Service Book should hold good.

(b) In the case of ex-Service personnel, the dates of birth recorded in Service Book should be verified with those recorded in the Military Discharge Certificates and authenticated documents referred to in (a) above. The date recorded in the authenticated document should be treated as correct. In the absence of any such document, the date recorded in the Military Discharge Certificate should be treated as correct.

(c) Generally no affidavit in support of correction in the date of birth should be accepted except in most exceptional cases on *bona fide* grounds.

2. In all cases of variation of dates of birth a satisfactory explanation of the circumstance in which the wrong date came to be entered and statements of any previous attempts made to have the record amended, should be obtained from the person concerned. It should also be examined whether the change reported by the person concerned latter on was for *bona fide* reasons or merely to give some advantage in service. These facts should always be taken into consideration in all cases while coming up for alteration of dates of birth in Service Books.

Manual reference

Item 7 of Appendix of P. M. Vol. II

(Previous Police Order Reference No. 12 of 1955)