

## POLICE ORDER No. 116

(Revised)

**Subject:—Discrepancy in the date of birth recorded in the Service Book of Police Officers and men.**

Instances have come to notice that Police Officer and men are submitting representation with affidavits or unauthenticated documents at the fag end of their service for alteration in their dates of birth, already recorded in their Service Books. The Heads of Offices are also merely forwarding the same to this Headquarters for disposal without furnishing confirmatory documentary evidence in support of such claims.

While forwarding such representations of Officers and men to this Headquarters the Heads of Offices are advised to scrutinise the claims thoroughly at their end and then forward the representations to this Headquarters with their views for taking further action in the matter.

Henceforth, no representation forwarded to the State Police Headquarters will be entertained under any circumstances unless the following procedure is adopted :—

(a) The representation will be treated as time barred and will not be entertained if received after 5 years from the date of his entry into service in the Department or one year from the date of receipt of his duplicate Service Book.

(b) Every such representation or praye should be accompanied by a certified copy of the date of birth recorded in the Matriculation Certificate or in the School Admission Register. Besides, a satisfactory explanation of the circumstances under which the wrong date came to be entered in the Service Book should be submitted by the applicant.

(c) The applications will also be accompanied by a verification report by Police Officer not below the rank of a Dy. S. P., who shall visit the concerned School and record his finding about the claim after verify from the School Admission Register.

It may also be borne in mind that , affidavits made in the Court of Law affirming of birth or such entries in the horoscopès will not be entertained, as the same are not authenticated documents.

Heads of Offices are advised to vet the claims in such representations carefully and ensure that the required procedure has been adopted before forwarding such applications to this Headquarters.

(Previous P. O. reference No. 9 of 1955)