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To be uploaded on Website 5491 also

2 Jun 2019

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महाप्रबंधक (प्रशासन) कार्यालय
पूर्व-मध्य रेल, हजारीपुर

मुख्यालय डाक
संख्या 1500
प्राप्ति तिथि 05/07/19

Master Circular No.12
(Updated June, 2019)

Imp

17 JUN 2019

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड RAILWAY BOARD)

रेलवे बोर्ड का पत्र प्राप्ति सं.

Sr. DPO

DPO No.E(NG)1/2019/BR/1

New Delhi, dated: 12/06/2019

APD I
APD II
LO/LS
COSI
OS/DC

The General Managers,
All Indian Railways,
Production Units.
(as per mailing list)

Sub: Procedure for recording date of birth on entering Railway service and its alteration - Master Circular.

नियम अनुभाग

At present the orders relating to the procedure for recording date of birth on entering Railway service and its alteration are scattered in a number of office circulars/ orders issued from time to time. Consolidated orders on the subject of "Procedure for recording date of birth on entering Railway service and its alteration" updated till 01.06.2019 is as follows:-

Declaration of date of birth at the time of appointment:-

1. According to the existing provisions, every person appointed to a service/post under the Government shall at the time of his/her appointment, declare the date of birth and it shall be accepted by the appropriate authority on production of confirmatory/documentary evidence such as a Matriculation Certificate or a Municipal Certificate. If the person is not able to produce such an evidence, he/she should be asked to produce any other authenticated documentary evidence, which could be the school leaving certificate, a Baptismal Certificate in original or some other reliable document. However, horoscope should not be accepted as an evidence in support the date of birth. (Nos. E(NG)II/70/BR/1 dated 03/12/71, Rule 225-RI and E(G)84/FR1/1 dated 12/12/85).

2. When a candidate is not able to produce a confirmatory documentary evidence or any other authenticated proof to the satisfaction of the appointing authority, he/she should be asked to produce an affidavit in support of the declaration of his/her age.

3. In the case of literate staff, the date of birth shall be entered in the record of service in their own handwriting. In the case of illiterate staff, the declared date of birth shall be recorded by a senior railway servant and witnessed by another railway servant.

Sr. DPO

3/15/19
05/07
DPO
5.7.19

PCPO
All DRMs

मं. प्र.
रु. वि.
[Signature]

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8/7/19

