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MADHYA PRADESH ELECTRICITY BOARD

CIRCULAR

No. 01-13/57

Jabalpur, dtd. 15.11.99

Sub:- Tampering with the date of birth recorded in the Service Books of the employees/officers.

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Instructions had been issued in the past that the date of birth on first appointment of the employee should be entered correctly in the service book after due verification from the original school leaving certificate/Matriculation Certificate. Recently some cases of tampering of the date of birth have come to the notice of the Board just before the due retirement of employees/officers. This has been viewed very seriously by the Board. In this connection instructions have already been issued from time to time by the Board to ensure correctness of entries made in the service books of the employees.

In view of the above, it has been decided to start a drive for checking service books of all employees/officers for discrepancies so that they can be corrected at this stage, and the employees/officers should not suffer for their retiral benefits at the time of their retirement due to any discrepancies in entries of the date of birth. They concerning officers under whom the employees are working and who are incharge to maintain the service books, and the RAO concerned will be responsible for furnishing certificates. They will have to certify that "all service books have been checked and there are no discrepancies in entry of date of birth". Such certificates will be obtained by Regional EDs/CEs & incharge of respective Power Stations for the area of jurisdiction falling under them and will be submitted to this office. In case, if, any discrepancy is found later on the concerned officers shall be held responsible and shall be liable for disciplinary action.

Contd.2.

It is, therefore, desired by the Board that above instructions should be strictly complied, the above drive should be immediately started and the above mentioned authorities should ensure submission of above mentioned certificates in respect of all employees/officers working under their area of jurisdiction to the Addl. Secretary ^{by} dtd. 31/12/1999 positively.

BY ORDER

Shakti
ADDITIONAL SECRETARY
M.P. ELECTRICITY BOARD

No. 01-13/58

Jabalpur, dtd. 15.11.99

Copy forwarded to:-

1. The Director (V&S), MPEB, Jabalpur.
2. All Executive Directors, MPEB,.....
3. The Managing Director (Apex Body), Shakti Bhawan, Jabalpur.
4. All Chief Engineer, MPEB,.....
5. The Chief (E&A)/(CS&A), MPEB, Jabalpur.
6. All Addl. Chief Engineers, MPEB,.....
7. All Additional Secretaries, MPEB, Jabalpur.
8. The Addl. Chief (Finance)/Accounts/ECM/Co-st Accounts, MPEB,.....
9. The Chief Medical Officer, MPEB, Jabalpur.
10. All Superintending Engineers, MPEB,.....
11. All Joint Secretaries, MPEB, Jabalpur.
12. The Superintending Engineer (Liasion), MPEB, 242 Zone-2, MP Nagar, Meera Complex, Bhopal.
13. The Assistant Chief (Accounts/Cost Accounts/Audit/S&MA/Commercial Accounting/Stores/RE/IP Cell (T&D)/Gen), MPEB, Jabalpur/Indore Region/Gwalior Region/Bhopal Region/Ujjain Region/Raipur Region/Rewa Region/Bilaspur Region.
14. The Industrial Relation Officer, MPEB, Jabalpur.
15. The Publicity Officer, MPEB, Jabalpur.
16. All Sr. Medical Officers, MPEB Hospital.
17. All Executive Engineers, MPEB,.....
18. The Resident Engineer, C-17, Green Park Extn., MPEB, New Delhi - 110016.
19. All Sr. Accounts Officer/Sr. Audit Officer, MPEB,.....
20. The Senior Law Officer/Statistical Officer, MPEB, Jabalpur.
21. The Staff Officer to Principal Secretary (Energy), Govt. of M.P., Bhopal.
22. The Staff Officer/P.S. to Chairman/Members/Secretary and Confidential Officers, MPEB, Jabalpur.
23. All Medical Officers, MPEB, Hospital/Dispensaries, MPEB,.....
24. The Accounts Officer (Budget/Mannual/RE), MPEB, Jabalpur.

25. The Regional Accounts Officer, MPEB,
26. The Resident Audit Officer, AG's Audit Party, MPEB,
Jabalpur/Indore/Bhopal/Gwalior/Raipur.
27. All Managing Directors, GVSSM,
28. All Administrative Officers, PD/Sectt. Section, MPEB,
Jabalpur.
29. The Librarian, MPEB, Jabalpur

- for information and necessary action.

[Handwritten Signature]

JOINT SECRETARY (P) III
O/O ADDITIONAL SECRETARY
MP ELECTRICITY BOARD

10
ED (C) PROJECT
Receipt No. 4858
17/4/97

MADHYA PRADESH ELECTRICITY BOARD

CIRCULAR 28

No.01-07/IV/39

/Jabalpur, dtd.8.4.97
ED (C) Project
6/14

Sub : Tampering with the date of birth recorded in the Service Books of the employees.

Reference is invited to this office circular No.01-07/IV/100 dtd.13.12.96 related with the above cited subject vide which it was desired that compliance of the instructions contained therein may be reported to this office positively by 28th February'97. It is observed that some of the offices have not so far furnished compliance report till date. Moreover a few offices have sent the service books of employees to this office which was not desired to be sent to this office. It is, therefore, requested that the compliance report as desired may please be sent to this office on priority basis and in any case before 30th April'97.

JOINT SECRETARY (P)-I
MP ELECTRICITY BOARD

/Jabalpur, dtd.8.4.97

No.01-07/IV/40

Copy forwarded to :-

1. The Director(V&S) MPEB, Jabalpur.
 2. All Executive Directors, MPEB, _____
 3. The Chief(F&A)/(CS&A), MPEB, Jabalpur.
 4. All Chief Engineers, MPEB, _____
 5. The Addl. Secretary, MPEB, Jabalpur.
 6. All Addl. Chief Engineers, MPEB, _____
 7. The Chief Medical Officer, MPEB, Jabalpur.
 8. All Addl. Chiefs, MPEB, _____
 9. The J.S.(P)-II/(P)-III/(P)-IV/(S), MPEB, Jabalpur.
 10. All Superintending Engineers, MPEB, _____
 11. The Secretary(Norms), MPEB, Jabalpur.
 12. All Asstt. Chiefs, MPEB, _____
 13. The Resident Engineer(Liasion), C-17, GEE, New Delhi.
 14. All Executive Engineers, MPEB, _____
 15. The Sr.L.O/IRO/PRO/Statistical Officer, MPEB, Jabalpur.
 16. The Under Secretary(Spl.Cell), Govt. of MP Energy Deptt. Mantralaya, Bhopal.
 17. The E.E.(Liasion), Arera Colony, MPEB, Bhopal.
 18. The Sr.A.Os/A.Os, MPEB, _____
 19. All Sr.M.Os/M.Os, MPEB, _____
 20. The Staff Officer attached to Chairman/Members/Secretary/Confidential Officers, MPEB, Jabalpur.
 21. All Managing Directors, RECS, _____
 22. The Librarian, MPEB, Jabalpur.
- for information and necessary action.

DEPUTY SECRETARY (P)-IV
MP ELECTRICITY BOARD

MADHYA PRADESH ELECTRICITY BOARD

CIRCULAR- 110

No.01-07/IV/100

Jabalpur, dtd.13-12-96

Sub : Tampering with the date of birth recorded in the Service Books of the employees.

19/0 ED. (C) PROJECT
Receipt No. 17257

Date 21/12/96

Signature: [Handwritten Signature]

E.I. [Handwritten Initials]

ED (C) PROJECT

Recording of date of birth of an employee in the Service Book is a very sensitive issue and any tampering done with the recorded date of birth either puts employee or organisation in loss. Cases, in the past, have been observed that because of the mistake of concerned official or tampering with the date of birth recorded in the service book, the Board had to give re-employment/extension to some employees after attaining the age of superannuation and even an employee was retired prior to his actual date of superannuation.

2. In order to avoid tampering with the date of birth recorded in the service books of the employees, it has been decided that in the present service books of all the employees and also in future, good quality transparent adhesive tape may be pasted on the space where the date of birth has been recorded specifically covering the recorded date of birth. In case, later on, if the adhesive tape is found removed from the space, suitable action has to be taken against the person responsible for custody of the Service Books. In such cases, fresh entry of date of birth can be made only after obtaining approval of competent authority authorised to decide the cases of change of date of birth.

3. There are clear cut instructions of the Board that the date of birth once recorded in the service book should not be changed without prior approval of the competent authority for the purpose. It has been noticed in some cases that due to ignorance of rules the date of birth has been changed without prior approval of the competent authority. In order to alert out officers/officials not to make any change in the date of

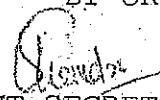
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birth once recorded in the service book without competent approval, it has been also decided that a rubber seal having following message shall be put in the space just below the line where the date of birth has been entered :-

"DO NOT CHANGE DATE OF BIRTH WITHOUT
COMPETENT APPROVAL"

4. The above instructions should be complied with strictly. In the cases where unauthorised change in the date of birth or suspicious date of birth is observed by the officials/officers, the case may be referred to the competent authority for necessary action. In such cases, the transparent adhesive tape may be affixed only after the date of birth is finally decided. The compliance of the above instructions in respect of service books of all existing employees may be sent to this office positively by 28th February'97.

BY ORDER


JOINT SECRETARY (P) - I
M.P. ELECTRICITY BOARD
Jabalpur, dtd. 13-12-96

No.01-07/IV/101
Copy forwarded to :-

1. The Director(V&S), MPEB, Jabalpur.
2. All Executive Directors, MPEB, _____
3. The Chief(F&A)/(CS&A), MPEB, Jabalpur.
4. All Chief Engineers, MPEB, _____
5. The Addl.Secretary, MPEB, Jabalpur.
6. All Addl.Chief Engineers, MPEB, _____
7. The Chief Medical Officer, MPEB, Jabalpur.
8. All Addl.Chiefs, MPEB, _____
9. The JS(P) -II/(P) III/(P) IV/(S), MPEB, Jabalpur.
10. All Superintending Engineers, MPEB, _____
11. The Secretary(Norms), MPEB, Jabalpur.
12. All Asstt.Chiefs, MPEB, _____
13. The Resident Engineer(Liasion), C-17, GPE, New Delhi.
14. All Executive Engineers, MPEB, _____
15. The Sr.IO/IR/PRO/Statistical Officer, MPEB, Jabalpur.
16. The Under Secretary(Spl.Cell), Govt. of MP Energy Deptt. Mantralaya, Bhopal.
17. The E.E. (Liasion), Arera Colony, MPEB, Bhopal.
18. The Sr.A. s/A.Es, MPEB, _____
19. All Sr.M.Os/M.Os, MPEB, _____
20. The Staff Officer attached to Chairman/Members/Secretary/ Confidential Officers, MPEB, Jabalpur.
21. All Managing Directors, RECS, _____
22. The Librarian, MPEB, Jabalpur.

-for information & necessary action.


DEPUTY SECRETARY (P) - IV
M.P. ELECTRICITY BOARD

MADHYA PRADESH ELECTRICITY BOARD

CIRCULAR - 6

No.01-13/7

Jabalpur, dtd.29.1.1996

According to the instructions contained in circular No.PD.IV/1110 dated 14.4.72, any change in date of birth once recorded in the service book of an employee is normally not permissible. However, an change in date of birth which is essential to be made approval of the "Head of the Department" or "Board" as the case may be is required. Since the terms of "Head of the Department" has not been defined for the purpose to accord approval for correction/change of date of birth in the service book in respect of Class III & IV employees, the cases are at present being referred to the ED(O&M) and ED(O&M:Gen) for approval. The matter has since been reviewed and following decisions have been taken by the Board:-

O/O. CE (C) PROJECT
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 1.2.96.....
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 E.E. (C)
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 CE (C) Pr...

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(i) The following shall be the "Head of the Department" for the purpose of taking decision relating to correction/change of date of birth in the service book in respect of Class III & IV employees working within the area of the respective jurisdiction.

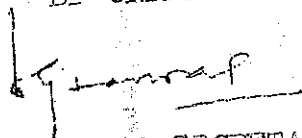
- (i) Secretary - For Central office other than Finance, Accounts and Audit Wing.
- (ii) ED(O&M) Jabalpur
- (iii) ED(O&M:Gen) Jabalpur
- (iv) ED(F&A) Jabalpur
- (v) ED(Civil-P&D) Jabalpur

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(ii) The respective Heads of the Department shall scrutinise such cases received by them but any decision in favour of employees will be subject to approval of the Board.

(iii) Any change in the date of birth can be considered only within five years of entry into Board's service. Therefore, powers given to the "Head of the Departments" for consideration of change of date of birth will have to be limited to cases which satisfy limitation period of 5-years.

BY ORDER


ADDITIONAL SECRETARY
MP ELECTRICITY BOARD


Jabalpur, dtd. 29.1.1996

No.01-13/8

Copy forwarded to:-

1. The Director(V&S), MPEB, Jabalpur.
2. All Executive Directors/Chief Engineers, MPEB,
3. The ED(F&A)/Chief(F&A)/Chief(Computer Systems & Automation), MPEB, Jabalpur.
4. The CMO, MPEB, Jabalpur/All Addl. CEs, MPEB,
5. All Addl. Chiefs/Asstt. Chiefs, MPEB,
6. All Superintending Engineers, MPEB,
7. All Jt. Secretaries/Secretary(Norms Committee), MPEB, Jabalpur.
8. The IRO/PO/Sr. LO/AO(B&W)/(Manual), MPEB, Jabalpur.
9. The Resident Engineer(Liaison), C-17, Green Park Extn., MPEB, New Delhi.
10. The Executive Engineer(Liaison Duty), 2-4, Opp. Bhojpur Club, MPEB, Bhopal.
11. All Executive Engineers, MPEB,
12. All Sr. AOs/RAOs, MPEB,
13. All Sr. Medical Officers/Medical Officers, MPEB,
14. The Resident Audit Officer, AGIP, Jabalpur/Indore/Raipur.
15. The Staff Officer to Chairman/Members & PS to Secretary/Confidential Officers, MPEB, Jabalpur.
16. All Ad. Os/SOs attached to Personnel/Seectt. Section, MPEB, Jabalpur.
17. All Managing Directors, RECs,
18. The Librarian, MPEB, Jabalpur.

- for information and necessary action.


JOINT SECRETARY (P) III
M.P. ELECTRICITY BOARD

MADHYA PRADESH ELECTRICITY BOARD

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C I R C U L A R

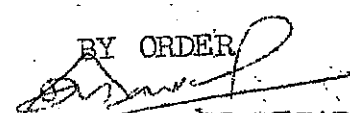
No. Q1-Q5/II/2588

/ Jabalpur, dt. 18.8.92

The Board has issued instructions vide Circular No. PD. IV/1110 dated 14.4.72 that no change in the date of birth once recorded in the service book should be made without obtaining prior approval of the competent authority. However, a case has come to the notice of the Board wherein the date of birth of an employee was corrected in his service book unauthorisedly by the person who had no authority to do so, without obtaining approval of the competent authority. The Board has taken a serious view in the matter.

It is therefore again emphasised that no alteration/change in the date of birth once recorded in the service book of an employee should be made by any person unless the same has been authorised by competent sanction and any alteration/change unauthorisedly done will tantamount to a serious irregularity and the person who does this would be liable for disciplinary action.

BY ORDER


ADDITIONAL SECRETARY
MP ELECTRICITY BOARD

No. 01-05/II/2589

/ Jabalpur, dt. 18.8.92

Copy forwarded to:-

1. All Chief Engineers, MPEB, _____.
2. The Chief (F&A) - I&II/Director (V&S)/EDP Manager, MPEB, Jabalpur.
3. All Addl. Chief Engineers, MPEB, _____.
4. All Addl. Chiefs/Asstt. Chiefs, MPEB, _____.
5. The Resident Engineer (Liaison), C-17, Green Park Extn., New Delhi.
6. All Joint Secretaries, MPEB, Jabalpur.
7. All Superintending Engineers, MPEB, _____.
8. The IRO/SO/PO/Sr. LO/CMO, MPEB, Jabalpur.
9. All Executive Engineers, MPEB, _____.
10. All Senior Accounts Officers, MPEB, _____.
11. All Regional Accounts Officers, MPEB, _____.
12. The PSto Chairman/Members/Secretary/CO., MPEB, Jabalpur.

-for information and necessary action.


DEPUTY SECRETARY (P) IV
M. P. ELECTRICITY BOARD

It is, therefore, once again emphasised that instructions relating to recording of entry of date of birth in the service books and pasting of relevant document at the end of service book should be strictly followed. Further, the entries regarding date of birth recorded in the service books may please be reviewed in the light of these instructions. Cases of tampering of entries of date of birth recorded in the service book may be investigated and findings reported to the Personnel Section urgently. In such cases punishment as may be deemed fit including dismissal from service will be imposed on the persons against whom tampering of date of birth is found to be proved.

BY ORDER

ADDITIONAL SECRETARY
MP ELECTRICITY BOARD

No.01-05/I/1-72(II)/215

Jabalpur/dt. 21.12.1988

Copy forwarded to:-

1. All Chief Engineers, MPEB, _____
2. The Chief (P&A)/BDP Manager/Director(V&S), MPEB, Jabalpur.
3. All Chief Engineers, MPEB, _____
4. The systems Manager, MPEB, Jabalpur.
5. All Dy. Chiefs, MPEB, _____
6. All Superintending Engineers, MPEB, _____
7. The Joint Secretary(P)II/(S), MPEB, Jabalpur.
8. All Asstt. Chiefs, MPEB, _____
9. The Statistical Officer/C.M.O./I.R.O., MPEB, Jabalpur.
10. All Divisional Engineers, MPEB, _____
11. The Liaison Officer, Col-2, Green Park Extn., New Delhi.
12. The D.E. (Liaison Duty), P/170, Arera Colony, MPEB, Bhopal.
13. All Sr. Accounts Officers, MPEB, _____
14. All Sr. Medical Officers, MPEB Hospital, _____
15. All Medical Officers/Welfare Officers, MPEB, _____
16. All Regional Accounts Officers, MPEB, _____
17. The Resident Audit Officer, AGEP, Jabalpur/Indore/Raipur.
18. The P.S. to Chairman/Members/Secretary & S. Os, MPEB, Jabalpur.
19. The Sr. L.O./P.O./L.O. (B&W)/Mang./M.O. (CPC), MPEB, Jabalpur.
20. All S.Os attached to Personnel/Sec't. Section/Library, MPEB, JPE
21. The Managing Director, BESS Ltd., Dandhwa (Bansgaon/Mandasa (Mandsaur)/Manawar (Dhar)/Bongona/Lanoli (Chhatarpur)/Multa (Betul)/Sidhi/Bawa/Mandla/Ararpatan (Baita)/Mingoli (Guna)/Pichhore (Shivpuri)/Banda (Sagar)/Guarma (Bastar)/Ambikapur (Sarguja)/Sariyaband (Raipur)/.

- for information & necessary action.

JOINT SECRETARY (P) III
MP ELECTRICITY BOARD

MADHYA PRADESH ELECTRICITY BOARD

C I R C U L A R

No. PD. IV/1110 /

Jabalpur, dt. 14.4.72.

Sub:- Alteration of date of birth recorded in the Service Books.

Ref:- This office circular No. G. III/181/2292 dt. 9.6.65.

...
This office circular cited above lays down the procedure for recording the date of birth in the service book of the employees. It has been observed that the date of birth recorded in the service book of the employees are altered by the field Officers, contrary to the rules in this regard, which give them undue benefit by their continuance in service beyond the age of superannuation. The change in the date of birth once recorded in the service book is normally not permissible according to Item 11 below Article 51 of the Civil Service Regulations and if any change is to be made, approval of the Head of the Department or the Board, as the case may be is required. No change in the date of birth once recorded in the service book should be made hereafter without obtaining prior approval of the competent authority.

J. K. Singh
SECRETARY,
M. P. ELECTRICITY BOARD.

No. PD. IV/1111 /

Jabalpur, dt. 14.4.72.

Copy forwarded to:-

1. All Chief Engineers, M.P. Elect. Board, Jabalpur.
2. The Addl. Chief Engineer, M.P. Elect. Board, Korba.
3. All Dy. Chief Engineers, M.P. Elect. Board,
4. All Superintending Engineers, _____ Circle, MPESB., _____
5. All Divisional Engineers/Power Station Superintendents, MPESB., _____
6. The Financial Adviser & Chief Accounts Officer, MPESB., Jabalpur.
7. The Dy. Chief Audit Officer, M.P. Elect. Board, Jabalpur.

for information and necessary action.

J. K. Singh
SECRETARY,
M. P. ELECTRICITY BOARD.

RAJPUT*/7/4/