

SOUTH EASTERN RAILWAY

Office of the
Pr. Chief Personnel Officer
Garden Reach
Kolkata – 43

No. SER/P-HQ/Ruling/0/992

Dated: 31.10.2022

To
The All PHODs
The DRMs-KGP/CKP/RNC/ADA
The Dy. FA & CAO(G)
The Sr. DPOs-KGP/CKP/RNC/ADA
The WPO/KGP-(WS), APO(S)/KGP, APO(Sini)
The All Cadre Officers of Personnel Branch at GRC
South Eastern Railway

Sub: Joint Procedure Order for Change of Date of Birth and Insertion of Date of Birth in the PPO of Family Pensioners (Spouse and Dependents) (copy enclosed)

.....

A joint procedure order on the aforementioned subject under signature of Dy.CPO(HQ) and Dy. FA & CAO(G) is being issued with the approval of Competent Authority of both Personnel and Accounts department.

The same is circulated herewith for information, guidance and compliance please.

Encl: As above



(S.K. Pramanik)
Asstt. Personnel Officer (Court)
For Pr. Chief Personnel Officer

**Joint Procedure Order for Change of Date of Birth and Insertion of Date
of Birth in the PPO of Family Pensioners (Spouse and Dependents)**

Following JPO is issued with regards to the requests for change of date of birth and insertion of date of birth in the PPO for Family Pensioners (Spouse and Dependents) and to bring about more clarity on the subject matter as the predating of Date of Birth of Family Pensioners has huge financial repercussion.

1. During the service and at the time of retirement a Government Servant is directed to provide family details including filling up of Form-6 of Pension Booklet which is expected to be filled with utmost care and Date of Birth of his/her spouse and dependents should necessarily be authenticated with supporting documents (preferably Matriculation Certificate containing DOB or Birth Certificate). This aspect should be clearly verified by the Pension Sanctioning Authority to avoid any dispute in future regarding Date of Birth of Spouse and Dependents.
2. A request of change of date of birth/age of family pensioners in the PPO may be dealt with as follows:-
 - a) In case of clear declaration of date of birth of the spouse/dependent available in Form - 6, which is corroborated with the details available in multiple collateral documents like Pass Declaration, Railway Medical Card or Nomination etc, the request for change in Date of Birth of Spouse/Dependent in PPO may not be allowed.
 - b) In case of non-availability of Date Of Birth or age in PPO or in any collateral documents as stated above, the instructions mentioned in DOPT OM No. 38/37/08 P&PW (A) dtd 21.05.2009 and RBE No. 127/2015 may be followed and at least 3 documents from the list have to be submitted along with the application for such consideration.
 - c) In case of only availability of age in PPO or in official documents, the instruction in DOPT OM No. 38/37//08 P & PW (A) dtd. 21/05/2009 and RBE No. 59/2016 has to be followed.
 - d) In case of request of change in date of birth, where date of birth of spouse/ dependents is available in PPO/Form - 6, however there is disparity in the date of birth/ age available in other official documents (Pass Declaration etc), change of date of birth may be allowed only with the approval of the Head of Department (DRM/CWM in Divisions and Workshop and PHOD in HQ) duly considering the view of Associate Finance as the change may have financial implications. This may be allowed with following stipulation:
 - i. The Date of Birth /Age change approving authority may clearly state that the request is considered as there is a clear bona-fide mistake as per RBE No 127/2015.
 - ii. The application for such a request may be accompanied by at least three documents of the list for consideration as per RBE No. 127/2015.
 - iii. The modalities for this may be as per the instructions given in RBE No. 127/2015 in addition to the above (i) and (ii).
 - iv. After obtaining the approval from PHOD/DRM/CWM, the Pension Sanctioning Authority may forward the same to Pension Section (Associate Accounts) for correction of the concerned Date of Birth of the spouse/dependents in the PPO.
 - v. The JPO has been prepared based on the instructions contained in RBE No. 127/2015 dtd 13/10/2015 and RBE 59/2016 dtd 07/6/2016.
 - vi. Cases already processed in contrary to above procedure should be reviewed and report submitted within one month of the issue of the JPO.


Dy. CPO (HQ)


Dy. FA&CAO (G)