

Admission of Date of Birth of Employees in Bank's Record

Instructions regarding admission of date of birth of an employee are as under :

(i) In case of employees who have passed matriculation examination, the date of birth as per matriculation certificate shall be taken as conclusive proof of age;

(ii) In case of an employee who has not passed matriculation examination, his age should be admitted on the basis of a certificate from the municipal record or Police Station of the place where such an employee was born or school leaving certificate of a recognized school.

(iii) In exceptional cases of such non-matriculate employees, who can not produce any of the aforesaid proofs, the date of birth may be admitted on the basis of declaration of their age given by the employees at the time of their appointment and in case they are unable to state their exact date of birth, but can state the year or year and the month of birth, 1st July or 16th of the month respectively may be treated as the date of their birth. The employees may also be required to submit the certificate of age from civil surgeon of the place or area in which they reside.

(iv) In case of subordinate staff who are ex-police/ex-military personnel, the date of birth as given in their discharge certificate, shall be admitted as the date of birth in the bank record.

(Ref. HRD Division Circular No. 125 dated 4.1.2003)