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No. 70/CC/Ranikhet/C/DE/11
Govt. of India, Ministry of Defence
Dte. Gen. Defence Estates
Raksha Sampada Bhawan
Ulaan Baatar Road,
Delhi Cantt. – 110010

Dated 26 November, 2012

To

The Principal Director,
Defence Estates
Ministry of Defence
Central/Eastern/Northern/Southern/Western Command
Lucknow/Kolkata/Jammu/Pune/Chandigarh.

Sub: Precautions in maintaining service records of Cantonment Board Employees

Recently a case has come to the knowledge of DGDE wherein Date of Birth (DOB) of a Cantonment employee was tempered with such that the Date of Retirement of the said employee was extended by an year or so. Necessary orders have been issued in the case for initiating disciplinary or criminal proceedings as applicable.

2. To prevent such incidents of tempering with records of Cantonment Board employees, please issue following instructions to all CEOs under your Command:
 - (i) All CEOs to ensure that the Service Books of all employees are checked. They will authenticate and confirm to the Directorate that DOBs of employees are not tempered with.
 - (ii) The pay slips issued by Cantonment Boards to their employees must also reflect the Date of Birth and Date of Retirement in a printed format.
3. Necessary action must be completed by all Cantonment Boards within 31st March 2013.



(Ajay Kumar Shrama)
Dy. Director General (Cantts)
For Director General
Defence Estates

Copy to:

DMS