

Government of Manipur
Secretariat: Finance Department
(Directorate of Management Information System)

Office Memorandum
Imphal, dated 18th October, 2013

No. 5/1/2013-MIS (MGEL Re- Activation-1): Several cases of wrong entry of dates of birth of employees under the State Government in the MGEL database have been noticed by the Directorate of Management Information System in the Finance Department. It is also noticed that proposals for change in the original dates of birth as recorded in the MGEL database are made by the concerned Departments without appropriate authentication and/or verification of records.

2. It has now been decided that Administrative Secretary of respective department will issue a **Speaking Order** in connection with the correction of the dates of birth of employees as maintained in MGEL database and forward the same to the Directorate of Management Information System. Further, the original service book should also be submitted along with the date of birth entries verified on the basis of valid documents which should show the correct date of birth as free from over-writing and tampering.

3. Correction in the dates of birth of employees as maintained in the CPIS/ MGEL database will be made subject to fulfilment of above condition and other legal requirements as may be necessary as also the approval of competent authority.


(Hrishikesh Modak)
Joint Secretary (Finance)
Government of Manipur.

Copy to

1. Chief Secretary, Government of Manipur
2. Additional Chief Secretary (Finance), Government of Manipur
3. All Principal Secretaries/ Commissioners/ Secretaries, Government of Manipur.
4. Director, Treasuries & Accounts, Manipur
5. All Treasury officers concerned
6. Guard File.