

Ministry of Public Administration,  
Independence Square,  
Colombo 7.  
5th October, 1983.

To: Secretaries of all Ministries  
and Heads of Departments and  
Public Corporations.

Ascertaining the date of birth  
of officers/employees

In ascertaining for any purpose whatever, the date of birth of an officer/employee in a Ministry, Department or Public Corporation, no document other than a Birth Certificate issued by the Registrar-General or an officer duly authorised by him or a Special certificate of age mentioned in para 2 of Treasury Circular 482 of 05.03.1959 should be entertained.

02. In case of doubt regarding the authenticity of any Birth Certificate or Certificate of Probable Age, it should be referred to the authority which issued it, for verification.

03. Where the age of an officer/employee has already been ascertained on any document other than a Birth Certificate or a Certificate of Probable Age, the Birth Certificate or Certificate of Probable Age, of such officer/employee should be called for, to check the correctness of the age so determined.

04. However, the special provisions of para 2 of Circular Letter No. 50, 1394(Vol.II) of 26.06.1966 intended for preventing delays in the payment of pensions and gratuities are not rescinded.

Sgd:D.B.I.P.S.Siriwardhana.

Secretary,  
Ministry of Public Administration.