

No.1/19/2013-P&PW(E)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Pension and Pensioners Welfare

Lok Nayak Bhavan, Khan Market,  
New Delhi-110003,  
Dated the 16.9.2015

**OFFICE MEMORANDUM**

**Sub : Verification of qualifying service after 18 years service and 5 years before retirement.**

It has been observed by this Department that processing of pension cases of the employees retiring from the government service quite often get delayed on account of the issues relating to verification of service from time to time by the concerned authorities during the service of the concerned employee. Although detailed instructions regarding verification of service have been issued by Department of Personnel & Training and by this Department, these instructions are not meticulously adhered to resulting in delay in sanctioning of retirement benefit of the employees.

2. Rule 32 of the CCS (Pension) rules, which existed prior to December, 2012 provided for issuing of a certificate in Form 24 by the Head of Office in consultation with by the Account Officer regarding completion of qualifying service of 25 years. These rules have been amended subsequently and as per the existing provisions, a certificate regarding qualifying service is required to be issued by the HOO after completion of 18 years of service and again 5 years before the date of retirement of an employee. Rule further provide that verification done under that rule shall be treated as final and shall not be reopened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for pension.

3. It has been noticed that the certificates regarding qualifying service are not invariably issued to the government servant as required under the rules. All Ministries/ Departments etc. are therefore requested to bring these provisions to the notice of Heads of Offices and PAOs for strict compliance. Non-compliance of this statutory requirements may be viewed seriously.

4. In order to review status regarding compliance of these rules, all Ministries/ Departments are requested that the information may be collected from all establishments /office under them and the same may be compiled and sent to this Department by 15<sup>th</sup> October, 2015 in the enclosed proforma.

  
( Sujasha Choudhury)

Deputy Secretary to the Government of India  
Tel:24635979

Encl : As above

Copy to :

1. All Ministries/ Departments of the Government of India.
2. President's Secretariat/ Vice President's Secretariat/Prime Minister's Office/ Supreme Court / Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat /UPSC/CVC/C&AG/ Central Administrative Tribunal (Principal Bench), New Delhi.
3. Estt. Section of DOP&PW-100.
- ✓ 4. NIC, DOP&PW, 3<sup>rd</sup> Floor, Khan Market, New Delhi for placing this OM on the Website.
5. Hindi Section for Hindi Version.

Copy to – DOPT for similar action in respect of All India Services Officers.

