

No. - 57/03/2022-P&PW(B)/8361(7)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Pension and Pensioners' Welfare

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3<sup>rd</sup> Floor, Lok Nayak Bhawan, Khan Market,  
New Delhi, Dated the 25<sup>th</sup> October, 2024

**OFFICE MEMORANDUM**

**Subject: Periodic verification of qualifying service and monitoring at the level of Secretary of the administrative Ministry/Department.**

The undersigned is directed to say that Sub-rule (1) of Rule 30 of the Central Civil Services (Pension) Rules, 2021, provides that on a Government servant completed eighteen years of service and on his being left with five years of service before the date of superannuation, the Head of Office in consultation with Accounts Officer, shall, in accordance with the rules for the time being in force, verify the service rendered by such a Government servant, determine the qualifying service and communicate to him, in Format 4, the period of qualifying service so determined.

2. The rule further provides that a report shall be submitted to the Secretary of the Administrative Ministry/Department by 31st January of each year, giving the details of the Government servants who were required to be issued a certificate of qualifying service during the previous calendar year under sub-rule (1), the details of the Government servants who have actually been issued the said certificate during the said period and the reasons for not issuing the said certificate in the remaining cases.

3. Similar provisions of verification of qualifying service have been made in rule 21 of the CCS ( Payment of Gratuity under NPS) Rules, 2021 in respect to Central Government employees covered under the National Pension System.

4. Even though these statutory provisions are being repeatedly communicated to Ministries / Departments, it is noticed that the qualifying service is not invariably communicated to the Government servant required under the above rules.

5. All Ministries/Departments are, therefore, again requested to bring these provisions to the notice of Head of Offices for strict compliance.

  
(S. Chakrabarti)

Under Secretary to the Govt. of India

To  
All Ministries/Departments/Organisations,  
(As per standard list)