No. 28/04/2024-P&PW(I)/QS/10145-I
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Pension and Pensioners' Welfare
****

3rd Floor, Lok Nayak Bhavan, Khan Market
New Delhi, Dated the 26th October, 2026

OFFICE MEMORANDUM

Subject: Re-circulation of earlier OMs/clarifications issued after notification of the Central Civil Services (Pension) Rules, 2021 on periodic verification of qualifying service.

This Department has received references/representations where 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. Instructions regarding periodic 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. In view of above, the undersigned is directed to re-circulate the following OMs issued after Notification of CCS(Pension) Rules 2021 for clarifications with respect Rule 30 of CCS (Pension) Rules, 2021.

Sr. No.	Office Memorandum no. and date	Subject
1.	No. 28/90/2022 P&PW(B)/8297 dated 2nd October, 2022	Periodic verification of qualifying service under the Central Civil Services (Pension) Rules, 2021 and monitoring at the level of Secretary of the Administrative Ministry/Department.
2.	No.28/04/2024-P&PW(I)/QS dated 29.10.2025	Periodic verification of qualifying service under the Central Civil Service (Pension) Rules, 2021

2. All Ministries/Departments are requested that the above OMs may please be brought to the notice of all concerned for compliance.

(Ravindra Kumar Yadav)
Under Secretary to the Govt. of India

Enclosure: As stated.

To,

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

No. - 28/90/2022-P&PW(B)/8297
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Pension and Pensioners' Welfare
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3rd Floor, Lok Nayak Bhavan, Khan Market,
New Delhi, Dated the 2nd October, 2022

OFFICE MEMORANDUM

Subject: Periodic verification of qualifying service under the Central Civil Services (Pension) Rules, 2021 and monitoring at the level of Secretary of the Administrative Ministry/Department.

The undersigned is directed to say that Department of Pension and Pensioners' Welfare has notified the Central Civil Services (Pension) Rules, 2021 in supersession of the Central Civil Service (Pension) Rules, 1972.

2. In accordance with Rule 30 of the Central Civil Services (Pension) Rules, 2021, on each occasion after a Government servant has 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 is required to 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.

3. For the purposes of verification of service, the procedure provided in clause (a) of sub-rule (1) of rule 57 is required to be followed. The verification done under Rule 30 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 and gratuity.

4. 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.

5. All Ministries/Departments are requested that the above provisions in the Central Civil Services (Pension) Rules, 2021 regarding periodic verification of qualifying service and monitoring at the level of Secretary of the Administrative Ministry/Department under the Central Civil Services (Pension) Rules, 2021 may be brought to the notice of the personnel dealing with the pensionary benefits in the

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Ministry/Department and attached/subordinate offices thereunder, for strict implementation.

(S. Chakrabarti)
Under Secretary to the Govt. of India

To

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

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Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Pension and Pensioners' Welfare
***

3rd Floor, Lok Nayak Bhavan, Khan Market
New Delhi, Dated the 29 October, 2025

OFFICE MEMORANDUM

Subject: Periodic verification of qualifying service under the Central Civil Service (Pension) Rules, 2021.

The undersigned is directed to say that Department of Pension and Pensioners' Welfare has notified the Central Civil Service (Pension) Rules, 2021 in supersession of the Central Civil Service (Pension) Rules, 1972.

2. In accordance with Rule 30 of the Central Civil Service (Pension) Rules, 2021, and this Department OM No. 28/90/2022 P&PW(B)/8297 Dated 2nd October, 2022, it is reiterated that on each occasion after a Government servant has 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 is required to 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.

3. For the purposes of verification of service, the procedure provided in clause (a) of sub-rule (1) of rule 57 is required to be followed. The verification done under Rule 30 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 and gratuity.

प्रतीत

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4. 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.

5. All Ministries/Departments are requested that the above provisions regarding Periodic verification of qualifying service under the Central Civil Service (Pension) Rules, 2021 may be brought to the notice of the personnel dealing with the pensionary benefits in the Ministry/Department and attached/subordinate offices thereunder, for strict implementation.

सामीन अंसारी

(Samin Ansari)
Under Secretary to the Govt. of India

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