



सा./No.: 5-1(17)/2008-PD

दिनांक/Dated: 07.03.2016

प्रेषक / From:

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To :

The Directors / Heads of all
National Labs./Instts. of CSIR
Hqrs./Complex/Centres/Units

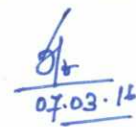
महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार के निम्नलिखित कार्यालय ज्ञापन को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है।

I am directed to forward herewith following Office Memoranda for information, guidance and compliance.

क्रम सं. Sl. No.	कार्यालय ज्ञापन सं. / Office Memorandum No.	विषय/ Subject
1	DoP&PW OM No. 41/21/2000-P&PW(D) dated 12/08/2015	Issue of Pensioners' Identity Card to pensioners - reg Formats for Pensioners' ID Card for CSIR employees, Under Central Civil Services (Pension) Rules 1972 (or other corresponding rules) and CSIR employees, under New Pension Scheme are attached herewith.
2	DoP&PW OM No. 41/21/2000-P&PW(D) dated 20/08/2015	Issue of Pensioners' Identity Card to pensioners - reg
3	DoP&PW OM No. 41/21/2000-P&PW(D) dated 17/12/2015	Issue of Pensioners' Identity Card to pensioners - reg
4	DoP&PW OM No. 1/19/2013-P&PW(E) dated 16.09.2015	Verification of qualifying service after 18 Years and 5 years before retirement -reg

भवदीय/Yours faithfully,


07.03.16

(संतोष कुमार / Santosh Kumar)

अनु.अधि.(नीति प्रभाग)/Section Officer (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- 1) Head, IT Division with the request to make this OM available on the website & Policy Repository.
- 2) कार्यालय प्रति/Office copy

No. 41/21/2000-P&PW(D)
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
DEPARTMENT OF PENSION & PENSIONERS WELFARE

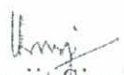
LOK NAYAK BHAVAN, KHAN MARKET,
NEW DELHI, DATED THE 12th August, 2015

OFFICE MEMORANDUM

Sub:- Issue of Pensioners' Identity Card to pensioners.

The undersigned is directed to say that the instructions were issued by this Department vide OM No.41/21/2000-P&PW(D) dated 16.11.2000 for issue of Identity Cards to Central Government pensioners. These instructions were reiterated/clarified vide this Department's OM of even number dated 30.4.2013 and 25.7.2013. It has been observed that various Departments/Offices are either not issuing pensioners Identity Card to the retired employees or the Identity Cards are not in the format prescribed vide this Department's OM dated 25.7.2013.

2. The matter has been reviewed in this Department. It has been decided that apart from the details already prescribed, the Pensioners Identity Card should include the Aadhaar Number of the pensioner (if available). Accordingly, a revised format for the pensioners Identity Card is enclosed (**Annexure-I and Annexure-II**).
3. Further, the following specifications are laid down for the pensioners Identity Card to be issued by the Departments/Offices from which the pensioner retired:
 - (i) The Pensioners Identity card should be in the prescribed format.
 - (ii) The Identity Card should be of the standard size of 8½ cm x 5½ cm.
 - (iii) The Pensioners Identity Card should be printed (and not hand written) on good quality paper of 125 GSM or equivalent.
 - (iv) The Identity Card would be got laminated by the Department/Office before handing it over to the pensioner.
4. All Departments in the Government of India are requested to issue suitable instructions to the Offices under their control to invariably issue Identity Card to the pensioners in accordance with the instructions issued by this Department.


(Harjit Singh)
Dy. Secretary to the Govt. of India
#24624752

To
All Ministries/Departments of Government of India
(As per mailing list)

Format for Pensioners' Identity Card, under Central Civil Services (Pension) Rules 1972 (or other corresponding rule).

(Front)

Pensioner's Identity Card

Council of Scientific & Industrial Research
(Ministry of Science & Technology, Government of India)

	No.
	Name :
	Res. Address :
	Telephone No. :
	Blood Group :
Space for Photograph	Signature of card holder

Signature of
Issuing Authority
with Seal

(Reverse)

Date of birth
Date of superannuation/retirement
Pay- scale on retirement
Post held on Retirement
Last Pay
P.P.O. No. and date
Aadhaar No. (If available)
Any Other Information

Format for Pensioners' Identity Card retiring under New Pension Scheme

(Front)

Pensioner's Identity Card

Council of Scientific & Industrial Research
(Ministry of Science & Technology, Government of India)

	No.
	Name :
	Res. Address :
	Telephone No. :
	Blood Group :
Space for Photograph	Signature of card holder

Signature of
Issuing Authority
with Seal

Covered under NEW PENSION SCHEME

(Reverse)

Date of Birth
Date of superannuation/retirement
Pay-scale on retirement
Post held on Retirement
Last Pay
PRAN No.
Aadhaar No. (If available)
Any Other Information

No. 41/21/2000-P&PW(D)
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
DEPARTMENT OF PENSION & PENSIONERS WELFARE

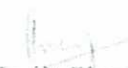
LOK NAYAK BHAVAN, KHAN MARKET,
NEW DELHI DATED THE 20th August, 2015

OFFICE MEMORANDUM

Subject:- **Issue of Pensioners' Identity Card to pensioners.**

The undersigned is directed to say that the revised instructions laying down guidelines/ specifications for issue of Identity Card for pensioners have been issued vide this Department's OM of even no. dated 12.08.2015 (copy enclosed). The matter has been reviewed further and in continuation of the aforesaid OM dated 12.08.2015, it has been decided that the Identity Card to pensioners retiring from the Central Government offices in Delhi and other Metropolitan cities/ big cities may be printed as Plastic Cards with the help of PVC Thermal Printer with 600 DPI resolutions. In case such facility for printing of Plastic Card is not available in the office from where the employee is retiring, the Pensioners Identity Card may be got printed locally from the market.

2. All Departments in the Government of India are requested to issue suitable instructions to the Offices under their control in metropolitan cities/ big cities to invariably issue Identity Card to the pensioners in accordance with the above instructions.


(Harjit Singh)
Dy. Secretary to the Govt. of India
#24624752

To
All Ministries/Departments of Government of India
(As per mailing list)

No. 41/21/2000-P&PW(D)
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
DEPARTMENT OF PENSION & PENSIONERS WELFARE

LOK NAYAK BHAVAN, KHAN MARKET,
NEW DELHI, DATED THE 17th December, 2015

OFFICE MEMORANDUM


Subject:- **Issue of Pensioners' Identity Card to pensioners.**

The undersigned is directed to say that the revised instructions laying down guidelines/ specifications for issue of Identity Card for pensioners have been issued vide this Department's OM of even no. dated 12.08.2015 and 20.08.2015. Meetings were also taken on this issue by Secretary (Pension) with the representatives of all Ministries / Departments on 3rd / 4th September 2015. A copy of the minutes of the meeting is again sent herewith.

2. This Department has procured a duplex thermal Colour Printer. This printer was launched by Hon'ble MOS(PP) on 26.11.2015 at Vigyan Bhawan in the Awareness Workshop on Bhavishya. Plastic Identity Cards generated through Bhavishya Software were issued to the retiring/ retired employees of the Departments under MOS(PP). Specimen copy of Identity Card is enclosed.

3. It is requested that necessary action to issue Plastic Identity Cards to the employees retiring from your Ministries / Departments and attached and subordinate offices under your control may be taken. Inhouse / outside printing facility may be used as appropriate, depending on the requirement.

Enclosures: as above


(Harjit Singh)
Dy. Secretary to the Govt. of India
#24624752

To
All Ministries/Departments of Government of India
(As per mailing list)

Minutes of the meetings held in the Conference Hall, 5th Floor, Sardar Patel Bhawan, New Delhi on 3rd and 4th September, 2015 to discuss the issues regarding Pensioners' Identity Card and verification of qualifying service for pension.

The meetings to discuss the above issues were held as per the following schedule:

3 rd September, 2015 2.30 P.M.	With Ministries Departments at Annex. I
3 rd September, 2015 4.30 P.M.	With Ministries Departments at Annex. II
4 th September, 2015 10.00 A.M.	With Ministries Departments at Annex. III
4 th September, 2015 12.00 P.M.	With Ministries Departments at Annex. IV

List of participants in these meetings is at Annex. V.

2. Secretary (Pension) emphasised the need for issuing Pensioners Identity Card to all retiring employees in a uniform and proper manner in accordance with the guidelines issued by the Department of Pension & PW on 12.8.2015 and 20.8.2015. He specifically referred to the instructions that the pensioners Identity card should be in the prescribed format, neatly printed on a good quality plastic card (in Delhi and other metro/big cities) or neatly printed (not hand written) on a good quality paper and laminated (in other places where the facility of printing on a plastic card is not available). Based on the suggestions received in the meeting, the following decisions were taken:

- (i) Department of Pension & PW will initiate a proposal for obtaining approval of IFD for procuring a printer for printing of Identity cards on Plastic Cards and issuing the same in respect of the employees retiring from Department of Pension & PW, DoPT, DARPG, Department of Space and D/o DONER.
- (ii) The other Ministries/Departments will take action for procuring the printer and issuing the Plastic Cards to the employees retiring from the respective Ministry/Department, after obtaining necessary financial approvals.
- (iii) Ministries/Departments will ask the attached and subordinate offices under them to take similar action in respect of the employees retiring from those organisations.
- (iv) The specifications of the printer and plastic card would be decided and intimated by DoP & PW to all concerned.
- (v) Department of Pension & PW will decide the colour of the Pensioners Identity Card and intimate to all concerned.
- (vi) The pensioners identity card will be issued to the retiring employees free of charge

3. Secretary (Pension) invited the attention of the participants to the statutory provisions regarding issue of certificates on completion of qualifying service of 18 years and 5 years before the date of superannuation and asked the Ministries/Departments to scrupulously follow these provisions so that the employees do not have to face any hardship at the time of retirement on account of non-verification of the service. Ministries/Departments would be requested to intimate the number of cases in which the stipulated certificate of completion of qualifying service of 18 years and 5 years before retirement has not been issued.

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 15th 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, 3rd 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.

STATEMENT INDICATING THE STATUS OF ISSUE OF SERVICE VERIFICATION CERTIFICATE UNDER RULE 32

Name of Ministry/ Department

Name of the Office Under the Ministry/Department	Total No. of Employees	No. of employees to whom certificate of qualifying service has been issued			Number of employees in respect of whom issue of certificate is due		No. of employees in respect of whom issue of certificates is under process	
		After 25 years (under rules existing before December, 2012)	Or 18 years under existing service	5 years before retirement	After 18 years	5 years before retirement	After 18 years	5 years before retirement
1.								
2.								
3.								
4.								
TOTAL								