

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001



No. 4-78(39)/2023-HR-II

Dated 02/06/2023

From

Through Website

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

To,

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

**Subject :** Periodic verification of qualifying service under the CCS (Pension) Rules, 2021 and monitoring by DG, CSIR - reg.

Madam/Sir

Kindly refer to CSIR letter No.5-1(49)/2008-PD dated 22/11/2022 regarding periodic verification of qualifying service under the Central Civil Services (Pension) Rules, 2021. As per the standing rules and instructions of Govt. of India issued from time to time, following measures are required to ensure timely determination of qualifying service of Govt. employees.

- i) As per Rule-30 of CCS (Pension) Rules, 2021 on each occasion after a Government servant has completed 18 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 determine the qualifying service and communicate to him in Format-4. Further, for the purpose of verification of service, the Head of Office is required to follow the procedure provided in clause (a) of sub-rule (1) of Rule 57 of CCS (Pension) Rules, 2021.
- ii) As per para 4(i) of DoP&T OM No. 18019/7/2013-Estt.(L) dated 23/10/2013, the record of verification of service is required to be maintained in Part-V of the Service Book. It is mandatory that the above instructions/measures be followed strictly.

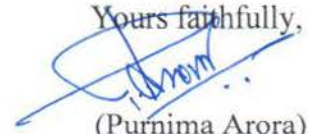
2. Further, in order to ensure the compliance of these instructions, the recent directive received from DoPPW OM No. 28/90/2022-P&PW(B)/8297 dated 2/10/2022 states that the matter is to be monitored at the level of Secretary of the Administrative Ministry/Department and a report is to be submitted to the Secretary of the Ministry/Department by 31<sup>st</sup> January of each year giving details of the Government Servants who were required to be issued a certificate of the qualifying service during the previous calendar year, the details of the Govt. servants who have actually been issued the said certificate during the said period and the reason for not issuing the said certificate in the remaining cases.

P.T.O.

3. In view of the above, all the CSIR Labs/Instt. are requested to provide the details of the exercise being undertaken to verify the qualifying service in the enclosed proforma latest by 30<sup>th</sup> June'2023 for the preceding calendar year 01<sup>st</sup> Jan'2022 to 31<sup>st</sup> Dec'2022. The soft copy of the data (in excel format) shall be sent to email id 'sohrii@csir.res.in'. Further, all the CSIR Labs/Instt. are also requested to scrupulously follow the practice and submit the requisite data by 15<sup>th</sup> January of each year in the enclosed proforma so as to enable this office to submit the report to DG, CSIR within stipulated time.

Encl. As above.

Yours faithfully,



(Purnima Arora)

Under Secretary (HR-II)

Copy to: -

1. Sr. CoA/CoA/AO of CSIR Lab. /Instt.
2. Sr. CoFA/CoFA/ FAO of CSIR Lab. /Instt.
3. Heads of RPPBBD, HRDC, IPU, HRDG, RAB and URDIP
4. Sr. DS (CO), CSIR Hqrs.
5. O/o DG, CSIR.
6. O/o FA, CSIR.
7. O/o JS(A), CSIR.
8. Head IT with the request to upload this on CSIR website.
9. Office Copy.



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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3<sup>rd</sup> Floor, Lok Nayak Bhavan, Khan Market,  
New Delhi, Dated the 2<sup>nd</sup> 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.

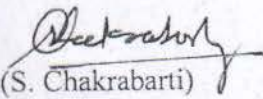
4. The Rule further provides that a report shall be submitted to the Secretary of the Administrative Ministry/Department by 31st January of each year, giving the details of the Government servants who were required to be issued a certificate of qualifying service during the previous calendar year under 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

*Contd.*

-2-

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)



**सीसीएस (पेंशन) नियम, 2021 के तहत अर्हकारी सेवा के आवधिक सत्यापन के लिए प्रोफार्मा**  
**Proforma for periodic verification of qualifying service under the CCS (Pension) Rules, 2021**

क्रं/सं S/No.	लैब/संस्थान का नाम/ Name of Lab/Instt.	मैनपावर की संस्वीकृति संख्या/ Sanctioned strength of Manpower	मैनपावर की उपलब्धता/ Manpower in position	कर्मचारियों की संख्या जिनकी सेवा दिनांक 31/12/2022 तक नियमानुसार सत्यापित की गई है/ No. of employees whose service has been verified as per rules up to 31/12/2022	कर्मचारियों की संख्या जिनकी सेवा का सत्यापन 31/12/2022 तक नहीं किया गया है/ No. of employees whose service has not been verified up to 31/12/2022	सेवा का सत्यापन न करने का कारण/ Reason for non- verification of service
(1)	(2)	(3)	(4)	(5)	(6)	(7)

यह प्रमाणित किया जाता है कि सभी कर्मचारियों की सेवाओं के सत्यापन से संबंधित प्रविष्टियां उनकी संबंधित सेवा पुस्तिकाओं के भाग-V में कर दी गई हैं। / It is certified that entries related to verification of services in respect of all employees have been made in Part-V of their respective service books.

हस्ताक्षर/Signature of Sr.CoA./CoA/A.O

दिनांक/Dated : \_\_\_\_\_