

4-78(39)/2023-HR-II

Dated 22.04.2025

From

संयुक्त सचिव (प्रशासन)
The 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

Kind attention is invited CSIR letter No.5-1(49)/2008-PD dated 22/11/2022, where all labs/instts. were directed to take immediate action to verify periodic verification of qualifying service under the Central Civil Services (Pension) Rules, 2021. However, despite these instructions, only a few labs/institutes submitted their status reports for 2023 & 2024.

2. Further, CSIR vide letter No. 4-78(39)/2023-HR-II dated 02.06.2023 reiterated the directive to immediately verify the qualifying service in the enclosed proforma, with a deadline of 30th June 2023, for the preceding calendar year (01st January 2022 to 31st December 2022). Besides, all CSIR Labs/Institutes were requested to scrupulously follow this practice and submit the requisite data in the prescribed proforma by 15th January each year, to enable this office to submit the consolidated report to the DG, CSIR within the stipulated timeframe.

3. Subsequently, instructions were also issued to provide reports for the calendar year 2024. However, despite repeated reminders and follow-ups, many laboratories have not yet submitted the required information, and in some cases, only partial data for 2024 has been received. As a result, the consolidated report could not be submitted to the higher authorities.

4. As per the directive, the matter is to be monitored at the level of the Secretary of the Administrative Ministry/Department. A report is required to be submitted to the Secretary by 31st 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, with 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...

5. In view of the above, all CSIR Labs./ Instts are once again requested to take immediate action to conduct periodic verification of qualifying service for the period up to 31st Dec'2024 under the Central Civil Services (Pension) Rules, 2021, and send a status report to this office latest by 30th April, 2025 via email at so.hrii@csir.res.in.

Encl. As above.

Yours faithfully,



(Purnima Arora)
Deputy Secretary (HR-II)

Copy to: -

1. Head IT with the request to upload this on CSIR website.
2. Office Copy.

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

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

Through Website

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.

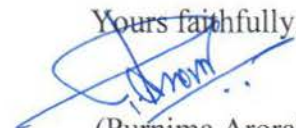
2. Further, in order to ensure the compliance of these instructions, the recent directive received from DoPPW OM No. 28/90/2022-P&PW(B)/8297 dated 2/10/2022 states that the matter is to be monitored at the level of Secretary of the Administrative Ministry/Department and a report is to be submitted to the Secretary of the Ministry/Department by 31st 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 30th June'2023 for the preceding calendar year 01st Jan'2022 to 31st 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 15th 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

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.

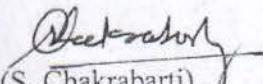
4. The Rule further provides that a report shall be submitted to the Secretary of the Administrative Ministry/Department by 31st January of each year, giving the details of the Government servants who were required to be issued a certificate of qualifying service during the previous calendar year under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

Contd.

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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)

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 : _____