

No. 28/04/2024-P&PW(I)/QS/10145
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.

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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.



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

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

FORMAT 4

[See Rule 30]

Certificate of verification of Service for Pension and Gratuity

No.....
Government of India
Ministry of.....
Department/Office.....
Dated the

Certificate

It is certified, in consultation with the Accounts Officer, that Shri/Smt./Km.
.....

(Name and Designation) has completed a qualifying service ofyears
months..... days as on(date), as per details given below.
The service has been verified on the basis of his service documents and in accordance with the rules regarding
qualifying service in force at present. The verification of service under sub rules (1) and (2) of Rule 30 of the
Central Civil Services (Pension) Rules, 2021, shall be treated as final and shall not be re-opened except when
necessitated by a subsequent change in the Rules and orders governing the conditions under which the service
qualifies for pension and gratuity.

DETAILS OF QUALIFYING SERVICE

S. No.	Name of Ministry/Department /Office	From	To	Length of qualifying service
1.				
2.				
3.				


Signature & stamp of Head of Office

To

Shri 
(Name & Designation)