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GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF ADMINISTRATIVE REFORMS
CIVIL SECRETARIAT, BLOCK-4, 4TH FLOOR
ITANAGAR

OFFICE MEMORANDUM

The 29th November, 2018

Subject : Verification of qualifying Service after 18 years services and 5 years before retirement – regarding.

No. AR-141/2018/413.—The undersigned is directed to say that there is lot of delay in settlement of pension of the retired employees due to detection of mistakes in the service record by the Directorate of Audit and Pension later stage or at the time of settlement of pension after retirement. The mandatory verification of the service records of the employees are not being carried out by the Pay and Accounts Officer as per laid down rules during the service period. Therefore, errors in the service record could not be detected and met up the errors enabling to grant the pension to the employee on the day of the retirement as per laid down norms and rules.

The department of Administrative Reforms have issued a comprehensive guidelines for timely settlement of pension vide OM No. AR-89/2014 dated 30th October, 2014. But the system has not been upgraded despite repeated endeavours.

Therefore, a set of guidelines for verification of qualifying service after 18 of service and again 5 years before the date of retirement of an employee issued vide Office Memorandum No. 1/19/2013-P&PW (E) dated 16th September, 2015 by the Department of Pension and Pensioners Welfare, Ministry of Personnel, Public Grievances and Pensions, Government of India, New Delhi is circulated herewith for ready reference and carry out the service verification immediately by the Directorate of Audit and Pension. The Department shall depute their Audit Team to all offices to carry out service verification and meet up the mistake immediately to remove the delay in settlement of pension case.

Therefore, all departments are advised to bring these provisions to the notice of Head of Offices and PAOs for strict compliance.

(By order and in the name of Governor of Arunachal Pradesh).

Mari Angu
Chief Analyst to the
Government of Arunachal Pradesh,
Itanagar.

**GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
DEPARTMENT OF PENSION AND PENSIONERS WELFARE**

Lok Nayak Bhavan, Khan Market,
New Delhi-110003.

OFFICE MEMORANDUM

The 16th September, 2015

Subject : Verification of qualifying service after 18 years service and 5 years before retirement.

No. 1/19/2013-P&PW(E).—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,
New Delhi.

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 under 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	
1.								
2.								
3.								
4.								
Total								