

No. M-75075/326/2022-O&M  
Government of India  
Central Water Commission

1507

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Room No. 326(S), Sewa Bhawan,  
R.K. Puram, New Delhi-110066  
Dated : 02.11.2023

**OFFICE MEMORANDUM**

Subject:- Periodic verification of qualifying service for pension purpose regarding.

Periodic verification of qualifying service for pension purpose is required to be done on the occasion when a Government Servant has completed eighteen years of service and on his/her being left with five years of service before the date of superannuation. Head of Office, in consultation with Accounts Officer shall, in accordance with the rules for the time being in force, verify the service rendered by such a Government Servant and determine the qualifying service. The period of qualifying service so determined shall be communicated to the Government servant in Format 4

All Head of Office, Central Water Commission may take note of the above provisions for strict compliance.

  
21/11/2023

(Narinder Kumar )  
Under Secretary (O&M)  
Central Water Commission

To,  
All Head of Office, Central Water Commission, (Through CWC Website)



- (a) authorised leave of absence ;
- (b) unauthorised absence in continuation of authorized leave of absence so long as the post of absentee is not filled substantively;
- (c) suspension, where it is immediately followed by reinstatement, whether in the same or a different post, or where the Government servant dies or is permitted to retire or is retired on attaining the age of superannuation while under suspension ;
- (d) transfer to non-qualifying service in an establishment under the control of the Government if such transfer has been ordered by a competent authority in the public interest ;
- (e) joining time while on transfer from one post to another.
- (2) Notwithstanding anything contained in sub-rule (1), the appointing authority may, by order, commute retrospectively the periods of absence without leave as extraordinary leave.

**28. Condonation of interruption in service.**— (1) In the absence of a specific indication to the contrary in the service book, an interruption between two spells of civil service rendered by a Government servant under Government including civil service rendered and paid out of Defence Services Estimates or Railway Estimates shall be treated as automatically condoned and the pre-interruption service treated as qualifying service.

(2) Nothing in sub-rule (1) shall apply to interruption caused by resignation, dismissal or removal from service or for participation in a strike.

(3) The period of interruption referred to in sub-rule (1) shall not count as qualifying service.

(4) The appointing authority may consider condonation of interruption in service and to treat the pre-interruption service as qualifying service.

(5) The appointing authority may take a decision not to condone interruption in service only in exceptional and grave circumstances.

(6) No such order against condonation of interruption in service shall be passed by the appointing authority without extending to the Government servant a reasonable opportunity of representation and being heard in person.

**29. Deputation to United Nations and other organizations.**— A Government servant who is deputed on foreign service to the United Nations' Secretariat or other United Nations' Bodies or the International Monetary Fund or the International Bank of Reconstruction and Development, or the Asian Development Bank or the Commonwealth Secretariat or any other International organization may opt,—

(a) to pay the pension contributions in respect of his foreign service and count such service as qualifying for pension under these rules; or

(b) not to pay the pension contributions in respect of his foreign service and not count such service as qualifying for pension under these rules:

Provided that where a Government servant opts for clause (b), pension contributions, if any, paid by the Government servant, shall be refunded to him.

**30. Periodic verification of qualifying service.**— (1) 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 shall, in accordance with the rules for the time being in force, 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

(2) For the purposes of verification of service, the Head of Office shall follow the procedure provided in clause (a) of sub-rule (1) of rule 57.

(3) Notwithstanding anything contained in sub-rule (1), where a Government servant is transferred to another department from a temporary department or on account of the closure of the department he had been previously serving or because the post he held had been declared surplus, the verification of his service may be done whenever such event occurs.

(4) The verification done under this 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.

(5) By 31<sup>st</sup> January of each year, a report shall be submitted to the Secretary of the Administrative Ministry or Department 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.

सचिव, क.ज.जी.  
★ Dy. No. 1471  
Date 1.11.23  
Secretary, C.V.O.

संलग्न एवं पंजीति अनुभाग  
डायरी संख्या 480  
दिनांक 01/11/23

Pl. issue a circular quoting service verification requirement # for strict compliance by HO and all field offices. Those less than 5 yrs service should be completed in next

Sec. GSC

31/10/23

31-10-23

AD (ADM)

Sh. Ash



**FORM 24**

[See rule 32]

Form of certificate of verification of service for pension

No

Government of India  
Ministry of  
Department/Office

Dated the ,

**Certificate**

It is certified, in consultation with the Accounts Officer, that Shri/Smt./Km. ....  
 of ..... years ..... 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 32 of the Central Civil Services (Pension) Rules, 1972, 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.

**DETAILS OF QUALIFYING SERVICE**

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

To  
Shri.....  
(Name & Designation)"

Signature &amp; Stamp of Head of Office