



**TOP PRIORITY
TIME BOUND**

भारत सरकार, वित्त मंत्रालय, राजस्व विभाग
Govt. of India, Ministry of Finance, Dept. of Revenue

मुख्य आद्युक्त का कार्यालय, केंद्रीय उद्योग शुल्क, रीगा शुल्क एवं सेवा कर

Office of the Chief Commissioner, Central Excise, Customs & Service Tax

क्रेसेंस बिल्डिंग, महात्मा गांधी रोड, शिल्लोंग - 793 001

Crescens Building, M.G. Road, Shillong - 793 001

Tel. Nos. 91-0364-250013 / 2502052

Fax Nos. 91-0364-2224747 / 2502047

E-Mail: ccshililo@excise.nic.in

C.No.II(25)1/ET/CCO/SH/2015 / 7443-42

Date: 13 NOV 2015

To,

The Commissioner,
Central Excise & Service Tax,
Shillong / Dibrugarh / Guwahati.

The Commissioner,
Customs (P) N.E.R.,
Shillong.

The Commissioner (Audit),
Guwahati.

Subject: Verification of Qualifying Service after 18 years of service and 5 years before retirement - reg.

Sir/Madam,

Please find enclosed herewith a copy of DGHRD's letter T.No.8/B/170/HRD (HRM)/2015 dated 06.11.2015 downloaded from the CBEC's website.

In this regard, I am directed to request you to kindly furnish the requisite information in the enclosed proforma which should reach this office latest by 18th November, 2015 so as to enable this office to forward the same to the DGHRD.

Please treat this on "Top priority".

Yours faithfully,

Encl: As stated.


(A.M. Paul)

Asst. Commissioner (Admn.)

C.No.II(25)1/ET/CCO/SH/2015 / 7443-69

Date: 13 NOV 2015

Copy forwarded for information and similar action to:

1. Dy./Asst. Commissioner, CE & ST / Customs (P) Divn./Audit Circle.....

It is requested to furnish the requisite information directly to CCO, Shillong within the stipulated period as mentioned above.


(A.M. Paul)

Asst. Commissioner (Admn.)

22/11/15
16/11/15

MOST URGENT

Telefax: 011-25717521/25823723
Telephone: 011-2573319/25729905

Email I.D: policy.dghrd@nic.in



Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs
Directorate General of Human Resource Development
409/8, Deep Shikha, Rajendra Place,
New Delhi - 110008

Handwritten signatures and initials:
- A.O. 16/11/15
- J. Singh
- 13/11/15

F. No. 8 / B / 170 / HRD (HRM) / 2015
To,

Dated: 06.11.2015

- (i) Principal Chief Commissioner / Chief Commissioner of Central Excise (All)
- (ii) Principal Chief Commissioner/ Chief Commissioner, Customs Zone (All)
- (iii) Principal Director General / Director General (All)
- (iv) Principal Commissioner/ Commissioner of Central Excise, Service Tax and Customs (All)
- (v) Director, CRCL

Subject: Verification of Qualifying Service after 18 years of service and 5 years before retirement

Madam/Sir,

Ministry, vide letter F. No. C-30013/83/2015 Ad. IV A dated 16th October, 2015, has forwarded DoP&T Office Memorandum No.1 / 19/2013-P&PW(E) dated 16.09.2015, (Copy enclosed) and requested this Directorate to provide information sought therein. Accordingly, it is requested that the information, as called for DoP&T, may kindly be sent to this Directorate immediately by **RETURN FAX/ SPEED POST**, strictly in the format prescribed by the DoP&T.

Yours faithfully,

Encl.: As Above

(Signature)
(Vinay K. Singh)
Additional Director (HRM)

Handwritten notes:
3292
19-11-15
copy to ① Webmaster, CBEC Website
② Webmaster, dghrd website

MOST IMMEDIATE

F.No C- 30013/83/2015-Ad.IVA

भारत सरकार
Government of India
वित्त मंत्रालय

Ministry of Finance
राजस्व विभाग

Department of Revenue
केन्द्रीय उत्पाद एवं सीमा शुल्क बोर्ड
(Central Board of Excise and Customs)

5



On priority pt. Keep me updated

*AD/SS
40.*

5th Floor, Hudco Vishala Building,
Bhikaji Cama Place, New Delhi
Dated the 16th October, 2015

To

Director General,
Directorate General of Human Resource Development,
409/8, Deep Shikha Building,
Rajendra Place, New Delhi-110060

JD (Adm)

*9th MM/62
Sincerely
Jai*

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

Sir,

I am directed to forward herewith a copy of DOP&PW O.M. No. A-1/19/2013-P&PW(E) dated 16.09.2015 alongwith annexure received through US Coord, Revenue Hqrs on the above mentioned subject. It is requested that the information may be provided at the earliest to the undersigned for onward transmission to DOP&PW,

Yours Faithfully,

(B Ginkhan Mang)

Under Secretary to the Govt. of India

Copy to :

1. ✓ US Coord. w.r.t. O.M. O-21013/57/2015-Coord. dated 30.09.2015.
2. ✓ Principal CCA, CBEC, AGCR Building, I.P. Estate, New Delhi for necessary action.

(B Ginkhan Mang)

Under Secretary (Ad.IVA)

MOST IMMEDIATE

U

As-205525
By No.
Joint Secret.
Date
CBEC

F.No.O-21030/57/2015-Coord.
Government of India
Ministry of Finance
Department of Revenue
(Coord. Section)

IS (A)
D. G. (CEB)
1/10/15

New Delhi, the 30th September, 2015

OFFICE MEMORANDUM

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

The undersigned is directed to forward a copy of Department of Pension and Pensioner's Welfare OM No. 1/19/2013-P&PW(T) dated 16th September, 2015 regarding verification of qualifying service after completion of 18 years of service and 5 years before the date of retirement of an employee. The addresses are requested to ensure strict compliance of the said provisions.

2 The addresses are also requested to send the requisite information in the enclosed proforma to Coordination Section latest by 10th October, 2015 so that consolidated data could be sent to Department of Pension and Pensioner's Welfare.

Encl : As above (2 pages)

Narendra Kumar
30/9/2015
(NARENDRA KUMAR)
Under Secretary (Coord.)
Tel: 011-23095539

- 1 Chairperson, CBDT
- 2 Chairman, CBEC
- 3 D.G.(CEB)
- 4 Director (Admn)
- 5 Director (HQ)
- 6 Director(NC)

AS/AD/12/12/15
2
1/10/15

URGENT
P.L.O.
S.Y.

US/20.12.15
10/10/15
30/9/15

202304/2015
2

No.1/19/2013-P&PW(E)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Pension and Pensioners Welfare

Lok Nayak Bhavan, Khan Market,
New Delhi-110003,
Dated the 16.9.2015

OFFICE MEMORANDUM

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

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.

27. Deputy Secretary (Admin)
Department of Revenue
Ministry of Finance
North Block
New Delhi.

Sujasha Choudhury
(Sujasha Choudhury)
Deputy Secretary to the Government of India
Tel:24635979

203634/2015
Copy to:

29-09-2015
All forwarded to
Admin. Secy. Ho3/3
DOR (C&PW) / 28/9/15

1. All Ministries/ Departments of the Government of India.
2. President's Secretariat/ Vice President's Secretariat/Prime Minister's Office/ Supreme Court/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat /UPSC/CVC/C&AG/ Central Administrative Tribunal (Principal Bench), New Delhi. Estt. Section of DOP&PW-100.
3. NIC, DOP&PW, 3rd Floor, Khan Market, New Delhi for placing this OM on the Website.
3. Hindi Section for Hindi Version.

Copy to - DOPT for similar action in respect of All India Services Officers.
28/9/15
for n/a
25.9.15
WS (C&PW) / WS (Ad. 1) / WS (C&PW)

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 whom issue of certificate 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	5 years before retirement
1.								
2.								
3.								
4.								
TOTAL								