

18019/7/2013-Estt. (L)  
Government of India  
Ministry of Personnel, PG and Pensions  
(Department of Personnel & Training)

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JNU Old Campus, New Delhi  
Dated the 30<sup>th</sup> September, 2015.

**OFFICE MEMORANDUM**

Subject: Simplification of procedure for verification of service- adherence to the revised format - regarding.

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The undersigned is directed to refer to this Department's OM of even number dated 23<sup>rd</sup> October, 2013 for simplification of procedure for verification of service and adherence of the revised format of the Service Book prescribed by this Department's OM No. 17011/1/99-Estt. (L) dated 11.03.2008 whereby the revised format of the Service Book was circulated for being adopted. The said revised format also includes Part V where under the record of verification of service is to be maintained.

2. It has been brought to the notice of this Department that the aforesaid provisions of the OM dated 23<sup>rd</sup> October, 2013 and Supplementary Rules as also the provisions of the CCS(Pension) Rules, 1972 as referred to in that OM are not being followed. Consequently, the gaps in service verification, get detected at a very late stage when the concerned Government servant is due to retire on attaining the age of superannuation.

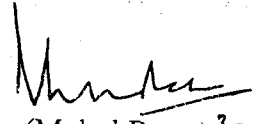
3. In view of this and with the objective of eliminating delays in processing of cases of retiring Government Servants, the aforementioned rules and the instructions of this Department are reiterated and it is stated that it may be ensured that the following are strictly adhered to:

- (i) The record of verification of service may henceforth be maintained only in Part V of the revised format of the Service Book as per the new format prescribed by this Department's aforesaid OM of 11-03-2008.
- (ii) The exercise for ensuring completion of the entries of service verification in the Part V of the new format, in respect of employees who are retiring within five years, may be undertaken **immediately**, by the concerned administrative authorities and concluded within a defined time frame, as may be worked out by such authority.
- (iii) Any gap in the verification of service may be intimated to the employee concerned, and simultaneously appropriate action for ensuring verification of missing spells may be taken by the Head of Office.
- (iv) The concerned Government servant may also be informed of deficiencies and gaps as regards missing entries relating to verification of service and the period thereof.

4. The Department of Pensions and Pensioners' Welfare have also suggested that the administrative authorities, to preclude and to cut down on delays in payment of retiral benefits to Government servants retiring of superannuation, may consider adoption of the following mechanisms and processes:

- (i) Annual service verification and intimation to every officer regarding Service Verification Status so that any lapse is timely ascertained and corrective action taken.
- (ii) The exercise of Annual verification be monitored by every Ministry/ Department/Cadre Controlling Authority on a quarterly basis.

5. All Ministries/ Departments are accordingly requested to issue suitable instructions to all Heads of Offices/Pay & Accounts Offices for strict compliance of the above instructions so as to preclude any delays in disbursement of retiral benefits of Government servants.

  
(Mukul Ratra) 30.9.  
Director 201

To:

All Ministries/Departments of Government of India as per standard list

- Copy to: 1. Department Administrative Reforms & Public Grievances w.r.t. Secretary,  
P&PW DO letter No. 1/19/2013-P&PW(E) dated 19.08.2015  
2.  NIC, DoPT, North Block, New Delhi with the request to upload the OM  
on the web-site of the Ministry.