



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

No : CBSE/Pers. B/Misc./2018/780-830

Date: 108/2018
05/09

OFFICE ORDER

Subject: Consolidated guidelines for service verification/issue of service certificate & preparation of retirement benefits.

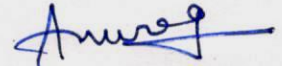
The Competent Authority of the Board had issued various guidelines to ensure certification/verification of qualifying service and proper maintenance and updation of service books in respect of employees of the Board, but the said guidelines has yet not been properly implemented, which has been viewed seriously by the Competent Authority.

Further, Rule-32 of the CCS (Pension) Rules-1972 states that a certificate in the form of Form-24 has to be issued to the Government servant who completes 18/25 years of qualifying service or on his being left with 05 years of service before the date of retirement, whichever is earlier.

In light of the above said rule and guidelines issued vide Office Order No. CBSE/Per.A/2016-17/1907-16 dated 24.10.2016 & reiterated vide O.M No. Pers.A/HQ/2017/4350 dated 27.02.2017 the Competent Authority of the Board has directed:

1. To issue Form-24 (**Annexure-A**) to all the Officers/Official of the Board who have completed 18/25 years of qualifying service or are left with 05 years of service before the date of retirement and directed that a copy of the same also to be pasted in their service book.
2. Service books to be updated annually in January of every calendar year in all respects including year-wise service verification.
3. Calculation of retirement benefits to be done at concerned Office/Regional Office where the employee is posted and a suitable proposal may be forwarded to HQRS well in time for obtaining sanction from the Competent Authority.

All the Regional Directors/Officers/D.S (A&L) of the Board are therefore requested to initiate further necessary action in the matter in respect of the Officers/Officials who are working under their Regional Offices. It shall be the responsibility of the Regional Director/Regional Officer/D.S (A&L) to ensure the correctness of the qualifying service.


(Anurag Tripathi)
Secretary

Copy to:-

1. P.S to Chairperson, CBSE.
2. SPS to the Secretary/Controller of Examination/Directors/Regional Directors CBSE of the Board.
3. PS/PA to Joint Secretary, IT/Sr.PRO/IAFA, CBSE.
4. All the Regional Officers/Incharge, CoEs of the Board for compliance.
5. All the Officers upto the level of Section Officers for compliance and with the direction to bring it in the notice of their respective subordinate Officers/Officials.
6. President, SBSWA, CBSE.
7. Notice Board.
8. Guard File.

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FORM-24

[See Rule 32]

Form of certificate of verification of service for pension

Central Board of Secondary Education

Dated: _____

Certificate

It is certified, in consultation with the D.D.O/Accounts Officer, that Sh./Smt./Km. _____ (Name and Designation) has completed a qualifying service of _____ years _____ months _____ 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.

(* see overleaf.

DETAILS OF QUALIFYING SERVICE

S.No.	HQ/Name of the Regional Office	From	To	Length of qualifying service

Checked by:

Dealing Assistant: _____

Section Officer (Admn.) _____

Assistant Secretary/Deputy Secretary (Admn.) _____

Regional Director/Regional Officer/D.S (A&L)

To,
Sh./Smt./Km. _____
(Name & Designation)

The copy of this certificate is also to be pasted in the service book.

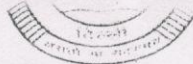
Rule 32 of CCS (Pension) Rules, 1972

Sub-Rule(1)	On a government servant completing eighteen years of service or on his being left with five years of service before the date of retirement, whichever is earlier, the Head of Office in consultation with the 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 Form 24, the period of qualifying service so determined.
Sub-Rule(2)	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.
Sub-Rule(3)	The verification done under sub-rules(1) and (2) 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.

Government of India's Decisions

Strict compliance of the requirement of sub-rule (1).- Sub-rule (1) of Rule 32 of the CCS (Pension) Rules, 1972, provides that on a Government servant completing twenty-five years of service, or on his being left with five years of service before the date of retirement, whichever is earlier, the Head of Office in consultation with the 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 Form 24, the period of qualifying service so determined.

Even though these provisions have statutory force, it is noticed that the qualifying service is not invariably communicated to the Government servant as required under the rules. All Ministries/ Departments, etc., are requested to bring these provisions to the notice of Heads of Offices for strict compliance. If the Head of Office does not comply with the requirement of the aforesaid rule or in case any mistake in the calculations of qualifying service is detected later, the Head of Office will be held personally accountable.



CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous organization under the Union Ministry of Human Resource Development, Govt. of India)

"SHIKSHA KENDRA", 2, COMMUNITY CENTRE,
PREET VIHAR, DELHI-110092

No. CBSE/ Per. A/ 2016-17 / 11907-16

Date: 24.09.2016

OFFICE ORDER

Sub: Verification of qualifying service in r/o Board employees -reg

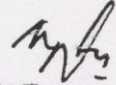
It has been observed that the service books of the employees retiring from the services of the Board are received at HQ, Delhi quite late from concerned offices/ R.O.s. It creates difficulty in adjudging qualifying service period and payment of retirement benefits to Board's employees.

Reference is therefore invited to DOPT O.M. No. 1 119/2013-P&PW (E) dated 16.09.2015 wherein requirement of certification of qualifying service of an employee on completion of 18 years of service and again 5 years before the date of retirement of an employee has been emphasized.

It has also been seen that the cases are sent to HQ from offices/ R.O.s for the purpose of remittance of retirement benefits without duly updated service book, calculation sheet of benefits and proposal for sanction of Pensionary benefits. The practice needs to be streamlined with standard procedures.

The following actions are required to be taken by officers/ R.O.s to ascertain timely disbursement of retirement benefits to employees:-

1. Concerned administration wing of the Branch/Unit/Regional Office of the Board shall ensure certification/ verification of qualifying service in service books in r/o its employees on completion of 18 years of service and again 5 years before the date of retirement of an employee.
2. Service books may be updated annually in January of every calendar year in all respects including year-wise service verification.
3. Calculation of retirement benefits may invariably be done at concerned Office/ R.O. where the employee is posted and a suitable proposal may be forwarded to HQ well in time for obtaining sanction from the Competent Authority.

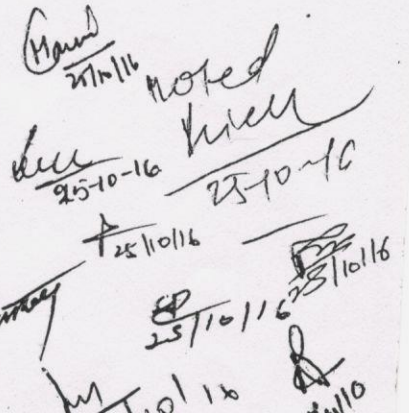

(Joseph Emmanuel)
Secretary

Copy to:

1. SPS to the Chairman, CBSE
2. SPS/PS to all HODs/Directors/ Controller of Exams, CBSE
3. The Regional Director/ Regional Officers/ In-charge (Training Centres) of the Board
4. IAFA, CBSE, HQ, Delhi
5. Branch Heads of Units, CBSE Delhi & NCR
6. D.D.O./Sr. A.O. & S.O. Audit, CBSE, HQ, Delhi
7. A.S. (Per A, Per B & Rectt), CBSE, HQ, Delhi
8. S.O. (Pension Cell), CBSE, HQ, Delhi
9. Office Order File
10. Scrap file

May please note for information.
25/10/16

all members of secret-cell


Handwritten notes and signatures, including dates like 25/10/16 and 25/10/16, and names like 'Hand', 'noted', 'Kishu', 'charney', 'EP', 'M', 'D', 'A'.



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

No. Pers. A/HQ/2017/4350

Date: 27.02.2017

OFFICE MEMORENDUM

It has been observed that the Regional Office(s) of the Board are not taking proper and timely action for updation of service books and preparation of Pensionary papers in time, which puts immense pressure on HQ to examine the cases related to pension within time constraint in order to disburse the pension benefits on the date of superannuation.

The Board vide Office order No. CBSE/Pers.A/2016-17/1907-16 dated 24.10.2016 enumerated the action to be taken by concerned Officers/ Regional Offices of the Board for timely disbursement of retirement benefits to the employees. The Office Order also highlighted the deficiencies being observed in the Service Books of the employees for processing the retirement benefits of Board employees.

It is again reiterated that actions as communicated vide above Office Order No. CBSE/Pers.A/2016-17/1907-16 dated 24.10.2016 should be followed by all Regional Office(s) of the Board, failing which, the concerned Regional Officer shall be personally responsible and accountable for delay in forwarding the documents related to pension.

This issues with the approval of the Competent Authority.

(Ajay Mishra
Joint Secretary (A&L)

Copy for information to:-

1. EO to Chairman, CBSE.
2. SPS's to all HOD's.
3. All the Regional Officers/COE's of the CBSE Board.
4. All the Officers of the Board upto the level of Section Officers.
5. Scrap Register.
6. Notice Board.

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