

No. - 28/90/2022-P&PW(B)/8297  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Pension and Pensioners' Welfare

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3<sup>rd</sup> Floor, Lok Nayak Bhavan, Khan Market,  
New Delhi, Dated the 2<sup>nd</sup> October, 2022

**OFFICE MEMORANDUM**

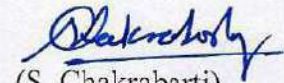
**Subject: Counting of periods spent on leave as qualifying service for pension and gratuity under the Central Civil Services (Pension) Rules, 2021.**

The undersigned is directed to say that Department of Pension and Pensioners' Welfare has notified the Central Civil Services (Pension) Rules, 2021 in supersession of the Central Civil Service (Pension) Rules, 1972. In accordance with Rule 21 of the Central Civil Services (Pension) Rules, 2021, all leave during service for which leave salary is payable and all extraordinary leave granted on medical certificate count as qualifying service.

2. In the case of extraordinary leave, other than extraordinary leave granted on medical certificate, the appointing authority may, at the time of granting such leave, allow the period of that leave to count as qualifying service if such leave is granted to a Government servant (i) due to his inability to join or re-join duty on account of civil commotion; or (ii) for prosecuting higher scientific and technical studies.

3. In the case of extraordinary leave not covered by para 1 and 2 above, a definite entry is required to be made in the service book of the Government servant to the effect that the period of extraordinary leave shall not be treated as qualifying service and such an entry in the service book, if not made at the time of grant of extraordinary leave, can be made subsequently but not later than six months before the date of retirement of the Government servant on superannuation. If no such entry is made in the service book, the period of extraordinary leave shall be treated as qualifying service.

4. All Ministries/Departments are requested that the above provisions regarding counting of periods spent on leave as qualifying service for pension and gratuity under the Central Civil Services (Pension) Rules, 2021 may be brought to the notice of the personnel dealing with the pensionary benefits in the Ministry/Department and attached/subordinate offices thereunder, for strict implementation.

  
(S. Chakrabarti)

Under Secretary to the Govt. of India

To  
All Ministries/Departments/Organisations,  
(As per standard list)