

No. - 57/03/2022-P&PW(B)/8361(2)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Pension and Pensioners' Welfare  
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Lok Nayak Bhavan, Khan Market,  
New Delhi, Dated the 29<sup>th</sup> October, 2025

**OFFICE MEMORANDUM**

**Subject: Entitlement on voluntary retirement from Government service in respect of Central Government servant opted for Unified Pension Scheme under the National Pension System.**

The undersigned is directed to say that Department of Pension and Pensioners' Welfare has notified the Central Civil Services (Implementation of Unified Pension Scheme under the National Pension System) Rules, 2025 to govern the service related matters of Central Government civil employees covered under the Unified Pension Scheme (UPS).

(2). Rule 13 of these rules provides for voluntary retirement from service and entitlement on voluntary retirement from Government service in respect of a Central Government servant opted for Unified Pension Scheme (UPS) under the National Pension System (NPS). The rule provides that at any time after a subscriber has completed twenty years' regular service, he may, by giving notice of not less than three months in writing to the appointing authority, retire from the service.

(3). The notice of voluntary retirement given under sub-rule (1) shall require acceptance by the appointing authority. However, where the appointing authority does not refuse to grant the permission for retirement before the expiry of the period specified in the said notice, the retirement shall become effective from the date of expiry of the said period.

(4). Government servant may make a request in writing to the appointing authority to accept notice of voluntary retirement of less than three months giving reasons therefore. The appointing authority, on receipt of such a request, may consider the request for curtailment of the period of notice of three months on merits and if he is satisfied that the curtailment of the period of notice will not cause any administrative inconvenience, the appointing authority may relax the requirement of notice of three months.

(5). Government servant who has chosen to retire under this rule and has given the necessary notice to that effect to the appointing authority, shall be precluded from withdrawing his notice except with the specific approval of such authority. However, the request for withdrawal shall be made at least fifteen days before the intended date of his retirement.

Contd.-

(6). This rule shall not apply to a subscriber who, -

(a) retires under the Special Voluntary retirement Scheme of Department of Personnel and Training relating to voluntary retirement of surplus employees issued *vide* Office Memorandum No. 25013/6/2001-Estt. (A), dated the 28<sup>th</sup> February, 2002, as amended from time to time; or

(b) retires from government service for being absorbed in an autonomous body or a public sector undertaking.

(7). The subscriber, on voluntary retirement from service before completion of twenty-five years of qualifying service, shall be entitled to pro-rata assured payout admissible under the Pension Fund Regulatory and Development Authority (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 2025.

(8). The subscriber, on voluntary retirement from service on or after completion of twenty-five years of qualifying service, shall be entitled to full assured payout admissible under the PFRDA (Operationalisation of UPS under NPS) Regulations, 2025.

(9). All Ministries/Departments are requested that the above provisions regarding entitlement on voluntary retirement from Government service in respect of a Central Government servant opted for UPS under NPS may be brought to the notice of the personnel dealing with the UPS / NPS matters of employees in the Ministry/Department and attached/subordinate offices thereunder, for strict implementation.

  
(S. Chakrabarti)

Under Secretary to the Government of India

To

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