

No. 28/04/2024-P&PW(I)/QS/10145
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Pension and Pensioners' Welfare

3rd Floor, Lok Nayak Bhavan, Khan Market
New Delhi, Dated the 29 October, 2025

OFFICE MEMORANDUM

Subject: Counting of periods spent on leave under the Central Civil Service (Pension) Rules, 2021.

The undersigned is directed to say that Department of Pension and Pensioners' Welfare has notified the Central Civil Service (Pension) Rules, 2021 in supersession of the Central Civil Service (Pension) Rules, 1972.

2. In accordance with Rule 21 of the Central Civil Service (Pension) Rules, 2021, and this Department OM No. 28/90/2022 P&PW(B)/8297 Dated 2nd October, 2022, it is stated that in the case of extraordinary leave other than extraordinary leave granted on medical certificate and extraordinary leave allowed to be counted as qualifying service under proviso to this rule, at the time of grant of such leave, a definite entry shall 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 and if no such entry is made in the service book, the period of extraordinary leave shall be treated as qualifying service.

3. All Ministries/Departments are requested that the above provisions regarding Counting of periods spent on leave under the Central Civil Service (Pension) Rules, 2021 may be brought to the notice of the personnel dealing with the pensionary benefits in the

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Ministry/Department and attached/subordinate offices thereunder, for strict implementation.

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(Samin Ansari)
Under Secretary to the Govt. of India

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