

MOST IMMEDIATE

No. 18 (14)74/7270/D(CIV-II)
GOVERNMENT OF INDIA
Ministry of Defence

New Delhi, the 17th September 1974

OFFICE MEMORANDUM

Subject: Verification of War/Military Service and acceptance of Pensionary Liability for Military Service.

The undersigned is directed to say that despite clear rule position and the clarifications issued earlier by this Ministry routine individual cases for verification of war/military service and acceptance of pensionary liability for military service, where such service allowed to count for civil pension, are referred to this Ministry. While on the one hand, such references add to the volume of work in the other, they delay the decision on individual cases. The position is, thus, once again clarified as under:-

A. VERIFICATION OF WAR/MILITARY SERVICE

Various authorities to whom cases for verification of war/military are required to be addressed are mentioned in this Ministry letter No. 52324/ Gen/Org. 3 (Records) (d)/411-d (Pen/Services), dated the 19th January, 1963 (reproduced as Appendix I to this Memo) as elaborated vide Army HQ. letter No. 52324/Gen/Org.3(b), dated the 20th August, 1973 (reproduced as Appendix II)

B. ACCEPTANCE OF PENSIONARY LIABILITY

The question of division of proportionate pensionary liability for Military spell of service, where such service is allowed to count for civil pension by civil authorities concerned, should be dealt with in accordance with the procedure laid down in Appendix 3 of Account Code, Volume I/the Civil/Service Regulations, Volume II [Article (s) 356 and 357 D] and Central Civil Service (Pension) Rules, 1972 (Rule 19). It is not necessary to obtain the concurrence of this Ministry of the Ministry of Finance (Defence) for acceptance of pensionary liability for military spell of service.

2. This issues with the concurrence of Ministry of Finance (Defence) vide their U.O No. 4438/Pen. Of 1974

(Sd)

E.M. VIRJEE,

Under Secretary to the Government of India

To

All Ministries/Department of Government of India
Chief Secretaries of all State Governments etc.

APPENDIX II

ARMY HEAD QUARTERS
ADJUTANT GENERAL'S BRANCH
DHQ PO NEW DELHI 11

No. 52324/Gen/Org.3(b)

20th August 1973.

To

The CDA(O)
PUNE

VERIFICATION OF WAR/MILITARY SERVICE FOR PURPOSES OF
COUNTING TOWARDS CIVIL PENSION UNDER ARTICLE 356/357
OF THE CIVIL SERVICE REGULATION AND RELATIVE ORDERS

Reference:- Government of India, Ministry of Defence letter
No.52324/Gen/org. 3 [Records (d) 411-D (Pen/Ser)] dated 19-1-
1963

2. It has been decided with the concurrence of the Ministry of Finance (Defence) and CGDA's Office that in future a foot note should be inserted by the CDA concerned at the end of the certificate of verification of military service for civil pension (Appendix 'A' to the Government letter under reference), wherein may be shown the amount to be recovered from the employees-separately in respect of the amounts creditable to the State Governments and Defence Services Estimates with relevant Head, may be passed on. You are, therefore, requested that in future a foot note to this effect may please be inserted invariably in all certificates of verification of Military service for civil pension initiated by this Headquarters.

Please acknowledge receipt

(Sd)
(O.P. SALOTRA),
CSO
DAAG Org. 3(b)
For Adjutant General

Copy to:

Min. of Def/D (CIV. II) with reference to their U.O.No.4138 dated 9th May 1973.

Min. of Fin. (Def/Pen) with reference to their U.O. No. 3381/Pen dated 24-4-1973.

A Copy of the Ministry of Defence letter No. 52324/Gen/Org.3 (Records) (d) 411-D (Pen/Ser) dated 19th January, 1963.

With reference to Note 2 below Article 356, CSR, as reconstructed by Ministry of Finance Notification No. F.8 (16) –EV-A/59, dated the 18th May 1959, I am directed to state that civil authorities employing ex-service commissioned officers should address the following authorities regarding the verification of military service in the form attached as Appendix ‘A’ to this letter, with suitable modifications to suit their requirements:-

- (a) Ex-Army Officers:
 - (i) Non-Medical Officers AG’s Br./Org. 3 (RR & O) (d)
Army Headquarters DHQ PO
New Delhi -11
 - (ii) Medical Officers MPRS (O) (NE) Medical Directorate,
Army Hqrs, DHQ P O
New Delhi-11
- (b) Ex-Naval Officers Personal Services Directorate (Naval
Appointments), Naval Head-quarters,
DHQ PO, New Delhi-11.
- © Ex-Air Force Officers Directorate of Personnel (Officers),
Air HQrs, DHQ PO., New Delhi

2. I am to state that requests for verification of military service in respect of JCOs, Other /ranks & NCsE, and their equivalents in the Navy and the Air Force should be addressed, along with 2 copies of the Appendix ‘A’ (suitably mentioned modified to meet their requirements), as under:-

- (a) JCOs, OR & NCsE of the Indian Army The respective Record Office as indicated in the Discharge Certificate of the individual concerned. (A) list of the existing Record Offices is attached at Appendix ‘B’.
- (b) OPO, Petty Officers & Sailors of the Navy The Captain, Naval Barracks (Drafting Office), Bombay.
- (c) MWOs, WOs, NOOs & Airmen of the Air Force Directorate of Personnel (Airmen) Air Headquarters, Vayu Bhavan,
DHQ PO, New Delhi-11.

3. Details against item 18 of the form (period and nature of leave other than casual leave) availed of during military service are required to enable the Civil Accounts Officer concerned to apply the provisions of Articles 407 and 408, CSR allowing the period of leave to reckon for civil pension.

This Ministry's letter No. 52324/CLN/Org. 3 (Records) (d) (i)/ 2444-D (Pensions/Services) dated the 24th March 1961 is cancelled.

Yours faithfully,

(Sd)
(V.DORAISWAMY),
Under Secretary to the Government of India

Copy to:

All the Ministries, Government of India
Deputy Financial Adviser (Pensions) etc., etc., etc.

**APPENDIX 'A' to Government of India letter No. 52324/Gen/
Org. (Records) (d) /411-D (Pensions/Services)
Dated 19th January 1963**

Certificate of verification of military service of No
Rank Name Unit
..... re-enrolled in the
..... as from

The information required for verification of war/military service for the purpose of counting towards civil pension under Articles 356/357 of the Civil Service Regulations and relative Orders is given as under:-

1. Date of birth or the nearest age on enrolment in the Army/Navy/Air Force in the former is nor known
 2. Date of enrolment in the Army/Navy/Air-Force
 3. Date of discharge
 4. Period of reserve service, if any
 5. Whether the military service was pensionable Under the military rules, bur terminated on or Before pension was earned in respect thereof
 6. Whether he was entitled to a service gratuity and if so, how much
 7. Whether the gratuity was drawn and is refund- Able to the Defence Services Estimates (if the service is allowed to count for civil pension
 8. If the individual is in receipt of a disability pension-
- (a) had he earned an ordinary service pension for his qualifying service
or

(b) had he only earned a service gratuity in lieu of which a service element of disability pension has been granted to him. If so, what was the amount of service gratuity.

9. Whether he was paid from the Indian Revenues throughout
10. Whether the pensionary contribution has been recovered and credited to Indian Revenues for the period of his service out of India From to
11. Whether the whole period of military service is covered by any of the clauses mentioned in Note 2 to Articles 356 (a)/357 Civil Services Regulations
12. Non-qualifying service, if any From to
13. Period of satisfactory paid military service From to
14. Whether the military service was superior or inferior
15. Length of war service From to
16. Amount of service gratuity paid for the period of war service indicated in the preceding item
17. Amount of war gratuity paid for the period of war service
18. Period and nature of leave (other than casual leave) availed of during military service

Signature of the Record Officer Concerned

Station:

Dated:

Countersigned

Station:

Dated:

Controller of Defence Accounts/PAO (OR)

**Appendix 'B' to Government of India letter No.52324/Gen/Org 3(d)
Records (Pensions/Services) dated the 19th January 1963.**

**LIST OF RECORD OFFICES MAINTAINING EWCORDS OF JCOs/OR/NCsE
AND CORRESPONDING RANKS IN THE NAVY AND THE AIR FORCE.**

Officer-in-charge, Records,

Armoured Corps, Ahmednagar,
Artillery Depot and Records, Mathura,
Madras Engineer Group Record Office, Bangalore
Bengal Engineer Group Record Office, Roorkee.
Bombay Engineer Group Record Office, Kirkee.
Signals Records Office, Jubbulpore, Brigade of the Guards Record Office,
Kotah.

Punjab Regiment Records Office Meerut.
Madras Regiment Record Office Wellington.
The Grenadiers Record Office Nesirabad.
Maratha Light Infantry Record Office, Belgaum.
Rejputhana Rifles Record Office, Delhi Cantonment .
Rejput Regiment Record Office Fatehgarh.
Jat Regiment Record Office Bareilly.
Sikh Regiment Record Office, Meerut Cantonment.
Dogra Regiment Record Office, Meerut Cantonment.
Garhwal Rifles Records Office, Landsdowne.
Kumaon Regiment Record Office, Ranikhet
Assam Regiment record office, Shillong
Sikh Light Infantry record office, C/o Punjab and Sikh.
Light Infantry Regimental Centre, Meerut Cantonment.
Bihar Regiment Record Office, Dinapore.
Mahar MG Regiment (Boarders) Record Office, Sauger.

1. Gorkha Rifles Record Office, Sabat
- 3 Gorkha Rifles Record Office, Dehradoon.
- 4 Gorkha Rifles Record Office, Sabathu.
- 5 Gorkha Rifles Record Office, Dehradun.
- 8 Gorkha Rifles Record Office, Dehradun.
9. Gorkha Rifles Record Office, Dehradun.
11. Gorkha Rifles Record Office, Clement Town.

J & K Regiment Record Office, Morar (Gwlior), Para Regiment Depot and
Record Office, Agra.

ASG (SUPPLY) Record Office, Bangalore.

ASG (MT) Record Office, Aurangabad, Army Medical Corpe Record Office,
Lucknow.

ASG (AT) Record Office, Meerut.

Army Postal Service Corps Record Office, Kamptes.

Army Ordnance Corps Record Office, Secunderabad. EME Record Office, Secunderabad. Remount Veterinary Corps Record Office Meerut, Military Farms Records, Meerut.

Intelligence Corps Record Office, Pachmarhi.

Army Physical Training Corps Record Office, Poona. Gorkha Recruitment Record Office, Kunraghat. Gorkha Recruitment Record Office, Ghoom, DSC Record Office, Cannanore. The Captain, Naval Barracks ("Drafting Office), Bombay, Director of Personnel (Airmen), Air HQ Vayu Bhavan, New Delhi – 11.
