No. Admn 33-5/2023-Estt.I

भारतीय कृषि अनुसंधान परिषद

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डॉ. राजेन्द्र प्रसाद रोड, नई दिल्ली-110001

Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001

New Delhi, Dated 28.10.2026

OFFICE MEMORANDUM

Sub: **Timely Updation and Verification of Service Books of Employees – Reg.**

It has been observed that delay in the verification and updation of Service Books often leads to unwanted delays in the timely processing and settlement of pensionary and retirement benefits for retiring employees. To ensure smooth, hassle-free settlement of pension papers and pensionary dues, all Heads of Institutes are hereby directed to undertake a special drive for the complete updation and verification of the Service Books of all officers and staff who are superannuating/retiring **on or before 31st December 2030.**

2. It is to be ensured that all entries regarding service verification, pay fixation, promotions, leave accounts, and leave travel concessions (LTC) are fully updated and cross-checked against original sanction orders. Rectify any missing entries, period gaps, or pending queries immediately in consultation with the concerned Pay & Accounts Office (PAO) / Finance Section. This exercise should be completed by **30th November 2026.**

This issues with the approval of the Competent Authority.

28/10/26

(Sandeep Singh Dudi)
Under Secretary (Admn.)

Distribution:

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