

No. 27/1/2007-Dir.(C)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel and Training)

Lok Nayak Bhawan, Khan Market,
New Delhi, dated 8th Feb; 2010

OFFICE MEMORANDUM

Subject:-Recognition of Service Associations under the Central Civil Services –(Recognition of Service Associations) Rules, 1993.

The undersigned is directed to invite applications from existing and also newly formed/to be formed Associations/Unions of employees belonging to the Canteen employees working in the non-statutory Departmental Canteens run by the Ministries/Depts./Offices etc. of the Govt. of India who wish to seek recognition under the CCS(Recognition of Service Association)Rules 1993. Associations which have already obtained recognition are also required to submit fresh applications. The Associations are required to complete all formalities regarding declaration of deduction of subscription within the time limit as mentioned in **Annexure – I**. However, there will be no change in their status of recognition till this verification process is over.

2. The applications should be sent to this Department along with the following documents by 30.4.2010:-

- a) Memorandum of Association;
- b) Constitution of the Association and bye-laws, if any;
- c) Names of the Office-bearers of the Association; and
- d) Copies of written declarations addressed to DDOs concerned, by members of the Association, for deduction of subscription from their June, 2010 salary, in favour of the Association.

3. The Constitution of the Association should be in conformity with the CCS (RSA)Rules, 1993. For the sake of convenience the salient features of the constitution are reiterated as at **Annexure - II**. The membership of an Association/Union should be restricted to a distinct category of Govt. servants having common interest and eligible to be members vide rule 5(c) of the RSA Rules.

4. Recognition will be accorded to an Association on fulfilling the conditions prescribed in the CCS(RSA) rules, 1993 and orders/instructions issued there under from time to time.

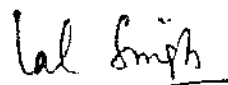
5. The crucial month for verification under the check-off system will be June, 2010. That is, only such of the employees who have paid subscription from their June, 2010 salary (payable on the last working day of the month) will be treated as member of an Association/Union for verification purposes.

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6. All the Ministries/Depts./Attached/Subordinate Offices etc. are requested to give wide publicity, including display on Notice Board, to the contents of this Office Memorandum so that the Service Associations/Unions of the canteen employees submit their applications by 30.4.2010. They are also requested to ensure that subscription is deducted from June, 2010, salary of the employees who have applied, in writing, for deduction of subscription in favour of an Association/Union.

Applications received after the last date will not be entertained.

7. Hindi version will follow.



(Lal Singh)
Director(Canteens)

To :

1. All Ministries/Departments of the Government of India, (Director/Deputy Secretaries Incharge, Administrative Division/Wing, as per standard list).
2. All Nodal DDOs nominated by the Ministries./Departments.
3. President's Secretariat, Rashtrapati Bhawan, New Delhi.
4. Vice-President's Secretariat, Maulana Azad Road, New Delhi.
5. Cabinet Secretariat, New Delhi.
6. Deputy Secretary(Admn.), DOPT, North Block, New Delhi.
7. Comptroller & Auditor General of India, New Delhi.
8. Director of Audit, Central Revenue, New Delhi.
9. Controller General of Accounts, Bahadur Shah Zafar Marg, New Delhi.
10. Supreme Court of India, Tilak Marg, New Delhi.
11. High Court of Delhi, Sher Shah Road, New Delhi.
12. Controller General of Defence Accounts, R.K.. Puram, West Block, N. Delhi.
13. CAO's Office Ministry of Defence, DHQ, PO, New Delhi-110011.
14. Administrator, all Union Territories as per standard list.
15. The Secretary General, All India Central Govt. Canteen Employees and Workers Association, A.G. Deptt. Canteen, O/o A.G. Orissa, Bhubaneswar-751001.
16. The Secretary General, All India Central Govt. Canteen Employees Association, F- 48, Ladoo Sarai, New Delhi -110030.
17. Tech. Dir. (NIC), Room No. 381, Lok Nayak Bhawan, New Delhi.

Annexure-I

Time Schedule for completion of the process of recognition of Service Associations of the Central Secretariat.

	Action	Date by which the action is to be completed.
1.	Submission of the applications for grant of recognition.	30.4.2010
2.	Scrutiny of applications by the Deptt.	15.5.2010
3.	Carrying out necessary modifications/corrections by the associations in the documents not found in order during scrutiny.	31.5.2010
4.	Submission of written declarations of members to DDOs for deduction of membership fee from the pay bills.	15.6.2010
5.	Recovery of subscription to be effected from the salary of the employees.	30.6.2010
6.	Compilation of details and sending them to Nodal DDOs.	15.7.2010
7.	Submission of consolidated details in respect of Canteen employees to the Department of Personnel & Training.	31.7.2010
8.	Processing the details by the Department of Personnel & Training. For submission of the case to the Minister-in-charge for according recognition to the eligible Associations.	31.8.2010

SALIENT FEATURES OF THE CONSTITUTION
(AS PER THE CCS(RSA) RULES,1993)

- i) Accounting year - 1st April to 31st March of the following year
- ii) Procedure for holding elections- Constitution of an Association must lay procedure for conduct of elections to elect office bearers/members of Executive Committee.
- iii) Term of Office bearers- An Office-bearer should have a fixed term not exceeding two years. Of elections are not held within three months of expire of the term, the office bearer will cease to be duly-elected representatives of the Association.
- iv) Total number of office bearers/members of Executive Committee- the total number should not be disproportionate to the total membership of an association keeping in view its functioning/working requirement.
- v) Amendment to the Constitutions- The Constitution should provide that amendment would be done by the association after seeking prior approval of the Government. (Rule6 (g).
- vi) Number of delegates- The number of delegates from braches/units for attending the Annual General Meeting should be specifically laid down in the Constitution. Such number will, however, depend upon the membership and coverage of the associations.