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MOST IMMEDIATE

No. 2/10/80-JCA
Government of India
Department of Personnel and Training

New Delhi, the 31ST JAN, 1994

OFFICE MEMORANDUM

Subject: Procedure for verification of membership of Associations for the purpose of recognition under the Central Civil Services (Recognition of Service Associations) Rules, 1993.

This is in continuation of this Department's O.M. of even number dated 9th November, 1993 forwarding a copy of the CCS (Recognition of Service Association) Rules, 1993 for recognition of Service Associations of Central Government employees.

2.1 In terms of Rule 7 of the above mentioned Rules, the verification of membership for the purpose of recognition of a Service Association shall be done by the Check-off system in pay-rolls.

2.2 Check-off System is a means to verify the membership of an Association on the basis of deduction of subscription from the pay-rolls. Under this system each Government employee, who is a member of an association is required to apply, in writing, to the DDO or any other designated authority, his consent, for the deduction of annual subscription, for the financial year, from the pay-roll in favour of a particular Association. A specimen of the application is enclosed at Annexure-I. On receipt of the application, the Association is required to confirm the membership, and thereafter pass on the application to the DDO for effecting recoveries.

2.3 Consent for deduction of annual subscription shall remain valid till altered or withdrawn. The revised option for deduction, if any, can be exercised only in the month of April each year to be effective from July of that year.

2.4 Under the Check-off system a Government servant may subscribe to only ONE Association. For the purpose of fulfillment of the requirement of minimum membership under Rule 5(d)(i) of the CCS (RSA) Rules, 1993 only such of the members who have paid the subscription through the Check-off system shall be taken into account.

2.5 Recoveries of annual subscription from pay roll in favour of a particular Association shall be made by the DDO once a year in the month of July.

3. Broad guidelines for the conduct of the verification of Membership to be completed by 30th September, 1994 is enclosed as Annexure II. This procedure is to be adopted for recognition of Associations at the initial stage. The guidelines are by no means exhaustive and Ministries / Departments may make such changes as they deem fit provided the changes do not infringe any of the provisions of CCS (RSA) Rules, 1993.

4.1 Detailed procedure regulating recovery of subscription from the pay-rolls, accounting and the consolidation of accounts, has been prescribed by the Controller General of Accounts vide their O.M.No. 9(4)/93/TA dated 2.12.93 a copy of which is enclosed for ready reference. (Annexure.III). Doubts regarding the above mentioned O.M. may be addressed to Shri Jai Dayal, Asstt. Controller General of Accounts, Lok Nayak Bhavan, New Delhi-110003.

5. The procedure for crediting the subscription deducted by the DDO to the Association's account may be finalised by each Ministry / Department in consultation with the concerned Association.

6. Each Ministry / Department should give wide publicity to all the instructions / information / schedule regarding the verification of membership so that the entire exercise is carried out in a smooth manner.

The receipt of this O.M. may please be acknowledged. Hindi version follows.

Bir Datt.
(BIR DATT)
DIRECTOR(JCA)

To

1. All Ministries / Departments of the Govt. of India.

2. UPSC / CVC / C&AG / Commissioner of Linguistic Minorities / Commissioner for SC/ST / Backward Classes Commission / Minority Commission / PM's Office / Lok Sabha Secretariat / Rajya Sabha Secretariat / President's Secretariat / Vice President's Secretariat / Supreme Court / High Court / Central Administrative Tribunal.

All attached and subordinate offices of DOP&T / MHA.

Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.

All Staff Members of the National Council(JCM).

All Staff Members of the Departmental Council (JCM), Ministry of Personnel, P.G. & Pensions.

केंद्र वीर प्रविष्टि विभाग
Dtt. of Personnel & P.G.
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