

109
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2.3 Consent for deduction of annual subscription shall remain valid till altered or withdrawn.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.

Ministry of Personnel & Pensions
37 JUN 1994
ISSUED

be:
de:
fo:
to:

is

111

ANNEXURE - I

LETTER OF AUTHORISATION

I, _____ (name and designation) being a member of _____ Association hereby authorise deduction of _____ annual subscription of Rs. _____ for _____ (Year) from my salary and authorise its payment to _____ Association.

Signature:
Name:
Designation:

TO BE FILLED IN BY THE ASSOCIATION

It is certified that Sh./Smt. _____ is a member of _____ Association.

Signature of authorised
Office Bearer.

4

the
em-
to
ial
is-
fit
ons

of
li-
ler
ced
dy
en-
on-
ii-

on
be
th

de
le
re

be

-
y/
/
se
/

ANNEXURE - II

**BROAD GUIDELINES AND SCHEDULE FOR THE CONDUCT OF
VERIFICATION OF MEMBERSHIP OF ASSOCIATION.**

The verification of membership of an Association would broadly involve the following steps.

(i) A circular, in the month of February, 1994, should be issued, calling for applications from the Associations who wish to be recognised, including existing recognised Associations who are in any case to seek fresh recognition by 4th November, 1994. The application should be accompanied by the following documents:

- (a) Memorandum of Association.
- (b) Constitution/By-laws of the Association.
- (c) Names of the Office Bearers of the Association.
- (d) Estimated membership of the Association.

All applications should reach the authorised officer by the end of February, 1994.

(ii) The applications should be scrutinised, in the first instance, by the respective Ministries / Departments to ensure that they conform to the provisions of the CCS(RSA) Rules, 1993. It may however, be kept in mind that the Associations are formed with the object of promoting the common service interest of a distinct category of Government employees so that the commonality of interest can be secured to the maximum extent and each Association functions as a homogeneous group. It is left to each Ministry / Department to define distinct category, keeping in view the functional/ administrative / organisational set up. This exercise should be completed by end of March, 1994.

(iii) Thereafter one such application should be referred to the Department of Personnel & Training (JCA Section) for vetting along with the following information/documents:

- (a) Memorandum of Association.
- (b) Constitution / bye-laws.
- (c) Names of Office bearers.
- (d) Estimated membership of each Association as claimed by the Association.

iv) Based on the comments of the Department of Personnel on the sample 'case', the remaining application may be scrutinised. If necessary, the concerned Associations may be advised to carry out necessary amendments in their constitution / Bye-laws. Thereafter a fresh notice should be issued for the information of the entire Staff indicating:

v) choi
deduc
at Ar
shou.

vi) comp
comp
fixe
1994

vii) comp

viii) the
recc
requ

2. ill
the
dep
Dep
exe

- (113)
- i) Names of the Associations seeking recognition.
 - ii) Methodology and Schedule for verification etc.

This notice should be issued in April, 1994.

v) Simultaneously, the work of ascertaining the choice of the staff and obtaining their consent for deduction of subscription from the pay-roll in the proforma at Annexure I should begin. The application of all employees should reach the DDO by the end of June, 1994.

vi) The Drawing and Disbursing officers should complete the work related to the verification and its compilation and remit the information to the nodal point fixed by the Ministry/Department, latest by 10th August, 1994.

vii) The information at the nodal point should be compiled by end of August, 1994.

viii) The Ministry/Department should thereafter seek the approval of the Minister-in-charge to accord the formal recognition to such of the Associations who fulfill all the requirements of the CCS(RSA) Rules, 1993.

2. The time schedule given above is only illustrative. Ministry/Department may, in consultation with the Associations, if necessary, adopt a different schedule depending upon the circumstances prevailing in the Ministry/Department. However, it must be ensured that the entire exercise is completed by 30th September, 1994.

Copy of O.M.No.9(4)/93/TA/1006 dated 2nd December, 1993 issued by Controller General of Accounts (Department of Expenditure).

Subject: Procedure for deductions towards membership subscriptions to Service Association of Central Government employees from salary bills - Regarding.

Attention is invited to Rule 7(i) of the Central Civil Services (Recognition of Service Associations) Rules, 1993 published in Part II Section 3 Sub-section (1) of the Gazette of India and Paragraph 5 of O.M.No.2/10/80-JCA dated 9-11-1993 issued by Department of Personnel and Training. The following procedure regarding recovery of subscription for the Association from the Pay-rolls may be followed by all Ministries / Departments of Central Government other than Department of Posts, Department of Telecommunications and Defence civilians of the Ministry of Defence for whom these Departments may issue separate orders.

1. Every employee wanting to be a member of a Service Association would have to give in writing to the D.D.O. in the proforma as may be prescribed by Department of Personnel and Training, his consent for deduction of subscription from his pay bill. The consent is to be sent through the concerned Service Association, to which the membership is sought.

2. The consent letter given by the employees will be grouped category wise and filed securely in guard files. The details of the consent will be noted in a register by the D.D.O., the format of which is indicated in Annexure-A.

3. The recovery shall be made at such intervals as prescribed by DOP&T.

4. An extract from this register, in duplicate, will be given to the cashier for making necessary entries in the acquittance roll GAR 24 of the month concerned. A suitable column in the acquittance roll may be opened in the relevant month to record the deductions separately. The deductions made by the cashier, through acquittance roll will be outside the cash transactions of the Government Account.

5. The DDO after making the deductions will remit the amount to concerned Association, indicating the total deductions and the total number of persons covered by the amount remitted. The amount may be remitted to the functionaries as may be authorised by the association to receive the subscription.

6.
with
per
ment

7.
into
det.
to
the

8.

Enc

6. The DDO shall also reconcile the total deductions with the details of membership of different associations as per his records. Suitable endorsement in the register mentioned in para (2) above shall also be made by the DDO.

7. The DDO shall report to such authority and at such intervals as may be prescribed by the Ministry / Department, details with regard to the total number of persons belonging to each of the service associations. The proforma in which the statement is to be sent is enclosed as Annexure-B.

8. Receipt of the O.M. may be acknowledged.

Encl. Annexures A & B.

Sd/-
(JAI DAYAL)
ASSTT. CONTROLLER GENERAL OF ACCOUNTS.

3
E
t
l
)
)
-
d
f
y
l
f
f
e
e
n
f
f
t
e
e
y
s
l
e
e
e
l
l
t
e
a
e
e
o

ANNEXURE -A

PROFORMA OF STATEMENT TO BE SENT BY DDO TO THE NODAL OFFICE

S.No.	Category	Total No. of employees in that category	Name of the Association.	Membership as per check-off system.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

S.No

(1)

Nar
of

JRE -A
FICE

ANNEXURE - B

REGISTER TO BE MAINTAINED BY THE DDO

CATEGORY OF EMPLOYEES: _____

Remark

(6)

<u>S.No.</u>	<u>Name</u>	<u>Year 94-95</u> <u>Name of the</u> <u>Association</u> <u>of which a</u> <u>member.</u>	<u>Bill</u> <u>no.</u>	<u>Year 95-96</u> <u>Name of Accociation</u> <u>of which a member</u>	<u>Bill No.</u>
(1)	(2)	(3)	(4)	(5)	(6)

<u>Year 96-97</u>	
<u>Name of Association</u> <u>of which a member.</u>	<u>Bill No.</u>
(7)	(8)