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No. 7(8)/89/D(JCM)
Government of India
Ministry of Defence

New Delhi, the 14th June, 1991.

OFFICE MEMORANDUM

Sub: Setting up of IIIrd Level JCM Council in the CGDA Headquarters.

It has been decided with the approval of Raksha Rajya Mantri to constitute III Level JCM Council at the C.G.D.A. Headquarters, New Delhi, with the following composition :-

Official Side

- | | | | |
|-------|-------------------------------------|---|----------|
| (i) | C.G.D.A. | - | Chairman |
| (ii) | Members | - | 4 |
| (iii) | Special Invitees
for advice etc. | - | 2 to 3 |

Staff Side

- (iv) Total : 8 representatives.
(4 each from two recognised Associations viz. All India Defence Accounts Employees Association, Pune, and All India Defence Accounts Employees Association, Calcutta.)

2. The Constitution of functioning of the III Level JCM Council at CGDA Headquarters, New Delhi, shall be the same which is applicable to the other nine III JCM Councils already functioning under the Defence fold.

3. Steps may now be taken to ask the two Associations, referred to above, to nominate their representatives accordingly.

scj _____
(N.C.SALHOTRA)

Under Secretary to the Govt. of India.

No. AN/XVII/17026/III/JCM
Office of the C.G.D.A.,
West Block-V, R.K.Puram,
New Delhi-110 066.

2

Dated : 12.04.93

OFFICE MEMORANDUM

Sub : Setting up of IIIrd Level JCM Council in the
CGDA HQrs., New Delhi.

Ref : This office O.M. of even No. dt.23.10.91 &
25.08.92.

The composition of official Side Members of IIIrd Level
JCM Council in the CGDA HQrs. is revised as indicated below:-

C.G.D.A.	Chairman
1. Addl. CGDA(AT)	Member
2. Addl. CGDA(Insp.)	"
3. Addl. CGDA(AN)	"
4. Dy. CGDA(AN)	"

Sr. Accounts Officer(AN-XVII) will continue to be ~~his~~
Secretary to the JCM Council.

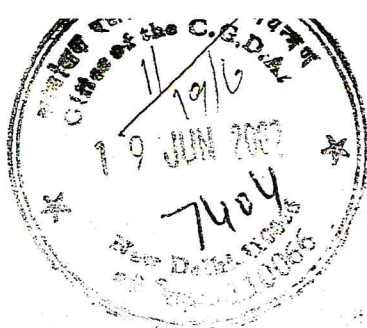

(VIRENDRA DIWAN)
DY. C.G.D.A. (AN)

To,

All Members
CC of A(Fys), Calcutta.
CDA(O), Pune, CDA(CC), Meerut,
CDA(ORs) South, Bangalore,
CDA(HQrs.), New Delhi and
CDA(AF), New Delhi.

Copy to:-

SPA to CGDA, Addl. CGDA(Insp.), Addl. CGDA(AN)
Addl. CGDA(AT).



14(1)/2001/D(JCM),
Government of India,
Ministry of Defence,
New Delhi, the 12th June, 2002.

To

- The Chief of Army Staff,
The Chief of Naval Staff,
The Chief of Air Staff,
The Scientific Advisor to RM, Director General DRDO & Secretary(R&D),
The Controller General, Def Accounts
The Director General of Ordnance Factories
The Director General, Quality Assurance
The Director General, NCC

**SUBJECT : CONTINUANCE OF RECOGNITION OF SERVICE ASSOCIATIONS
IN TERMS OF CCS(RSA) RULES, 1993.**

Sir,

I am directed to say that the verification of membership of the Service Associations which have already completed their term of recognition for 2 years was carried out recently and based on the reports received so far in this regard, Government of India have decided to accord continuance of recognition to the following Service Associations subject to fulfillment of the conditions already mentioned in the government letters according recognition in terms of CCS (RSA) Rules 1993:-

Sl. No.	Name of the Assn.	Letter No./date of Recogn.
1.	All India DRDO Personnel Staff Association.	DRDO /MS-1/2131/ 2939/D(JCM) dated 20-10-95.
2.	DRDO Admin Staff Association.	DRDO/MS-I/2149/49/96/D(JCM) dated 4.1.96
3.	All India Def. Estate Employees Assn.	14(9)/94/D(JCM) dated 9.1.97.
4.	All India NCC Def. Civilian Employees Assn.	No PC to MF/ 10561/DGNCC/ Pers(c)/27/98/D(JCM) dated 5.1.98.
5.	All India Assn Of Storekeeping Staff.of Army Ord,Corps.	14(12)/94/D(JCM) dated 14.8.96.
6.	All India Civ. Store-keeping Personnel Assn. (EME).	14(21)/94/D(JCM) dated 11.4.97.
7.	Naval Stores, Storehouse Staff Assn.	CP(L)/1422/NSSA/ 21 /98/D(JCM), dated 5.1.98.
8.	Air Force Storekeepers Association (India).	14(8)/94/D(JCM) dated 9.9.95.
9.	All India Naval Stenographers Association.	PC/MF/CP(L)/1422/AINSA/2209/ D(JCM) dated 22.7.99.
10.	DGQA Orgn. Stenos Assn.	PC to MF/C/ 85886/ Steno/DGQA/ Admn/LW/1166/98/D(JCM) dated 2.6.98

11.	Civilian Driver Gr.I AFV Assn India.(AHQr)	14(15)/94/D(JCM) dated 14.3.97.
12.	All India Def Employees Civ. Motor Drivers Vehicle Association. (AOC)	16120/Org/4(Civ)(C)/539/97/D(JCM) dated 14.3.97.
13.	All India Naval Draughtsmen Assn.	CP(L)/1422/AINDA/D(CP)/1891/95/D(JCM) dated 18.6.95.
14.	Draughtsmen Assn of DGQA,.	PC to MF/C/85886/ DGQA/Adm/LW/3775/D(JCM) dated 20.12.96.
15.	All India Naval Technical Supervisory Staff Assn.	CP(L)/1422/AINTSSA/2375/D(JCM) Dated 18.10.95.
16.	Ordnance Tech Pers Assn (NI), (AHQrs)	14(17)/94/D(JCM) dated 24.9.96.
17.	Defence Marine Engg.Tech Staff Welfare Assn. (DGQA)	PctoMF/C/85886/DGQA/Adm/LW/258/D(JCM)/97 dated 31.1.97.
18.	Indian Defence Estate Service Tech Staff Assn.	14(5)/91/D(JCM) dated 20.2.97.
19.	All India Defence Accounts Assn (CB), Pune.	14(14)/94/D(JCM) dated 30.4.97.
20.	All India Defence Accounts Employees Assn., HQ: Kolkatta	14(19)/94/D(JCM) dated 29.9.97.
21.	All India Naval Civilian Tech Officers Assn.	PC/CP(L)/1422/ AINCTOA/1711/97/D(JCM) dated 11.8.97.
22.	Indian Navy Civilian Design Officers Assn.	PC to MF/CP(L)/1422/INCDOA/3544/96/ D(JCM) dated 02.12.96.
23.	Indian Navy Civilian Officers Assn.	CP(L)/1422/INCOA/598/2000/D(JCM) dated 15.3.2000.
24.	All India Assn of Scientific Workers (DGQA Orgn) (As a second Association)	PC/C/85886/SWA/DGQA/Adm/LW/1625/98/D(JCM) dated 16.7.98.
25.	Scientific Workers Assn (in DGQA) (As a first Association)	14(11-A)/94/D(JCM) dated 02.12.99.

2. The recognition shall be valid for a period of 5 years from the date of issue of this letter. The verification of membership through Check-off System will be resorted to again at least 6 months before the expiry of validity of recognition which is in this case would be December 2006.

3. In respect of the following recognised Associations their cases will be considered for continuance of recognition on the basis of their membership verification reports after expiry of their initial period of recognition. Accordingly verification of membership through Check-off System will be resorted to at least 6 months before the expiry of initial period of recognition of these Associations.

1

Sl.No.	Name of the Assn.	Letter No./date of Recogn.	Date of expiry of initial period of Recogn.
1.	All India Assn of NGO's, Ordnance Fys.	14(25)/94/D(JCM) dated 25.8.2000.	24.8.2002.
2.	All India Def. Civilian Clerk's Assn of AOC & Record Offices.	14(6)/94/D/JCM) dated 16.5.2001.	15.4.2003
3.	All India DGQA Tech NGO's Assn.	C/85886/CIL/DGQA/ Adm/LW/2312/2001/ D(JCM) dt.23.8.01.	22.7.2003.
4.	All India AOC Clerks Assn.	14(4)/94/D(JCM) dated 15.1.2002.	14.1.2004
5.	DRDO Senior Tech Asst. Assn,	14(2)/99/D(JCM) dated 19.4.2002.	18.4.2004.
6.	All India Assn of Clerical Employees of Ord Fys.	14(5)/94/D(JCM). dated 26.4.2002.	25.4.2004

4. VERIFICATION OF MEMBERSHIP.

The Government may, at any time, order a special verification of membership if it is of the opinion, after an enquiry, that the Service Association does not have the membership required under Sub-Clause(i) of Clause (d) of Rule 5 of CCS(RSA) Rules, 1993.

5/ For 1st Assn.
1/ For 2nd Assn.

Yours faithfully,

(Signature)

(H S Nanda)

Under Secretary to the Government of India
Tel: 301 1260

Copy to :-

- 1. D(Apptts); 2. D(Civ-I); 3. D(Civ-II); 4.DOP&T(JCA) - For information.

- Dir(JCM), AG's Branch/Army Hqrs.
- DGP/NHQ
- Dir(PC)/Air Hqrs.
- Dir(MS)/DRDO
- Dir(IR)/OFB, Kolkota
- CGDA(AN)
- DDG(Admin)/DGDE
- Jt. Dir.(P-II)/DGQA
- Dir(Pers)/DGNCC

] For information and further
] action as per para 2 above.

Copy also to :- Recognition of Service Associations Folder.

New Delhi, the 30th April, 1997.

To

The Controller General, Defence Accounts, (with 2
New Delhi. copies).

Subject : APPLICATION FOR CONTINUATION OF RECOGNITION
TO THE 'ALL INDIA DEFENCE ACCOUNTS ASSOCIATION (CB)
PUNE' IN TERMS OF CCS(RSA) RULES, 1993.

Sir,

I am directed to say that the Government of India have decided to continue recognition of the 'All India Defence Accounts Association (CB), Pune subject to the following conditions in terms of CCS(RSA) Rules, 1993:-

1. The membership of the Service Association shall not be extended to categories other than those indicated in the Constitution of the Service Association, viz All Group 'B' 'C' and 'D' employees of the Defence Accounts Department.
(Note : Group 'B', i.e., AAOs will neither be the office bearers of the Association nor will be nominated to represent any JCM fora).
2. The Service Association is formed primarily with the object of promoting the common service interests of its members.
3. The funds of the Service Association shall consist exclusively of subscription from Members and grants, if any, made by the Government and are applied only for furtherance of the objects of the Service Association.
4. The Executive of the Service Association shall be appointed from amongst the Members only. However, as a transitional measure, the existing Association are allowed to have a retired/ex-employee as their office bearers to the extent of 25% of the total strength of the office bearers for a period of 2 years from the date of grant of recognition under the CCS(RSA) Rules, 1993, provided that one of the Chief Office Bearers of the Association is a serving employee.

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5. The Service Association continues to represent minimum of 35% of the total number of a category of employees. In case a member of the Service Association ceases to belong to such a category, his membership will be automatically discontinued.
6. The Service Association shall not represent the interests of any Caste, Tribe or Religious denomination or of any group within or section of such Caste, Tribe or Religious denomination.
7. The Service Association shall not send any representation or deputation except in connection with a matter which is of common interest to the members of the Service Association.
8. The Service Association shall not espouse or support the cause of individual worker relating to service matters.
9. The Service Association shall not maintain any Political fund or lend itself to the propagation of the views of any political party or a member of such party.
10. All representations by the Service Association shall be submitted through proper channel and shall be addressed to the Secretary to the Government/ Head of the Organisation or Department or Office.
11. A list of Members and Office Bearers; an up-to-date copy of the Rules and an audited statement of Accounts of the Service Association shall be furnished to the Government annually through proper channel after every Annual General Meeting so as to reach the Government before the 1st day of July each year.
12. The Service Association shall abide by and comply with all the provisions of its Constitution/Bye-laws.
13. Any amendment in the Constitution/Bye-laws of the Service Association after its recognition under these Rules shall be made only with prior approval of the Government.
14. The Service Association shall not start or publish any periodicals, magazines or bulletins without the prior approval of the Government.
15. The Service Association shall cease to publish any periodicals, magazine or bulletins, if directed by the Government to do so, on the ground that the publication thereof is prejudicial to the interests of the Central Government, the Government of any

State, or any Government authority, or to good relations between Government servants and the Government or any Government authority, or to good relations between the Government of India and Government of a foreign State.

16. The Service Association shall not address any communication to, or enter into correspondence with a foreign authority except through the Government which shall have the right to withhold it.
17. The Service Association shall not do any act, which if done a by a Government servant, would contravene any of the provisions of the Central Civil Service (Conduct) Rules, 1964.
18. The communications addressed by the Service Association or by any office bearer on its behalf to the Government or a Government authority shall not contain any disrespectful or improper language.

2. VALIDITY OF THE RECOGNITION :

The recognition of the Service Association under the CCS(RSA) Rules, 1993, through check-off system shall remain valid initially for a period of two years from the date of grant of such recognition.

3. VERIFICATION OF MEMBERSHIP.

The Government may, at any time, order a special verification of membership if it is of the opinion, after an enquiry, that the Service Association does not have the membership required under sub-clause (i) of Clause (d) of Rule 5 of CCS(RSA) Rules, 1993.

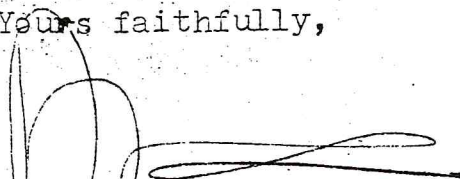
4. WITHDRAWAL OF RECOGNITION :-

If, in the opinion of the Government, the Service Association so recognised under these Rules has failed to

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comply with any of the conditions as set out in para 1 above and Rule 5 or Rule 6 or Rule 7 of CCS(RSA) Rules, 1993, the Government may after giving an opportunity to the Service Association to present its case, withdraw the recognition accorded to such a Service Association.

Yours faithfully,



(A.K. SETHI)

Under Secretary to the Government of India.

Copy to :-

1. D(Apptts).
2. D(Civ-I).
3. D(Civ-II).
4. DOP&T(JCA) - for information.
5. Dy. CGDA(Admn) (5 copies) - It is requested that the Service Association may be informed accordingly. It is further requested that the verification of membership through check-off system may be resorted to again at least three months before the expiry of validity of recognition which is 29-4-1999 in this case. Accordingly, a report thereof may be furnished to D(JCM) positively by January, 1999.

Copy also to :-

Recognition of Service Associations Folder.

New Delhi, the 29th Sept., 1997.

To
The Controller General, Defence Accounts, (With 20 Copies),
New Delhi.

Subject : **APPLICATION FOR CONTINUATION OF RECOGNITION TO THE "ALL
INDIA DEFENCE ACCOUNTS EMPLOYEES ASSOCIATION(HQ),
CALCUTTA" IN TERMS OF CCS(RSA) RULES, 1993,**

Sir,

I am directed to say that the Government of India have decided to continue recognition of the "All India Defence Accounts Employees Association(HQ), Calcutta", subject to the following conditions in terms of CCS(RSA) Rules, 1993 :-

1. The membership of the Service Association shall not be extended to Categories other than those indicated in the constitution of the Service Association, viz. All Group "B", "C" & "D" employees of the Defence Accounts Department.
(Note : Group "B", i.e., AAOs will neither be the Office Bearers of the Association nor will be nominated to represent in any JCM Fora.)
2. The Service Association is formed primarily with the object of promoting the common service interests of its members.
3. The funds of the Service Association shall consist exclusively of subscription from members and grants, if any, made by the Government and are applied only for furtherance of the objects of the Service Association.
4. The executive of the Service Association shall be appointed from amongst the members only. However, as a transitional measure, the existing Associations are allowed to have a retired/ex-employee as their Office Bearer to the extent of 25% of the total strength of the Office Bearers for a period of two years from the date of grant of recognition under the CCS(RSA) Rules, 1993, provided that one of the Chief Office Bearers of the Service Association is a serving employee.
5. The Service Association continues to represent a minimum of 15% of the total number of a category of employees in terms of Rule 5(d)(i) of CCS(RSA) Rules, 1993. In case a member of the Service Association ceases to belong to such a category, his membership will be automatically discontinued.
6. The Service Association shall not represent the interests of any Caste, Tribe or Religious denomination or of any group within or section of such Caste, Tribe or Religious denomination.
7. The Service Association shall not send any representation or deputation except in connection with a matter which is of common interest to the members of the Service Association.

- 8. The Service Association shall not espouse or support the cause of individual worker relating to Service matters.
- 9. The Service Association shall not maintain any political fund or lend itself to the propagation of the views of any political party or a member of such party.
- 10. All representations by the Service Association shall be submitted through proper channel and shall be addressed to the Secretary to the Government/ Head of the Organisation or Department or Office.
- 11. A list of members and Office Bearers, an up-to-date copy of the Rules and an audited statement of accounts of the Service Association shall be furnished to the Government annually through proper channel after every Annual General Meeting so as to reach the Government before the first day of July each year.
- 12. The Service Association shall abide by and comply with all the provisions of its Constitution/Bye laws.
- 13. Any amendment in the Constitution/Bye laws of the Service Association after its recognition under these Rules shall be made only with prior approval of the Government.
- 14. The Service Association shall not start or publish any periodicals, magazines or bulletins without the prior approval of the Government.
- 15. The Service Association shall cease to publish any periodical, magazine or bulletin if directed by the Government to do so on the ground that the publication thereof is prejudicial to the interests of the Central Government, the Government of any State, or any Government authority or to good relations between Government Servants and the Government or any Government Authority or to good relations between the Government of India and Government of a Foreign State.
- 16. The Service Association shall not address any communication to or enter into correspondence with a foreign authority except through the Government, which shall have the right to withhold it.
- 17. The Service Association shall not do any act, which if done by a Government Servant, would contravene any of the provisions of the Central Civil Service (Conduct) Rules, 1964.
- 18. The communications addressed by the Service Association or by any office bearer on its behalf to the Government or a Government authority shall not contain any disrespectful or improper language.

2. VALIDITY OF RECOGNITION

The recognition of the Service Association under the CCS(RSA) Rules, 1993, through Check-off System, shall remain valid initially for a period of two years from the date of grant of such recognition.

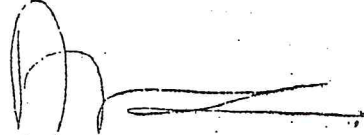
3. VERIFICATION OF MEMBERSHIP.

The Government may, at any time, order a special verification of membership if it is of the opinion, after an enquiry, that the Service Association does not have the membership required under Sub-Clause(i) of Clause (d) of Rule 5 of CCS(RSA) Rules, 1993.

4. WITHDRAWAL OF RECOGNITION.

If, in the opinion of the Government, the Service Association so recognised under these Rules has failed to comply with any of the conditions as set out in para 1 above, and Rule 5 or Rule 6 or Rule 7 of CCS(RSA) Rules, 1993, the Government may, after giving an opportunity to the Service Association to present its case, withdraw the recognition accorded to such a Service Association.

Yours faithfully,



(A K SETHI)

Under Secretary to the Government of India

Copy to :-

1. D(Apptts); 2. D(Civ-I) 3. D(Civ-II)

4. DOP&T(JCA) : For information.

5. Dy CGDA(Admin) : 5 Copies - It is requested that the Service Association may be informed accordingly. It is further requested that the verification of membership through Check-off System may be resorted to again at least 3 months before the expiry of validity of recognition which is 28/09/1999. In this case, accordingly, a report thereof may be furnished to D(JCM) positively by JUNE, 1999.

Copy also to :-

Recognition of Service Association's Folder.

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20/10

No.14(4)/2003/D(JCM),
Government of India,
Ministry of Defence,
New Delhi, the 30th September, 2004.

To

The General Secretary,
Confederation of Defence Recognised Associations (CDRA).
96, Defence Apartments,
Rohtak Road,
DELHI-87

13035

Subject: Grant of Recognition to "CONFEDERATION OF DEFENCE
RECOGNISED ASSOCIATIONS (CDRA)",

Sir,

I am directed to say that the Government of India have decided to accord recognition to the "CONFEDERATION OF DEFENCE RECOGNISED ASSOCIATIONS(CDRA)", subject to the following conditions in terms of CCS (RSA) Rules 1993:-

1. The membership of the Confederation shall be open to all willing Associations duly recognized by the Ministry of Defence under CCS(RSA) Rules, 1993.
2. The Confederation is formed primarily with the object of promoting the common service interests of its Associations.
3. The Confederation shall continue to represent a minimum of 15% of the total number of eligible categories of employees of the entire work force under Ministry.
4. The Confederation shall not represent the interests of any Caste, Tribe or Religious denomination or of any group within or section of such Caste, Tribe or Religious denomination.
5. The funds of the Confederation shall consist exclusively of subscription from Associations and grants, if any, made by the Government and are applied only for furtherance of the objects of the Confederation.
6. The executive of the Confederation shall be appointed from amongst the members of the Service Associations only.

7. The Confederation shall not send any representation or deputation except in connection with a matter, which is of common interest to the members of the Service Association.
8. The Confederation shall not espouse or support the cause of individual workers relating to Service matters.
9. The Confederation shall not maintain any political fund or lend itself to the propagation of the views of any political party or a member of such party.
10. A list of members and Office Bearers, an up-to-date copy of the Rules and an audited statement of accounts of the Confederation shall be furnished to the Government annually after every Annual General Meeting so as to reach the Government before the first day of July each year.
11. The Confederation shall abide by and comply with all the provisions of its Constitution/Bye laws.
12. All representations by the Confederation shall be submitted through proper channel and shall be addressed to the Secretary to the Government/ Head of the Organisation or Department or Office.
13. Any amendment in the Constitution/Bye laws of the Confederation after its recognition under these Rules shall be made only with prior approval of the Government.
14. The Confederation shall not start or publish any periodicals, magazines or bulletins without the prior approval of the Government.
15. The Confederation shall cease to publish any periodical, magazine or bulletin if directed by the Government to do so on the ground that the publication thereof is prejudicial to the interests of the Central Government, the Government of any State, or any Government authority or to good relations between Government Servants and the Government or any Government Authority or to good relations between the Government of India and Government of a Foreign State.
16. The Confederation shall not address any communication to or enter into correspondence with a foreign authority except through the Government, which shall have the right to withhold it.

- 17. The Confederation shall not do any act, which if done by a Government Servant, would contravene any of the provisions of the Central Civil Service (Conduct) Rules, 1964.
- 18. The communications addressed by the Confederation or by any office bearer on its behalf to the Government or a Government authority shall not contain any disrespectful or improper language.

2. VALIDITY OF RECOGNITION

The recognition of the Confederation, shall remain valid initially for a period of two years from the date of issue of this letter.

3. WITHDRAWAL OF RECOGNITION

It will be open to the Government to withdraw recognition at any time after giving an opportunity to the Confederation to present its case, if they fail to comply with any of the conditions prescribed under Rule 6 of CCS(RSA) Rules 1993 or any other conditions as may be prescribed in this regard. It is further clarified that the continued existence of the Confederation depends on the status of its affiliated Associations.

Yours faithfully,

H S Nanda

(H S Nanda)

Under Secretary to the Government of India

Copy to:-

All Joint Secretaries in the MOD including DDP&S, DRDO and All sections dealing with Civilian Personnel in MOD.

Copy also to

- AHQrs/AG's Br/ MP-4(Civ)
- Air HQrs/DPC
- DGQA
- DGAQA
- CGDA(AN)
- DPR/PR(X)
- DONCC

- NHQr/DDCPS
- OFB/Dir(IR)
- DRDO/Dir(MS)
- DGAFMS/DG2B
- DGDE(Admin.)
- Coast Guard HQr

39/15

To

All Controllers of Defence Accounts.

Subject:

SETTING UP OF REGIONAL/OFFICE CONCILS IN THE MINISTRY OF FINANCE AND ITS ATTACHED AND SUBORDINATE OFFICES UNDER THE SCHEME OF JOINT CONSULTATIVE MACHINERY.

..... local level

A copy of Ministry of Finance (Defence) (Establishment Section) U/O. No. 14/30/67-Estt dated 21-9-67 together with its enclosures is forwarded herewith. It will be seen therefrom that the existing Staff Councils are to be replaced by regional/office council, councils which will consist of official as well as staff side members, the official side may not exceed 5 and staff side 6. The representation to the staff side is to be granted on the basis of strength of the Union or the Association (Recognised) by the chairman of the particular council.

2. In this connection it is stated that in our ^{department} ~~draft~~ only two recognised Associations viz at Calcutta and Poona exist. In view of this position your remarks/suggestions in the implementation of the scheme in your office may please be furnished to this office at an early date. It may also be intimated whether any branch of the recognised Association mentioned above are functioning in your office, if so, the strength of each association may be intimated.

3.

This may be accorded 'PRIORITY'.

(Signature)
(SEWALJEE JAIN)

FOR CONTROLLER GENERAL OF DEFENCE ACCOUNTS:

- 15
- 16
- 18
- 19
- cc
- P10
- P11 (Maintenance)
- P14
- P15
- P16
- P19
- P24

YPS/18-10-67

Subject: Setting up of Regional/Office Councils in the Ministry of Finance and its attached and subordinate offices under the Scheme of J.C.M.

A copy of the Min of Fin, Deptt. of Expenditure O.M.No. 10(1)-CAS/67, dated 30-8-67, together with its enclosures, on the above subject, is forwarded herewith. It is requested that early action may please be taken for the setting up of Regional/Office Councils in the Defence Accounts Department under intimation to this Ministry.

2. The receipt of this note may please be acknowledged.

CGDA New Delhi

Shri Sewajee Jain, ACGDA

sd/-E.S.Venkatraman)

Assistant Financial Adviser,

U.O.No. 14/36/67-Estt., dt. 21-9-67.

Copy of Immediate O.M.No. 10(1) CAS/67 dt-30-8-67 from the Min of Fin (Deptt. of Expdr) to Def Division etc.

Subject: Setting up of Regional/Office Councils in the Min of Fin and its attached and subordinate offices under the scheme of JCM.

The undersigned is directed to forward herewith a copy of D.O.No. 5/3/67-JCA dt. the 22nd July, 1967 from Shri M.K. Vasudevan, Under Secretary, Min of Home Affairs along with a draft scheme for the setting up of the Regional/Office Councils in the Min of Fin under the Joint Consultative Machinery Scheme. These Councils have to replace the existing staff Councils. It is requested that early action may be taken for the setting up of Regional/Office Councils in the Department of Revenue & Insurance etc. and its attached and subordinate offices under intimation to this Department and the Ministry of Home Affairs.

sd/-(Narsingh Lal)

Under Secty. to the Govt. of India.

Copy of D.O. Letter No. 5/3/67-JCA dt. the 22nd July, 1967 from Shri M.K. Vasudavan, U.S. Min of Home Affairs.

Dear Shri Narsingh Lal,

I am enclosing a draft scheme for the Regional/Office Council in the Min of Fin under the Joint Consultative Machinery Scheme. The attached note briefly indicate the objects, scope and functions, composition and the manner in which the meetings at the lower level councils are to be conducted. This has been drafted keeping in view the suggestions which we have made to other Ministries like Communications, Tourism and Civil Aviation, etc. These Councils are to replace the existing staff Councils. Unlike the Deptt. Council or the National Council there is no possibility of a reference to arbitration directly from here. In this connection I would invite your particular attention to Clause 18 of the Scheme in which it has been stated that "If there is a dispute relating to arbitrable matter in lower council, it will be placed before the Departmental Council concerned."

2. As far as possible the object of these lower councils should be to settle matters there itself without reference to higher authorities. In view of this, broadly, the powers of these councils for discussion may be to the same extent as the powers (both administrative and financial) which are delegated to the Principal Officer who is the Chairman of the particular council. These are only suggestions and if you feel that any modifications are necessary in the light of the particular situation prevailing in your Department, we would be glad to discuss. In any case we would like you to take a very early action for setting up of Regional/Office Councils in the Min of Fin under intimation to the Min of Home Affairs.

Shri Narsingh Lal,
Under Secty, Min of Fin Deptt. of Expdr.
New Delhi.

Yours sincerely,

sd/-
M.K. Vasudevan.

17

A note regarding the constitution of the negotiating machinery under the scheme for Joint consultative Machinery and compulsory arbitration for Central Govt. employees in the Ministry of Finance at lower levels for settlement of disputes between them and the Govt.

1. Objects:

The object of the Council is to promote harmonious relations and to secure the greatest measure of cooperation between the Government in its capacity as employer, and the general body of its employees in matters of common concern and with the object, further of increasing the efficiency of public services combined with the welfare of those employed.

2. Scope and functions:

The scope of the council will include all local matters relating to conditions of work, welfare of employees; improvement of efficiency and standards of work with particular reference to the local conditions.

The subjects to be discussed at the level Headquarters viz; Directorates under Deptt. of Rev./CGDA's Office should be limited to matters within the competence of officers of the Headquarters viz. Directorates under Deptt. of Rev./CGDA such as revision of duty hours including mitigation and elimination of split duty; alterations in distribution work; regulation of holiday duties, accommodation for officers; provision of amenities and rotational transfers.

Matters which are within the competence of Headquarters Organisation should not generally be discussed at the meeting held at the Regional level. Also the subjects which are outside the competence of Heads of regions should not generally be brought up for discussion at that level e.g. revision of pay and allowances, curtailment of prescribed duty hours, revision of standards for sanction of establishments, change in regard to principles governing promotion, or regulating seniority and departure from the rules made by the Govt. or the Competent Authority.

Time limit for implementation of decision may form part of discussions and negotiations. Decisions laying down such limits will be recorded in the minutes of the meeting according to the prescribed procedure.

2.3 Composition:

At the Regional level/office level/Commissioner level/ viz. Collectorate/Controller/Master of Mint/Master Security Press/Kolar Gold Mining Undertaking/India Govt. Silver Refinery/Security paper Mill Project, Hoshanabad/Central Revenue Chemical Laboratory, Pusa, the membership of 'Official' side may not exceed five and of staff side six; the distribution of the seats on staff side being done between the Unions/Associations by the Chairman of the particular council on the basis of their strength.

Note: 1. The Chairman of the Councils at the Headquarters level and at the Regional/Office level shall be the administrative Head of the Headquarters/Region Offices covered by the particular Council.

10. II No person who is not an employee or an honorable retired employee of the Central Govt. shall be a member of a Joint Council.

Government may permit an ex-employee to be a member of a Joint Council after examination the merits of each individual case.

Note III The staff side representatives will be nominated for a term of 3 years but there will be no bar to re-nomination. Vacancies caused by death, retirement, resignation, transfer etc. will be filled for the unexpired term.

Note III A - Added Min. of Fin. (24) U.O. 14/35/67/419 - Est D/S/2/68.

Note IV An association may replace on the Joint Council such of its representatives as have ceased to be its office-bearers at annual elections or by exigencies such as a vote of no confidence.

4. Periodicity:

The meetings at the Regional/Office level should be held at least once in two months and at Headquarters levels at intervals not exceeding one month.

Quorum:

The quorum shall be 1/3rd each of the strengths of the official and staff sides.

6. Agenda

(i) The agenda for a meeting shall be prepared under the orders of and approved by the Chairman.

(ii) The agenda for an ordinary meeting shall be circulated to all members not less than one week before the meeting.

7. Minutes:

The Minutes of the meeting will be finalised under the directions of the Chairman in the usual manner and copies thereof will thereafter be circulated to members of the Council.

General:

(i) During the pendency of negotiations status quo will be maintained by both sides with the proviso that in the matter of retrenchment, action will not be questioned so long as adequate compensation is paid and due procedure regarding the period of notice, etc. is followed. Retrenchment like any other non-arbitrable subjects could also come up for discussion, generally provided no individual cases are taken up.

(ii) For the successful working of the Negotiating Machinery it is necessary that all approaches first be made at appropriate levels. Normally it would not be open to any individual Union/Association to address the top-level direct.

XPS/18-10-67

Note III (A) In the case of various categories categories of staff of the D.A.P. nomination to the Staff Side seats being among the Staff of the office concerned will be made by the recognised association/unions.

Sl.

No. Point of doubt/suggestion

1

1. It will be seen from para 2 of the Note on the Constitution etc that the distribution of seats on the staff side should be done between the Associations in our department on the basis of their strength. There are at present two recognised Associations in this Deptt., one at Poona and the other at Calcutta. The Association at Calcutta have established branches at certain places while the Association at Poona are making efforts to open branches at some important places. Since it is implied that the representatives of the staff side of the proposed Regional/office Councils should be members of the Associations and the work of forming associations are under way, whether the existing staff Councils may continue until the associations are set-upally former at various places in which our offices are situated.

Decision of Government

2

Remarks

4

It is not the intention that the staff side members of a Council are to be distributed among the recognised Associations on the basis of their strength. According to the note on the Constitution etc the number of seats on the staff side may not exceed six & these seats are required to be distributed among the various categories of staff e.g. Accountants, UDCs and LDCs according to their strength in that office. Thereafter, the recognised Associations are to be requested to nominate the requisite number of representatives from among the categories of staff concerned of the office. As Note III(A) in the Note for constitution etc. In the case of various categories of staff of the IAD mentioned in the staff side seats from among the staff of the office concerned will be made by the recognised Associations/Unions.

In view of the decision of Govt. the Chairman of the Council may determine the number of seats on the staff side according to the category of staff within the prescribed ceiling limits. He may then address the Association to nominate the requisite representatives for the staff side.

2.

The no. of members (both officials and staff side) for the Headquarters Council (to be formed in the office of the CGDA) would have to be specified.

The no. of members both official and staff side for the council at H.Qrs. level are to be the same as those for the regional councils i.e. five for the official side and six for the staff side.

As the Defence Accounts Department is scattered all over India in many states, it is suggested that there should be a maximum number of 200 members (All Associations put together) for the formation of Regional/office Council in a particular station and the senior-most officer in that station will be the Chairman of the Council.

In the case of D.A.D., it is considered that Regional/office Councils may not be set-up on the stationwise basis and it would perhaps be sufficient if each Controller's office has one office council only. Staff side members may however belong to different stations under the same C.D.A.

In view of the decision of Govt. office council will be formed in each Controller's office even though there may be more than one CD in a particular station (i.e. Meerut and Poona).

- 4. The periodicity of the meetings may be fixed as once in three months instead of once in two months.
- 5. Provision to be made in the draft Constitution for the convening of a special meeting when so desired by the members of the staff side.
- 6. It is presumed that the members of the staff side will be elected by the members serving in the respective stations.

Suggestion agreed; such a meeting can be convened when so desired by the members of the staff side or official side subject to the approval of the Chairman of the council.

The members of the staff side are not to be elected by the staff serving in the stations; but they are to be nominated by the recognised Associations/Unions concerned from among the staff of the CDA concerned.

- 7. Provision for the post of a Secretary from amongst members of the staff side representatives should be made in the constitution.

One of the members of the official side, preferably the O.A/O of administration, if he happens to be member of the Section, may work as Secretary to the council. However, the staff side members may also appoint their own Secretary for their own convenience on the lines

20

4

It was decided by the Govt. that it is not the intention that the staff side members of the council should be distributed amongst the Associations on the basis of their strength but should be based on the various categories of the staff . e.g. A.C.C.T.S., U.D.C.s etc; It is presumed that where the staff of an office consists of both the Poona & Calcutta Associations, both the Associations should be addressed by the Chairman to make mutually agreed upon nomination for the staff side seats .

The position stated is correct.

4.

It may please be ensured that the representations to the staff side seats are made in accordance with the decision of Government.

9. Whether the nominations on the staff side to be made by the associations should be confined to its members only or whether the staff side can also be represented by members of the staff who may not be members of the Associations.

An association may nominate to a joint council any person belonging to class II or a lower service, whether or not he is a member of the particular association. This will particularly meet the suggestion that class IV employees should be given special facilities to represent their interest in the councils.

Sd/ K. Sampath Kumar
for Controller General of Defence Accounts

Staff Council formed
 No. 91018(1)/67-AN-G, New Delhi-22,
 Office of the C.G.D.A. New Delhi-22,
 Dated the 22nd March, 1968.

All Controllers of Defence Accounts.

39
 91/4

Subject:- Setting up of Regional/Office Councils in the Ministry of Finance and its attached and subordinate offices under the Scheme of Joint Consultative Machinery.

Reference: In continuation of this office Circular No. 91015(1)/66-AN-G dated 21.10.67.

The question of setting up of 'Regional/Office Councils' in the various Offices of D.A.D. was taken up with Govt. and a statement showing the points of doubt and the decision of Govt. is enclosed as Appendix 'A' to this circular.

It is therefore requested that action may please be taken to form the office Councils with effect from 1-7-1968, with the formation of the Office Council the existing staff Council will cease to function.

There will be a Headquarters Council in this office and the scope and functions of which are explained in para 2 of the note regarding the constitution etc forwarded with our Circular quoted above.

Please acknowledge receipt.

(K. Sampath Kumar)

for Controller General of Defence Accounts

- Copy to:-
- (1) 'G' Section (local).
 - (2) The President, Defence Accounts Association, C/o C.D.A. (Factories), Calcutta.
 - (3) The President, Defence Accounts Association, C/o C.D.A. Southern Command, Poona.

A copy of this office Circular dt. 21-10-67 and Appendix 'A' are enclosed. It is presumed that action has been taken to form branches of your Association (including C.G.D.A.'s Office) at all places where Controllers' Offices are located. If so, the members of the staff side (representing as far as possible each category of staff including this office) may please be nominated so that the Office Council may commence functioning from the date specified above. While nominating the members of the staff side, the decision of Govt. may please be kept in view. The number of such members may please be decided in consultation with the C.S.D.A. concerned. Please acknowledge receipt.

(K. Sampath Kumar)

for Controller General of Defence Accounts

will cease to function

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Defence Accounts Department
 referred all over. India in many
 cases, it is suggested that there
 be a minimum number of 200
 (All Associations put to-
 gether) for the formation of
 Regional/office Council in a parti-
 cular station and the seniormost
 officer in that station will be the
 Chairman of the Council.

Periodicity of the meetings may
 be fixed as once in three months
 and of once in two months.

Decision to be made in the draft
 constitution for the conveying of
 official meeting when so desired
 by the members of the staff side.

It is presumed that the members of
 staff side will be elected by
 members serving in the respec-
 tive stations.

Decision for the post of a Secre-
 tary from amongst members of the
 staff side representatives should
 be made in the constitution.

In the case of D.A.D. it is considered
 that Regional/Office Councils may not
 be set up on the stationwise basis and
 it would perhaps be sufficient if each
 Controller's office has one office council
 only. Staff side members may however
 belong to different stations under the
 same C.D.A.

Agreed.

Suggestion agreed; such a meeting can be
 convened when so desired by the members
 of the staff side or official side
 subject to the approval of the Chairman
 of the council.
 The members of the staffside are not to
 be elected by the staff serving in the
 stations; but they are to be nominated
 by the recognised Associations/Unions
 concerned from among the staff of the
 CDA concerned.

One of the members of the official side,
 preferably the O.I/c of administration
 Section, if he happens to be member of the
 council, may work as Secretary to the
 council. However, the staffside members
 may also appoint their own Secretary for
 their own convenience on the lines indica-
 ted in para 7(1) of the Scheme for J.C.A.

In view of the
 decision of Govt.
 office council
 will be formed in
 each Controller's
 office even though
 there may be more
 than one CDA in a
 particular station
 (i.e. Meerut and
 Poona).

FOR CONTROLLER GENERAL OF DEFENCE ACCOUNTS.

(K. SAMPATH KUMAR)

Handwritten signature/initials

24

No. 91018(1)/72-AN-G

Office of the
Controller General of Defence Accounts
New Delhi-22

Dated the 3rd ^{May} ~~April~~ 1972.

To

All Controllers of Defence Accounts
(including JCDA (Funds) Meerut & ^{Madh. CDA,}
^{Jamshedpur & CDA, Calcutta})

Subject: Joint Consultation ^{we 4} of Compulsory Arbitration
Scheme - Setting up of Regional/Office Councils.

Refce: This office circular No. 91018(1)/67-AN.G
dated 19-9-68.

Cabinet Sectt. Deptt. of Personnel
O.M. Nos. :

1. 5/1/71-JCA dated 20-1-71.
2. 5/18/71-JCA dated 28-12-71.
3. Corrigendum No. 5/18/71-JCA
dated 10-1-72.

Marginally noted
communications received
under Ministry of
Finance (Defence) u.o.
No. 2924-Estt. dated
14-3-72 and memo
No. 14/36/67-Estt.
dated 18-1-72 are
forwarded herewith

alongwith their enclosures for the information and guidance
of all concerned.

Please acknowledge receipt.

B.L. Jaggi
(B.L. JAGGI)
for CONTROLLER GENERAL OF DEFENCE ACCOUNTS

W.M.J.
18/5

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2

Copy of Govt. of India, Cabinet Secretariat (Department of Personnel)
New Delhi, O.M., dated the 20th January, 1971.

5/1/71 - 30A

Subject: J.C.M. Scheme - Setting up of Office Councils.

The J.C.M. Scheme for Central Government employees provides for setting up of Joint Councils at the National level and usually at two lower levels - departmental and regional/office. The National Council at the national level has been functioning since 1966. A number of departmental Councils in the various Ministries have also been set up and are functioning. At the lower level of regional/Office Councils, not much headway has, however, been made in setting them up. According to the Scheme regional and/or Office Councils are to be set up where the structure of a Departmental permits the setting up of such units. These councils will deal only with regional and local questions. In this connection, a copy each of the J.C.M. Scheme and a Note circulated among the Ministries/Departments in September, 1967 regarding the constitution of the Regional/Office Councils is enclosed for reference. In view of the expedite the setting up of Regional/Office Councils, it would be useful to draw up a programme indicating:

- a) the Regions/Offices where Regional/Office Councils need to be set up, taking into account the structure of the Ministry/Department and its various organizational units; this list should be drawn up with reference to all the offices under the Control of the Ministry/Department.
- b) the extent to which Regional/Office Councils have already been set up; and
- c) the programme that the Ministry/Department would like to adopt in setting up the remaining Councils. A time schedule might be drawn up for this purpose.

A copy of the programme so drawn up may kindly be sent to this Department by the end of March 1971.

Sd/- N.R. Subramanyan
Under Secretary to the Government of India

26

A note regarding the constitution of the negotiating machinery under the Scheme for Joint Consultative Machinery and Compulsory Arbitration for Central Government employees in the Ministry/Department of.....at lower levels (Office or regional) for settlement of dispute between them and the Government.

1. Objects:

The object of the Council is to promote harmonious relations and to secure the greatest measure of cooperation between the Govt. in its capacity as employer, and the general body of its employees in matters of common concern and with the object, further of increasing the efficiency of public services combined with the welfare of those employed.

2. Scope and functions:

The scope of the Regional/Office Council will include all local matters relating to conditions of work, welfare of employees, improvement of efficiency and standards of work with particular reference to the local conditions.

The subjects to be discussed at the level of..... (region/office) should be limited to matters within the competence of Officers of the..... (region/office) such as revision of duty hours including mitigation and elimination of split duty; alteration in distribution of work; regulation of holiday duties, accommodation for offices; provision of amenities and rotational transfers.

Matters which are within the competence of Headquarters organisation should not generally be discussed at the meeting held at the Regional/Office level council. Also the subjects which are outside the competence of Heads of regions/offices should not generally be brought up for discussion at that level, e.g. revision of pay and allowances, curtailment of prescribed duty hours, revision of standards for sanction of establishments, change in regard to principles governing promotion, or regulating seniority and departure from the rules made by the Govt.

3. Composition:

The membership of 'Official' side may not exceed five and the staff side six, the distribution of seats on the staff side between the Unions/Associations by the Chairman of particular council on the basis of their strength.

Note I: The Chairman of the Council shall be the administrative head of the Office/Region covered by the particular Council.

Note II: No person who is not an employee or an honourably retired employee of the Central Government shall be a member of a Joint council.

Govt. may permit an ex-employee to be a member of a joint council after examining the merits of each individual case.

.....

Note III The staff side representatives will be nominated for a term of 3 years but there will be no bar for renomination. Vacancies caused by death; retirement, resignation transfer, etc. will be filled for the unexpired term.

Note III (1) In the case of C.S.S. categories, nominations to the staff side seats from among the staff of the Ministry/ Department concerned will be made by the Associations/ unions recognised by the M.H.A.

Note IV An Association may replace on the joint council such of its representatives as have ceased to be its office-bearers at annual elections or be exigencies such as a vote of no confidence.

4. Periodicity:

The meeting of the office/Regional level should be held at least once in two months.

5. Quorum:

The quorum shall be 1/3rd each of the strengths of the official and staff sides.

6. Agenda:

i) The agenda for a meeting shall be prepared under the orders of an approved by the Chairman.

ii) The agenda for an ordinary meeting shall be circulated to all members not less than one week before the meeting.

7. Minutes :

The minutes of the meeting will be finalised under the directions of the Chairman in the usual manner and copies thereof will thereafter be circulated to members of the Council.

8. General

i) During the pendency of negotiations status quo will be maintained by both sides with the proviso that in the matter of retrenchment, action will not be questioned so long as adequate compensation is paid and due procedure regarding the period of notice etc. is followed. Retrenchment like any other non-arbitrable subjects could also come up for discussion, generally provided no individual cases are taken up.

ii) For the successful working of the Negotiating Machinery it is necessary that all approaches first be made at appropriate levels. Normally it would not be open to any individual Union/Association to address the middle top level direct.

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No. 5/18/71-JCA
Government of India/Bharat Sarkar
Cabinet Secretariat/Mantrimandal Sachivalaya
Department of Personnel/Karmik Vibhag

New Delhi-2, dated the 28th Dec. 1971.

OFFICE MEMORANDUM

Subject: J.C.M. Scheme - Setting up of Office Councils.

Initiated
6 O.M.
18/71-JCA
6.1972

The undersigned is directed to refer to this Department's O.M. No. 5/18/71-JCA dated the 20th Jan. 1971 in regard to the setting up of Office Councils in the various Ministries, wherein the Ministries/Departments were requested to draw up a programme for setting up the Office Councils in the Headquarters Offices as well as in their various other organisational units. In the interest of the early setting up of the Office Councils, this Department would like to suggest that, as an initial step, the Ministry/Departments may take action to have the Office Councils set up in their Headquarters offices. A copy of the model constitution for the Office Councils in the Headquarters Offices of the Ministries/Departments is enclosed in this connection, for the use and guidance of the Ministries/Departments. Particular attention is invited to Clause 4 of the model constitution which limits the scope of the Office Councils to local matters relating to conditions of work, welfare of the employees, and improvement of efficiency and standards of work with particular reference to local conditions. The subjects to be discussed at the office councils, should normally be limited to matters within the competence of the Ministries/Departments. Matters relating to individuals should not, of course be discussed at such Councils. The composition of the Official side and the Staff Side of such Councils has accordingly to be specified in the constitution, limiting it to the officers and the staff of the concerned Ministry, and vide Note I below clause 5(a) of the model Constitution, in the case of the C.S.S. categories, nominations to the Staff Side are to be made only from amongst the staff of the Ministry/Department concerned. The above provisions in the Model constitution would make it clear that the scope and functions of the Office Councils at the Headquarters of the Ministries/Departments will be limited to local matters within the competence of the Ministry/Department.

2. It has been noticed that one of the main reasons for the Ministries/Departments not having been able to set up office councils at their Headquarters, relates to the doubt regarding the association(s) or federation which should be addressed by the Ministry/Department for obtaining the nominations to the Staff Side of such Councils, in respect of the categories of staff belonging to the Central Secretariat services. In the Departmental Council of the Department of Personnel where, at the Departmental level, all the Central Secretariat Services are

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-:2:-

represented, the nominations to the Staff Side have been obtained, from the concerned Associations/Unions of C.S.S. staff as in the attached statement. The same procedure may be followed in obtaining the nominations to the Staff Side of the Office Councils to be set up at the Headquarters of the Ministries/Departments, in respect of the staff of the Central Secretariat Service categories, Staff Car Drivers, Despatch Riders and Class IV employees working at the Headquarter's Offices of the Ministries/Departments and their attached offices (C.S.S. participating offices, after allocating the seats earmarked for the Staff Side among the various recognised unions/associations on the lines indicated in Notes I to V of para 5(a) of the model constitution.

3. This Department would be glad to render any assistance or advice that may be required by the Ministries/Departments in the setting up of the Office Councils at their Headquarters offices. It is requested that the progress made in the matter during the quarter ending 31st March 1972, may be intimated to this Department before the end of April 1972 and further quarterly reports may be sent by the end of the month succeeding the respective quarter.

Sd/- N.R. SUBRAMANYAN
Under Secretary to the Government of India.

10.12.22
(initials)

MINISTRY OF _____
OFFICE OF THE _____
CONSTITUTION OF THE OFFICE COUNCIL OF THE _____

1. Short title

This Constitution may be called the Constitution of the Office Council of the _____ under the Scheme for Joint Consultative Machinery and Compulsory Arbitration for Central Government employees.

2. Application:

This Constitution shall cover all the regular civil employees of the Central Government in the Office of _____ for whom the Scheme is applicable.

3. Objects

The object of the Council is to promote harmonious relations and to secure the greatest measure of cooperation between the Government in its capacity as employer, and the general body of its employees in matters of common concern and with the object further of increasing the efficiency of public services combined with the welfare of those employed.

4. Scope and Functions:

- i) The scope of the Office Council will include all local matters relating to conditions of work, welfare of employees, improvement of efficiency and standards of work with particular reference to local conditions.
- ii) The subjects to be discussed by the Council should normally be limited to matters within the competence of _____ (Head of Office).....
- iii) Matters which are within the competence of the National/Departmental Council should not be discussed at the meeting of the office Council. Matters relating to individuals should not also be discussed.

5. (a) Composition.

1. The Office Council will consist of not more than 7 members on the Official Side, and 8 members on the Staff Side as shown below:

Official Side.

- i) _____
- ii) _____
- iii) _____
- iv) _____
- v) _____

iv)
v)

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-2-

(One of these at (ii) to (v) may be nominated as Secretary of the Official Side).

Staff Side

<u>Categories of staff</u>	<u>No. of seats</u>
i) Class III (Ministerial) - Superintendents/Asstt. Superintendents. Head Clerks/Assistants UDCs/ LDCs/Others.	1
ii) Class III (Technical)- Investigator s/Technical Assistants/Demonstrators/ Statisticians/Others	
iii) Class IV	

II. The Head of Office ~~shall be~~ the Chairman of the Office Council.

III. The Chairman may, in addition, nominate any temporary Member to the Official Side in connection with any particular items to be discussed at the meeting of the Council.

Note I - In the case of C.S.S. Categories of staff, nominations to the Staff Side from amongst the Staff of the Ministry/Department/Directorate will be made by the concerned Associations/Unions/Federations recognised by Government.

Note II Where there are two or more Associations/ Unions representing the different categories of staff, the Chairman shall distribute the total permissible representation on the Council on the respective numerical strengths of the categories concerned.

Note III Where there are two or more Associations/Unions/ representing the same categories of staff, the total permissible representation shall be distributed by the Chairman on the basis of the respective membership of each Union/Association.

Note IV If there has been in the membership of the Association/Union, ^{change} proportional representation given could only be changed after verification of membership to be done in the manner advised by the Chief Labour Commissioner.

Note V Distribution of seats may also be done by the Chairman in consultation with the Associations/Unions in any other manner acceptable to the Associations/Unions.

5. (b) No person, who is not an employee or an honourably retired employee of the Central Government, shall be a member of the Council.

Note: Govt. may permit an ex-employee to be a member of the Council after examining the merits of each individual case.

5. (c) Secretary

The staff side may appoint its Secretary from its members.

5. (d) Leader

The Staff Side shall elect by simple majority, one of its members as its Leader, who shall hold that office for a period of one year, but shall be eligible for re-election. A vacancy caused by death, retirement, resignation, transfer, etc. will be filled for the unexpired term.

6. Nomination of representatives on the Staff Side by recognised Employee's Organisation.

i) At the commencement of the Constitution and thereafter when occasions arise, each recognised employees' organisation, which term shall include a Federation, a Confederation, an Association and a Union, eligible for representation on the Office Council, shall be intimated in Form 'A', the number of members it may nominate on the Office Council.

ii) On receipt of intimation as in clause (i), a recognised employees' organisation may intimate in Form 'B' the names of its representatives nominated by its Executive Committee.* (As* applicable according to the Constitution of the Association/Union/Federation).

iii) In the event of retirement, resignation, death etc. of a representative of an employees' organisation, such organisation may nominate or, in the case of retirement, re-nominate its representatives in Form 'C'.

iv) On receipt of intimation under clause (ii) or (iii) above, as the case may be, the Chairman of the Council shall consider whether the nomination is in accordance with the provisions of the Scheme, and inform the employees' organisation concerned.

7. Term of Membership:

i) The Staff Side representatives will be nominated for a term of three years, but there will be no bar to re-nomination-

ii) Vacancies caused by death, retirement, resignation, transfer, etc. will be filled for the unexpired term.

Note: An Association/Union/Federation may replace on the Council such of its representatives as have ceased to be its office-bearers at annual elections or by exigencies such as a vote of no confidence.

8. Appointment of Committees.

The Office Council may appointment committees from amongst its members to study and report on any matters falling within its scope.

9. Periodicity

The meeting of the Office Council shall be held at least once in two months.

10. Quorum

The quorum shall be 1/3rd each of the strengths of the Official and Staff Sides.

11. Agenda.

i) The agenda for a meeting shall be prepared under the orders of, and approved by, the Chairman.

ii) The agenda for an ordinary meeting shall be circulated to all members not less than one week before the meeting.

12. Minutes.

The minutes of the meeting will be finalised under the directions of the Chairman in the usual manner and copies thereof will thereafter be circulated to members of the Council.

34

IMMEDIATE

No. 5/18/71-JCA
Government of India/Bharat Sarkar
Cabinet Secretariat/Mantrimandal Sachivalaya
Department of Personnel/Karmik Vibhag.

New Delhi-2, Dated the 10 Jan. 1972.

CORRIGENDUM

Subject: JCM Scheme - Setting up of Office Councils.

Reference this Department's O.M. of even No. dated the 28th Dec. 1971 on the subject mentioned above. It is requested that the enclosure to the above OM (Model constitution of the office councils) may be substituted by the enclosed model constitution of office councils at Headquarters offices.

Sd/- N.R. SUBBRAMANYAN
UNDER SECRETARY TO THE GOVERNMENT OF INDIA

✓
CONSTITUTION OF THE OFFICE COUNCIL OF THE
MINISTRY/DEPARTMENT OF.....

1. Short Title

This Constitution may be called the Constitution of the Office Council of the Ministry/Department of.....under the Scheme for Joint Consultative Machinery and Compulsory Arbitration for Central Govt. employees.

2. Application

This Constitution shall cover all the regular civil employees of the Central Govt. in the Ministry/Department of.....for whom the Scheme is applicable.

3. Objects:

The object of the Council is to promote harmonious relations and to secure the greatest measure of cooperation between the Govt. in its capacity as employer, and the general body of its employees in matters of common concern, and with the object, further of increasing the efficiency of public services combined with the welfare of those employed.

4. Scope and Functions

i) The scope of the Office Council will include all local matters relating to conditions of work, welfare of employees, improvement of efficiency and standards of work with particular reference to local conditions.

ii) The subjects to be discussed by the Council should normally be limited to matters within the competence of....J.S.(Admn.), Ministry/Department of.....

iii) Matters which are within the competence of the National/Departmental Council should not be discussed at the meeting of the Office Council. Matters relating to individuals should not also be discussed.

5. a) Composition

I. The Office Council will consist of not more than 5 members on the Official side and 8 members on the Staff Side as shown below:

Official Side.

- i) Joint Secretary (Administration)
- ii) Deputy Secretary (Administration)
- iii) Internal Financial Adviser.
- iv) Deputy Secretary.
(To be nominated by the Chairman depending upon the subjects to be discussed at the meeting),
- v) Under Secretary (Welfare).
(The Under Secretary (Welfare) will be the Member Secretary of the Official Side).

<u>Staff Side</u>	<u>No. of seats</u>
-------------------	---------------------

- i) Assistants
- ii) Upper Division Clerks and Lower Division Clerks.
- iii) Class IV employees.
- iv) Stenographers.
- v) Section Officers.
- vi) Technical & Statistical Assistants.
- vii) Others.

Total _____

II. The Joint Secretary (Administration) shall be the Chairman of the Office Council.

III. The Chairman may, in addition, nominate any temporary member to the Official Side in connection with any particular items to be discussed at the meeting of the Council.

X Note. I In the case of C.S.S. categories of staff nominations to the Staff Side from amongst the Staff of the Ministry will be made by the concerned Associations/Unions/Federations recognised by Government.

Note II Where there are two or more Unions/Associations representing different categories of staff, the Chairman shall distribute the total permissible representation on the Council on the basis of the respect numerical strengths of the categories concerned.

Note III Where there are two or more Associations/Unions representing the same categories of staff the total permissible representation shall be distributed by the Chairman on the basis of the respective membership of each Union/Associations.

Note IV | If there has been change in the membership of the Association/Union, proportional representation given could only be changed after verification of membership to be done in the manner advised by the Chief Labour Commissioner.

Note V | Distribution of seats may also be done by the Chairman in consultation with the Associations/Unions in any other manner acceptable to Associations/Unions.

5. (b) No person who is not an employee or an honourably retired employee of the Central Government shall be a Member of the Council.

Note: Government may permit an ex-employee to be a Member of the Council after examining the merits of each individual case.

5. (c) Secretary

The staff side may appoint its Secretary from its members.

5. (d) Leader

The Staff Side shall elect by simple majority, one of its members as its Leader, who shall hold that office for a period of one year, but shall be eligible for re-election. A vacancy caused by death, retirement, resignation, transfer, etc. will be filled for the unexpired term.

6. Nomination of representatives on the Staff Side by recognised Employees' Organisations.

i) At the commencement of the constitution and thereafter when occasions arise, each recognised employee's organisation, which term shall include a Federation, a Confederation, an Association and Union, eligible for representation on the Office Council, shall be intimated in form 'A', the number of members it may nominate on the Office Council.

ii) On receipt of intimation as a clause (i), a recognised employees' organisation may intimate in Form 'B' the names of its representatives nominated by its Executive Committee.* (*As applicable according to the Constitution of the Association/Union/Federation).

iii) In the event of retirement, resignation, death, etc. of a representative of an employees' organisation, such organisation may nominate or, in the case of retirement, renominate its representative in form 'C'.

iv) On receipt of intimation under clause (ii) or (iii) above, as the case may be, the Chairman of the Council shall consider whether the nomination is in accordance with the provisions of the scheme and inform the employees' organisation concerned.

~~D~~

7. Term of Membership

i) The Staff Side representatives will be nominated for a term of three years, but there will be no bar to renomination.

ii) Vacancies caused by death, retirement, resignation transfer, etc. will be filled for the unexpired term.

Note: An Association/Union/Federation may replace on the Council such of its representatives as have ceased to be its office bearers at annual elections or by exigencies such as a vote of no confidence.

8. Appointment of Committees.

The Office Council may appoint committees from amongst its members to study and report on any matters falling within its scope.

9. Periodicity

The meetings of the Office Council shall be held at least once in two months.

10. Quorum.

The quorum shall be 1/3rd each of the strengths of the Official and Staff Sides.

11. Agenda:

i) The agenda for a meeting shall be prepared under the orders of, and approved by, the Chairman.

ii) The agenda for an ordinary meeting shall be circulated to all members not less than one week before the meeting.

12. Minutes.

The minutes of the meeting will be finalised under the directions of the Chairman in the usual manner and copies thereof will thereafter be circulated to members of the Council.

B

No.
Government of India
Ministry/Department of _____

Dated _____

To |

The President/Secretary,
(Name of the Associations/Union/Federation).

Subject: Nomination of representatives on the Staff Side of
the Office Council of the Ministry/Department of _____

Sir,

In accordance with the Scheme for Joint Consultative Machinery and Compulsory Arbitration for Central Government Employees, I am directed to say that your Association/Union/Federation is required to nominate _____ (Member(s) on the staff side of the Office Council of the Ministry/Department of _____ as mentioned below:

<u>Category of Staff</u>	<u>No. of members</u>
--------------------------	-----------------------

2. I am to request you kindly to intimate to me within 15 days of the date of issue of this letter, the names of the nominee of your Association/Union/Federation as "Form - B" in duplicate.

Yours faithfully

Under Secretary to the Government of India

From

The President/Secretary,
(Name of the Association/Union/Federation)
Address.

Dated _____

To

The Chairman,
The Office Council of the Ministry/Department of _____.

Subject: Nomination of Members on the Staff Side of the
Office Council of the Ministry/Department of _____.

Sir,

With reference to your letter No. _____ dated on the
above mentioned subject, I am directed to say that the Executive
Committee* of (Name of the Association/Union/Federation).
has considered the Scheme for Joint Consultative Machinery and

subscribes to the Declaration of Joint Intent. The
Executive Committee* has nominated the following person(s)
to represent it on the Staff Side of the Council:

<u>Name</u>	<u>Office and appointment held</u>	<u>Address</u>	<u>Category of staff to be represented</u>
6			

An authenticated copy of the resolution of the Executive
Committee* of the Association/Union/Federation is enclosed.

2. Please acknowledge this communication.

Yours faithfully

President/Secretary

* As applicable according to the Constitution of the Association
Union/Federation.

Confidential.

No.91018(1)/73-AN-G
Office of the C.G.D.A.,
West Block-V, R.K.Puram,
New Delhi - 110022.
Dated the 5th May, 1973.

40

To

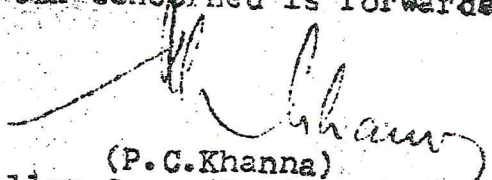
The Controller of Defence Accounts (ORs) South,
Madras.

Subject:- Office Councils - Nomination of the Staff Side
Members.

Ref:- A.I.D.A.E. Association, Calcutta, letter No.DA/HQ/
JCM Rc dated 17.4.73 addressed to you with copy
to this office.

The A.I.D.A.E.A. Calcutta have, in their above cited
letter, sought distribution of staff side members of your
Office Council equally between their Association and the
A.I.D.A.A.(CB), Poona.

2. The constitution of the Office Council (Para 2 of the
note appended to Ministry of Finance (Department of Expenditure/
OM No.10(1)/CAS/67 dated 30.8.67, circulated under this office/
memo No.91015(1)/66/AN-G dated 21.X.67 refers) provides that
in the case of more than one association participating in the
JCM Scheme, the seats of staff side representatives will be
distributed amongst them on the basis of the strength of each
association. Some points of doubt had been raised in the
past in this connection along with some other points in
connection with working of the JCM Scheme. A copy of the
clarifications issued to the CDA concerned is forwarded here-
with for guidance.

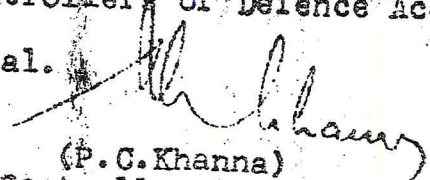


(P.C. Khanna)

for Controller General of Defence Accounts.

Copy along with copy of the clarifications referred
to above forwarded to other Controllers of Defence Accounts.

(ii) G(Pay) Section local.



(P.C. Khanna)

Asstt. Controller General of Defence
Accounts.

for


Sl.No.	Points of doubt	Clarification given by the Cabinet Secretariat (Department of Personnel)
1	2	3
1.	<p>What action has the Chairman of the Council to take if the Association(s) fails to send nomination of staff side representatives to the Office Council.</p>	<p>The Staff side seats earmarked for the Association concerned may be kept vacant till the association(s) sponsor (s) its (their) nominees. <u>The Chairman should conduct the meetings of the office council concerned as soon as nominations for 1/3rd of the total strength of the staff which constitutes the required quorum are received and accepted. It would not be necessary to wait till all the nominations to the staff side seats are received. The other associations may however be persuaded to send their nominations early as they are otherwise losing the privilege of participation in the J.C.M.</u></p>
	<p>What are the methods and machinery for verification of membership of the Association (main or branch association).</p>	<p>No particular method / criterion has been laid down for verification of the paid membership of an association. It is entirely for the administrative Ministry / Department concerned to prescribe or choose suitable method for verification of the organisations of their employees with reference to the accounts / registers / cash receipts, etc. maintained by them.</p>
111)	<p>Should the condition of paid membership of 15% of staff which applies to the main association, also apply to the branch Association.</p>	<p>It is for the administrative Ministry/ Department to decide having regard to all the material factors and evidence as to whether or not the recognition granted to an association extends to a particular office or offices. However, once it is held that an association's representative character extends to a particular office, it is really not necessary that the association (i.e. its branch at the local office) should have at least 15% of the total employees of the categories, which it purports to represent, taking into account all the offices to which the recognition granted to it extends. <u>The Branch Association have not been recognised individually as separate entities in addition to the main Association which is recognised.</u></p>

iv) Should the condition of 15% paid membership be satisfied in respect of each Controller's organisation where regional councils are set up.

and

v) Should the condition of 15% be deemed to be satisfied if it is 15% of the staff as a whole or should 15% paid membership be of each category of staff (viz. Accountants, SGCs/B, UDCs and LDCs etc.)

It may not be necessary, as in the case of the employees of the Controllers General of Defence Accounts organisation where there are two all India recognised Associations, that each Association concerned should have 15% paid up membership in a particular office where an office council is proposed to be set up. What is required is that the association concerned should have 15% strength of the category / categories of a Department / Office as a whole which it purports to represent.

ANNEXURE 'B'

Point at issue

Clarification.

1. Whether Chairman should ascertain and verify the total paid membership of the Association before asking them to nominate all the members for staff council.

Nomination of the staff side representatives to the office council are to be made by the parent associations which are recognised for J.C.M. scheme. Branch Associations are not to be addressed in the matter. The question of verification of paid membership of the Association would arise only when seats are to be allocated between different Associations on the basis of the strength of each.

2. In case they are in minority whether Chairman can proportionately allocate the seats between the Association and other members of the staff.

The Chairman has no such authority. The staff who are not members of any recognised association will go unrepresented in the office councils. The right to nomination of staff side representatives to the office councils, vests with the recognised associations. Such a situation was discussed in various high level meetings held to frame rules for the working of the JCM Scheme and it was felt that this cannot be helped.

Remarks given against item 2 above hold good here also.

3. Whether Chairman can proportionately allocate the seats for the staff of the sub-offices under this organisation if their membership is not included in the Main Office.

Such a situation will arise when the Associations do not submit agreed list of staff side representatives. Since, as already stated above against item (1), seats will have to be distributed among the Associations on the basis of the paid membership strength of each. Verification of paid membership of each association becomes a must.

4. Where there are two or more Associations representing the same categories of staff how the staff side representation should be distributed by the Chairman among the Associations.

As the name of the Patna Branch Association stands as Defence Accounts Association (CDA, Patna), it is meant for the organisation of CDA Patna only. An individual not borne on the strength of the CDA, Patna cannot become office bearer of the Patna Branch Association which purports to represent the staff of the organisation of CDA, Patna.

5. Whether a member of the Association belonging to another CDA may contest for the Post of office bearers of Patna Branch Association in an election held in this office.

It is not clear from the query as to what type of role, administration is visualising to play in the elections of an association. Its participation in any form in the activities particularly in the election is likely to be misconstrued as interference in the affairs of an Association. This may not only be resented by the Association but may precipitate matter. Administration's involvement can be limited to the extent to ensure that law & order is maintained and that associations function within the framework of the rules governing the grant of recognition to the associations.

Election - Role of Admin.

6. The role of administration to be played in the election of the Association.

In this connection remarks against point at serial No.6 may please be seen.

7. Whether election of an association can be held regardless of the fact that the head of the office (viz. CDA) is not agreed to for it.

No. 91018(1)/74-AN-G
Office of the C.G.D.A.,
R.K.Puram, New Delhi-22.
Dated: 21st June, 1976.

To

All Controllers of Defence Accounts

Sub: JCM Scheme - setting up of office council.

.....

In accordance with para 3 of the Note regarding constitution of the negotiating machinery under the JCM Scheme, circulated to Cs.D.A. under this office No. 91015(1)/66-AN-G dated 21/10/67, the membership of the staff side in office councils may not exceed six. Para 3 of a similar note circulated under this office No. 91018(1)/72-AN-G dated 3/5/72 also refers. However, according to para 5(a) of the model constitution for office councils which was also circulated with this office letter dated 3/5/72 ibid, the number of staff side members is not to exceed eight. In view of the differing provisions in the 'note' and the 'model constitution', in regard to the maximum permissible number of staff side members in an office council, the matter was referred to the Ministry of Finance (Defence) for clarification. They have clarified that the Chairman of the office/Regional Council may, at his discretion, raise the staff side membership upto eight, to give adequate representation ~~upt~~ to various categories of staff (viz SAs, SGA, Auditors, Clerks, Class IV).

Please acknowledge receipt.

(Handwritten Signature)
K.M. ANJALI AHLUWALIA

for Controller General of Defence Accounts

Copy to :-

(Handwritten initials)
2/6
G (Pay) Section, Local.

KVL

No. 91015(1)/75/ANLG
Office of the C.G.D.A.,
R.K.Puram, New Delhi-22.
Dated: 20th August, 1976.

To

All Controllers of Defence Accounts,
(By Name).

Sub: Working of the Joint Consultative Machinery
in the Defence Accounts Department.

Ref: In continuation of this office Circular
No. 91015(1)/75/ANLG dated 15th July, 1975.

.....

In accordance with the instructions issued in this office letter under reference, for deciding whether an Association has a valid claim to be represented in the Office Council, Controllers are required to satisfy themselves that the Association has membership of at least 15% of the staff serving in the particular Controller's organisation.

2. The question has been raised, as to how this verification is to be carried out. It has been decided by the CGDA, in consultation with AIDAA (CB), Poona and AIDAEM, (Calcutta) that, for this purpose, the two Associations should furnish to the Controllers a nominal roll of the members of the Association in the main office and the sub-offices of the CDA's Organisation. They will also produce requisite records in proof of payment of subscription by the individuals included in the nominal rolls, for verification by Controllers. For the purpose of obtaining the nominal rolls, as well as verification thereof, Controllers will, in the first instance, address the parent bodies of the two Associations, and thereafter process the matter, in the light of the replies received from them.

Please acknowledge receipt of this communication.

Anjali Ahluwalia
(Ms. ANJALI AHLUWALIA)
for Controller General of Defence Accounts

Copy to :-

1. The President, All India Defence Accounts Employees Association, 9, Chittaranjan Avenue, Calcutta - 700072.
2. The President, All India Defence Accounts Association (Central Body), 2013, Sadashiv Peth, Tilak Road, Poona-411030.

Anjali Ahluwalia
for Controller General of Defence Accounts

'KVL'

No. 91015(1)/75-AN-G (PC)
Office of the C.G.D.A.,
R.K.Puram, New Delhi-22.
Dated: 10th September, 1976.

To

All Controllers of Defence Accounts.

Sub: Formation of Office Councils in the D.A.D.
under the JCM Scheme.

Ref: This Office Circular No. (1) 91018(1)/67/
AN-G dated 22/3/63, (2) 91018(1)/73-AN-G
dated 6-7/5/73 and (3) Item 3 of Circular
No. 25012(1)/74/ANA dated 22/1/75.

.....

In accordance with the instructions referred to above, the staff-side seats in an Office Council are required to be allocated, in the first instance, to the various categories of staff - viz., SAs(A), Auditors, Clerks etc. - in proportion to the strength of each category in the organisation of the Controller concerned. Thereafter, the seats allotted to each category will be distributed to the two recognised Staff Associations will be eligible to be represented in the Office Council, only if it has a minimum following of 15% of the staff strength in the particular category. Where more than two staff-side seats are available in any category, they could be divided equally between the two Associations. For the residual seat, if any, and in categories where only a single seat is available, joint nominations from the two Associations are necessary.

2. As Controllers are aware, practical difficulties had cropped up in setting up Office Councils, in accordance with the above instructions. The ADAEA, Calcutta had, in this context, suggested sometime back, that the practice of allocating staff-side seats categorywise should be given up, and that total number of staff-side seats available in the Council should be distributed to the two Associations, in proportion to their membership in the organisation of the Controller concerned, leaving it to the Association to distribute the seats category-wise as they deemed fit.

3. The matter has been examined in consultation with the Department of Personnel and Administrative Reforms. As pointed out by the latter, the JCM Scheme does not prescribe that an Association should necessarily nominate an employee of a particular category to represent that category. It transpires, further, that in Departments like the Railways, P&T and Defence, where there are two or more Federations/Associations which are composite in nature and represent all categories of employees, the total staff-side seats in Office

Contd.....2/-

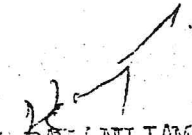
[subject to the overriding condition that an Association

Councils are distributed in a broad manner, between such Federations/Associations, without any category-wise allocation being made. In our Department, the AIDAEA, Calcutta and the AIDAA (B), Poona are both composite Associations, representing all categories of employees. In view of this, the Department of Personnel have advised that there is no objection to the sum ~~of~~ total of the staff-side seats being distributed between the two Associations, in proportion to their membership in the particular organisation. This has also been accepted by the two Associations.

Ltoto

4. In the light of the above, it has been decided that henceforth, the staff-side seats in Office Councils should be distributed in/to the two Associations straight-way (without making any category-wise allocation of the seats) if they both fulfil the test of 15% membership of the staff strength (of all categories put together) in the organisation concerned. The modified basis now decided upon will be adopted also in cases where the constitution of the Council had been held up, due to want of joint nominations from the two Associations, or for other reasons.

Please acknowledge receipt.


(P.K. RAMANUJAM)

Addl. Controller General of Defence Accounts (AN)

'KVL'


10/9

47

No. 91015(1)/75-AN-G
Office of the C.G.D.A.,
R.K.Puram, New Delhi-22.
Dated: 30th November, 1976.

To

All Controllers of Defence Accounts.

Sub: Working of the Joint Consultative Machinery in
the Defence Accounts Department.

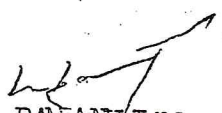
Ref: This Office Circular of even number dated 20/8/76.

.....

In this office circular referred to above the method to be followed by Controllers for verification of membership of Associations, was indicated. It was interalia stated that the two Associations may be asked to furnish to Controllers the nominal rolls of the members of their Association in the Main Office and sub-offices of the Controller's Organisation, and produce in support thereof, records in proof of payment of subscription, for verification by Controllers.


2. Later, the All India Defence Accounts Employees Association, Calcutta, suggested that instead of asking for records in proof of payment of subscriptions, nominal rolls signed by members may be accepted in lieu. It was expressed by them that it was not practicable to furnish records of paid subscriptions from members, spread all over the country, to the Main Office of the Controllers. The matter has been recently discussed with the All India Defence Accounts Association (B), Poona and All India Defence Accounts Employees Association, Calcutta. It has been agreed that in regard to the staff of sub-offices it is not necessary that records in proof of payment of subscriptions should be sent to the Main Offices of Controllers. The verification of these records may be undertaken by the officers in charge of the sub-offices and their findings reported to the Main Office. The overall strength of the members can be assessed by the Controllers with reference to these reports. Controllers may issue necessary guidelines to the local offices concerned for carrying out the verification.

Please acknowledge receipt.


(P.K. RAMANIAM)
Addl. Controller General of Defence Accounts (AN)

Copy to :-

1. The President, All India Defence Accounts Employees Association, 9, Chittaranjan Avenue, Calcutta-700072.
2. The President, All India Defence Accounts Employees Association (Central Body), 2013, Tilak Road, Poona-410001.


Addl. Controller General of Defence Accounts (AN)

No: AN/XVII/17023/I/R/Vol-1

Office of the C.G.I.A.
West Block-V, R.K.Puram,
New Delhi - 110 066.

Dated: 24.01.1992.

To

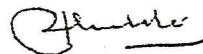
The C.C. of A(Fys) Calcutta
The CCDA(Pensions)Allahabad
All Controllers.

Sub : JCM Scheme - Setting up of Office Council -
Holding of meetings.

Ref : This office letter No. AN/XVII/17025/I/III/
Pune dt. 4.7.91.


Consequent upon the formation of IIIrd Level JCM Coun
at the CGDA HQrs. as notified under this office above quoted
letter, the level of Regional office Council (JCM) functioning
Controllers Offices would now be deemed to be IVth level inst
of IIIrd Level. There will, however, be no change in the name
the JCM Council viz. Regional Office Council (JCM).

Please acknowledge receipt.


(P.S. MEHTA)
For C.G.D.A.
-SK

Copy to:-

AN/III, AN/IV, AN/VI(Lib)
and AT/Coord(Local)


(R.K. JAIN)
Asstt. Accounts Officer (AN)
-SK

CIRCULAR

49

No.AN/XVII/17003/1/IV/Orders
Office of the C.G.D.A,
West Block-V, R.K.Puram,
New Delhi - 66
Dated : 10/04/1996.

To

The CCDA(P) Allahabad.
The CC of A(Fys) Calcutta.
All Cs DA including
Group Controllers of Fys
and JCDA(Funds) Meerut.

Sub: Channel of correspondence between Staff Associations
and the CGDA's HQrs.

Attention of CsDA is invited to instructions of this HQrs issued vide our No.91015(i)/74-AN-G dt.6.4.94 and 91015(i)/75-AN-G dt.2.9.75 regarding channel of correspondence for redressal of staff grievances, wherein procedure for sending the representation has clearly been laid down. However, a large number of representations are being received in this HQR direct from Branch Associations.

2. With a view to discontinue this practice and to take early redressal in the matter the following instructions are again reiterated for strict compliance.

2.1 Branch Associations will correspond only with the Controllers concerned (through the local head of office, in cases where the Branch Association is functioning at a station other than the headquarters of the Controller) and their parent-body. In cases where there is a difference of opinion between a Branch Association and the Controller, if the former wish to pursue the matter, they should take it up with their parent-body and not with this HQrs office direct.

2.2 Headquarters Associations may correspond directly with CGDA endorsing a copy of their representation to the controller at the station on matters of general nature not involving any particular controller. On issues concerning any particular controller, the Headquarter Association will route the reference through the Controller concerned. Where considered necessary due to urgency of the matter an advance copy of such reference may be endorsed to this HQrs office. It will be appreciated that addressing such representation/grievances direct to this Headquarter leads to delay in their redressal as this HQR has to obtain the views of the respective Controllers before arriving at any decision.

For CDA(O) Pune & CC of A (Fys) Calcutta only . The HQrs associations may be asked to apprise their Branches of the position indicated in the preceding paras.

Please acknowledge receipt.


(SHOBHANA)
Dy. CGDA (AN).

IMPORTANT CIRCULAR

No. AN/XVII/17023/1st/JCM/Orders
Office of the C.G.D.A.
West Block V, R.K. Puram
New Delhi - 110066

Dated: 24/12/97

To

CCDA(P) Allahabad
CCOA(Fys) Calcutta & CFA(Fys)
Au CDA
JCDa(Fun3s) Meerut

Sub: Joint Consultative Machinery - functioning
& related matters and Regional Office Councils.

.....

It is observed that references are being received from various controllers frequently regarding the functioning and other related matters of JCM/ROCs. Most of the references received in this HQrs are relating to Points on which specific classifications has already been issued by the Government and circulated to all the Controllers by this HQrs, from time to time.

Further the detailed procedures and various letters/ instructions issued by the Government of India from time to time on the constitution and functioning of the Joint Consultative Machinery is also amply enumerated in the "Brochure on Joint Consultative Machinery and compulsory Arbitration for Central Government employees", which is a priced Government of India publication and easily available in the market.


However, with a view to make the forum more realistic, effective and meaningful and to ensure smooth functioning at various levels without any confrontation from both administration and Association side, a need has been felt to issue suitable guidelines. The salient features/guidelines on the functioning of the JCM schemes as consolidated are enclosed for information, guidance and ready reference.

It is suggested that all the functionaries of the Branch Association/staff side members of JCM/ROC may be apprised of the proper procedure for raising their grievances/issues relating to welfare measures falling within the ambit of the objectives of JCM schemes at the appropriate forum to avoid any delay in redressal of the staff grievances and avoidable confrontation on issues not related to that particulars level of the forum. Specific attention of the staff side may also be invited to the adherence of proper channel of correspondence which will certainly pave the way for speedy and timely redressal of the grievances/issues.

.....2/-

Incidentally it may be added that referring each and every case to this office even though specific and clear Govt. orders are already available/enumerated in the "Brochure", is not appreciated and such practice should be curbed. Before referring any such issue to this HQrs for clarification/guidance the "Brochure on Joint Consultative Machinery and Compulsory Arbitration" should invariably be consulted/referred to and if it is still felt that the point is not quite clear and not free from doubt, then the case may be referred to this HQrs after the approval of the Controller. Such references should bring out the specific points of doubt, indicating inter alia the view of the Controller and the present practice being followed so far.

Please acknowledge receipt.


(SHOBHANA JOSHI)
DY. C. G. D. O. (AN)

JCM - Its Objectives, functioning

The Joint Consultative Machinery was set up by the Government with the main objective of promoting harmonious relations and securing utmost cooperation from the employees to achieve greater efficiency in the day to day working and to settle the grievances of the employees through negotiation and to avoid the agitational attitude.

The Scheme caters for all the Central Govt. Civil Employees except Group A,B employees and employees of Union Territories and Police Personnel.

The jurisdiction of the JCM Council includes matters relating to conditions of service and work, welfare of employees and improvement of efficiency & standard of work provided that ;

1. In regard to recruitment, promotion and discipline, consultation will be limited to matters of general principle and
2. Individual cases will not be discussed.

The Scheme provides for setting up of JCM councils at National Level, Departmental(Ministry), Headquarters of the Department (CGDA) and Regional Office Council (CDA).

NATIONAL COUNCIL

This will consists of upto 25 members from official side upto 60 from the staff side. The Cabinet Secretary will be the Chairman of this Council. This Council will deal with matters affecting all Central Govt. Employees such as Pay & Allowances and matters relating to categories of staff common to two or more departments. The meetings shall be held as often as necessary but not less than once in four months.

DEPARTMENTAL COUNCIL

This II level is constituted at the Headquarters of the concerned Ministry. This consists of 5 to 10 official side Members and 20 to 30 staff side members depending on the total strength of employees and the number of recognised service associations of the Department of the Ministry concerned. This Council will deal only with the service matters/welfare activities affecting the employees of that particular Ministry. Atleast three meetings are to be held in a year.

HEADQUARTERS COUNCIL III LEVEL

This Council is set up at the Headquarters of the Department and consist of Members of both official and staff side. The grievances of various categories of staff which are common will be considered at this level.

REGIONAL OFFICIAL COUNCIL (IV LEVEL)

(Ref : Appendix VIII of Brochure)

This Council is constituted at Regional Office Level viz. CsDA and will consist of Members from official and staff side and will look after the grievances of the particular region.

Scope and Functions

The scope of the office council will include all matters relating to conditions of work, welfare of employees, improvement of efficiency and standard of work with particular reference to the local conditions.

The subject to be discussed by the council should normally be limited to matters within the competence of CDA (Head of Office)

Matters which are within the competence of the National/Departmental Council should not be discussed in the meeting of office council. Individual cases also should not be discussed.

Composition :

The Council will consist of not more than eight staff side nominated members from all the recognised associations and the seats will be distributed among them in proportion to the membership in that organisation. This Council will be chaired by the CsDA. The meetings are required to be held once in two months.

Leader & Secretary :

The staff side Members will have to elect a common leader and staff side Secretary, for all the recognised Associations, who will be responsible for preparation of agenda points on behalf of the all the Associations/staff side representative.

Steering Committee

A Steering Committee consisting of some selected members from staff side as well as official side, may be constituted, if felt necessary, for screening the staff side's draft agenda items/demands before finalising the agenda for discussion in the main meeting.

- 4 -

The Steering Committee meeting will be chaired by the senior most member of the official side representatives. In the admittance of a particular item for the discussion in the main meeting the decision of the Chairman of the steering committee will be final.

The number of staff side members in the steering Committee shall be limited to 1/3 of the total staff side members of the main council. The seats are to be distributed in proportion to the membership of both the Associations subject to the above limit. The particular names who will represent on the steering committee will be sponsored by each of the Association and accepted by the Chairman.

Declaration of Joint Intent

All Associations making nominations of staff side representatives on JCM Councils are required to give a declaration of Joint intent regarding the common approach of the Government of India and the employees' organisation to work the machinery of Joint Consultation and compulsory arbitration.

Agenda

The agenda for a meeting shall be prepared under the orders of and approval by Chairman.

MINUTES:

The Minutes of the meeting as prepared and approved by the Chairman will be circulated to all the members of the Council.

QUORUM:

The quorum shall be 1/3 each of the strength of the official and staff side.

DISCIPLINE:

The JCM members has no immunity from normal administrative and disciplinary actions.

TERMS OF MEMBERS:

The tenure of the nominated staff side members is for a period of three years. Vacancies caused by death, transfer, resignation etc. will be filled for the unexpired period only.

TA:

Members are entitled to TA for first class for attending the Council Meeting.

SPL Casual Leave:

Special Casual Leave subject to a maximum of 10 days is allowed to the office bearers of the Association for their activities.

SERVICE ASSOCIATIONS

The Service Associations are granted recognition by Govt. only after fulfilling the basic conditions/requirements as laid down by Govt./DOP&T.

As far as DAD is concerned All India Defence Accounts Association (Central Body) Pune and All India Defence Accounts Employees Association, Calcutta are the two recognised service Associations.

Any Association can get recognition if they have a following/membership of atleast 35% of the total strength of the employees and should have All India Characteristic representation. In the case of a second Association it should have a minimum strength of 15 percent.

Membership :

The membership of the Association shall not be extended to categories other than those indicated in the constitution of the Service Association viz. All Group B.C and D employees. However Group B. AAOs will neither be the office bearer of the Association nor will be nominated to represent any JCM forum.

Any employee can opt to become member of either of the two Association. However in case any of the employee exercise the option in favour of more than one Association, it will become invalid and will not be taken into account for any association.

The Association should abide by and comply with all provisions of its constitution/bye laws, which have been approved by the Govt. while granting the recognition. Any amendment to the constitution/bye laws requires the approval of Govt. Specific conditions like rendering of annual accounts etc have to be strictly adhered to by each association.

Funds

The funds of the Association should consist exclusively of subscription from the Members and grants if any received from Govt.

Executive Members

Executive members of the Association shall be appointed from the members only. Their period of tenure is only two years.

ELECTION:

Election to select the office bearers/executive members should be conducted by the Association themselves. Govt. should not in any way associate with the process.

SUBSCRIPTION:

The annual membership subscription is to be recovered by the DDOs through check off system in the pay for the month of July, on the basis of the consent note exercised by the members in April every year. Consent form given in April will remain valid till altered/changed and revision can be exercised only in April every year to be effective from July of that year. The deduction of subscription of not less than one rupee per month can also be made from the pay rolls on monthly basis.

DISPOSAL OF SUBSCRIPTION:

The DDO after making the deductions will remit the amount to the Association through the functionaries as may be authorised by the Association's headquarters.

CHANNEL OF CORRESPONDENCE:

Branch Association will correspond only with the CsDA. If there is Any difference of opinion between the Branch & CDA, and if the Association desires to pursue the issue, they should take it up with their parent body and not to this HQrs. Only HQ. Association should normally correspond directly with the CGDA's office.

Discipline

The office bearers of the Associations do not enjoy any special status and they are treated like any other employee under CCS (Conduct) Rules.

PRIORITY

OFFICE OF THE C.G.D.A., NEW DELHI-66.

Sub:- Constitution of Steering Committee of the 3rd Level Council (JCM) of the CGDA Headquarters, New Delhi.

Sanction for setting up of 3rd Level JCM Council in the CGDA Headquarters at New Delhi was accorded vide G of I, Min of Defence, New Delhi OM No. 7(8)/89/D(JCM) dated 14/6/1991 (copy placed opposite). It was also decided in para-2 of the Govt. OM dated 14/6/91 that the constitution of functioning of the above JCM Council at New Delhi shall be the same which is applicable to other nine JCM Councils already functioning under the Defence fold. The first meeting of the 3rd Level JCM Council at CGDA Headquarters, New Delhi was held on 26/11/91 after completing requisite formalities.

2. In this connection,, it may be stated that a Steering Committee consisting of some selected members from Staff Side as well as Official Side was also necessary for screening Staff Side, draft agenda items/demands before finalising the Agenda for discussion in the 3rd Level JCM Council. Since we could not lay our hands on specific orders regulating the constitution and functioning of the Steering Committee at CGDA Headquarters, the matter was informally discussed by Shri RK Jain, AAO of this office with Shri SS Bhatti, the then SO, D(JCM) during July, 1991. During discussion, it was stated by SO, D(JCM) that there is neither any prescribed drill on conduct of 3rd Level JCM Council meetings nor any laid down procedure governing the constitution as well as functioning of the Steering Committee of the said Council. He, however, advised to liaise with ACSO, AG's Branch, AG/Org. in this regard and to follow the same procedure as well as time frame which is being followed by AG's Br. for constitution/conduct of Steering Committee.

3.1 The matter relating to constitution of the Steering Committee of the 3rd Level JCM Council of the CGDA Headquarters was also discussed with the ACSO AG/Org. 4(Civ)(C) who shared the views of SO, D(JCM) and advised to constitute the Steering Committee of our 3rd Level JCM Council based on the practice in vogue in regard to their 3rd Level JCM Council in the following manner:-

STEERING COMMITTEE

3.2 The Steering Committee may be consisting of the Official Secretary, Senior Official Member if not chaired by the Chairman and or other members to whom the draft agenda points concern 1/3rd of the Staff Side selected members are to be included as Staff Side members in the Steering Committee to screen the draft agenda items. There is no embargo on the number of Official Side members but the number of Staff Side members in the Steering Committee, in any way, shall be limited to 1/3rd of the total Staff Side members of the 3rd Level JCM Council.

3.3 Since there are two recognised Staff Associations viz. All India Defence Accounts Employees Association, Calcutta and All India Defence Accounts Association(Central Body), Pune in Defence Accounts Department, total 8 seats viz. 4 seats to each of the above Associations have been allotted as Staff Side seats in terms of Ministry of Defence OM dated 14/6/1991 referred to in para-1 above. 1/3rd of the total Staff Side representatives nominated to our 3rd Level JCM Council viz. 8, works out to 2.6 say 2 representatives for the purpose of nomination to Steering Committee. Accordingly one representatives from each of the two Associations has been nominated.

3.4 The two recognised Associations have, however, represented for allotment of 4 seats in the Steering Committee viz. 2 representatives from each Association on the plea that

to non-inclusion or otherwise of a particular item in the agenda of the 3rd Level JCM Council. In case, the above demand of the Staff Side for allotment of 4 seats in the Steering Committee is agreed to, the same will be 50% of the total Staff Side number in the 3rd Level JCM Council that is in excess of the prescribed 1/3rd ratio as well as involving extra TA/DA. In case the number is increased from 2 representatives to 3 representatives as the 1/3rd of Staff Side representatives works out to 2.66, the 3rd seat cannot be allotted to both the Association in equal ratio.

4. In view of the above, D(JCM) may kindly examine the above issue relating to number of Staff representatives to be nominated to our Steering Committee and advise us whether their demand for nomination of 2 representatives from each of the Associations may be agreed to or we may restrict the number of staff representatives to one each being 1/3rd of their total Staff Side representation in the 3rd Level JCM Council in the CGDA Headquarters.

5. An early clarification is requested.

Tarsem Lal
(TARSEM LAL) 4/3/92
Dy. CGDA (ADMIN)
Tel: 608668

D(JCM),
Ministry of Defence,
New Delhi.

UO NO-AN/XVII/17026/II/Nomination : dt. 4/3/1992.

CC
12/12

MINISTRY OF DEFENCE
D(JCM)

Reference preceding note.

2. III Level JCM Council is functioning in CGDA HQrs. Staff Side consists of 8 members and 4 each from two recognised Federations.
3. There are no guidelines on constitution of Steering Committee of the JCM Council. However, Steering Committees have been constituted by Army HQrs. etc. wherever III Level JCM Councils are functioning.
4. While constituting the Steering Committee of CGDA, it was decided, in consultation with D(JCM), that the number of Staff Side Members on this Committee shall be limited to one-third of the total staff side members of III Level JCM Councils. Since the staff side members on the Council are 8 in number, the Steering Committee was constituted by allotting two seats to Staff Side, one each to the recognised Associations.
5. The two recognised Associations have represented that 4 seats to staff side (two members from each Association) be allotted to the staff side on the Steering Committee. The plea taken by the Association is that one representative will not be capable of taking a decision in regard to non-inclusion or otherwise of a particular item of the Agenda.
6. In view of the foregoing and in the absence of any guideline on the subject, we may stick to our earlier stand, i.e. the staff side members shall not exceed one-third of the total number of JCM Members. We may advise CGDA to impress upon the Associations that only one representative of each Association will represent on the Steering Committee. Associations are free to nominate their accredited representative competent to take spot decision. *any deviation in the case of CGDA will have repercussions on the other III level Councils. JS(E)*
may also kindly see.

1200/18/1992
6/3

V.K. Saxena
(V.K. SAXENA)
SECTION OFFICER
5-3-1992

सयुक्त	(स्थापना) का
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Dy. No	
तिथि	6/3/92
Date	

OSD(JCM)

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Alkhanavati
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Indra

Control	General of Def Ad

No. 3(1)/2006/D((JCM),
Government of India
Ministry of Defence
New Delhi, the 21st July 2006.

OFFICE MEMORANDUM

Subject: Constitution of the 11th term of the Departmental Council (JCM) of the Ministry of Defence.

The undersigned is directed to say that while constituting the 10th term of the Departmental Council(JCM) of Ministry of Defence, which was dissolved w.e.f 30.4.06, it was assured that the next term (11th) would be constituted by allotting seats to the workers' organizations in proportion to their numerical strength.

2. Since the formation of the Federations in the Ministry, no verification of membership has been carried out. In order to decide the issue of the distribution of seats among the workers' organization in the JCM Councils, in consultation with the representatives of Staff Side an election/verification of membership of Unions/Federations in defence establishment was conducted all over the Country on 2nd Sept., 2005, through secret ballot. Simultaneously membership of the Service Associations was verified through check-off system. However, a number of representations were received from Federations/Unions alleging violation of instructions of MOD while conducting election, and non-conducting of election at certain places. These representations were forwarded to HQ/Dtes concerned for their examination/necessary action. Confederation of Defence Recognized Associations has also alleged that the HQ/Dtes had not furnished the complete information regarding membership of recognized Associations(whose membership subscription is deducted through check-off system). Therefore, all concerned were again directed to furnish the revised/ updated information relating to membership of three Federations and Recognized Associations, along with a completion certificate. The information complete in all respect has now been received from all the organizations. A tabular statement prepared on the basis of the consolidated information received from HQ/Dtes indicating the membership strength of the workers' organization is enclosed.

3. Information in respect of 44 recognized Service Associations who were eligible to participate in JCM Scheme was received. Out of these 36 Associations are affiliated with CDRA. There are 8 Associations not affiliated with CDRA which have a membership strength of 7,747. Out of these 8 Associations, one Association recognized as 2nd Association in CGDA has a membership of 6713. Other Associations have a relatively less membership. In view of this, it has been decided to allot seats to CDRA as a Confederation and an umbrella body of Service Associations as was done in the last Departmental Council(JCM), MoD. One of the reasons for allotment of seats to CDRA is that the seats in the Departmental Council (JCM) are limited and it is not possible to give representation to all recognized Associations individually in the Council to air their respective grievances. However, after the formation/recognition of CDRA even small Associations affiliated with CDRA though not represented in the Departmental Council(JCM), MoD, are now able to present their grievances before the Departmental Council(JCM), MoD, through the representatives of CDRA. This is so far as 2nd level Council of MoD, i.e., Departmental Council(JCM), is concerned.

4. CDRA was recognized in 2004 under CCS(RSA) Rules 1993, constitution of the last Councils which have since been dissolved. Excepting Offices representing 3rd level Councils were until recently calling for nominations in the 3rd level Councils from the individual Service Associations on a rotational basis depending upon their numerical strength. Now that the numerical strength of CDRA has been arrived at, the Chairmen of the respective 3rd level Councils may allot seats to CDRA based on its strength in the respective HQ/Dtes and call for nominations from the General Secretary, CDRA. The question of allotting seats to the recognized Service Associations not affiliated with CDRA has been considered. Normally the endeavour should be to encourage all Service Associations to affiliate with CDRA in order have an easy, coordinated and efficient & effective channel of communication through the umbrella body. Therefore, it would be better if more and more Service Associations affiliated with CDRA. CDRA represents over 84% of Recognized Service Associations. However, while allotting seats in the 3rd level JCM the Chairmen of the respective Councils may allot seats to the non-affiliated recognized Service Associations taking into account their numerical strength/representative character.

5. As per the information received from HQ/Dtes the grand total membership of all the recognized Federations/Confederation/Associations is 2, 43,416, and the maximum seats available in the Departmental Council(JCM), are 30. Based on the membership of each of the 3 Federations and the Confederation, the number of seats admissible to each in the 11th term of the Departmental Council(JCM) has been worked out as follows:

Name of the Federation/ CDRA % age of membership	Seats-distributed among the Staff Side
AIDEF - 43.60%	13.08 ≈ 13
INDWF - 19.24%	5.77 ≈ 6
BPMS - 17.20%	5.16 ≈ 5
CDRA - 16.76%	5.03 ≈ 5
Total	29

6. Meanwhile, a Court case had been filed (W.P. No. 58341/05 in the High court of Allahabad) challenging the verification exercise initiated by MoD. In the said writ petition, the Court has ordered that. *"any action taken during this period, shall abide by final decision."* The writ petition is yet to be disposed of by the Hon'ble High Court. Therefore, it has been decided, with the approval of Defence Secretary, to constitute the 2nd and 3rd level JCM Councils on the basis of the membership verification results, subject to the outcome of the aforesaid Court case.

7. The distribution of seats decided on the basis of the membership verification report would be valid for a period of 3 years from the date of constitution of the Councils which would be done as soon as nominations of all members are approved by the respective Chairmen. The next verification of membership of the Unions/ Federations and assessment of membership of Confederation/Associations whose membership subscriptions are deducted through check-off system would be undertaken at least before 6 months of the expiry of the term of the JCM Councils so as to allot seats in the next JCM Councils in proportionate to the revised numerical strength of the Workers' Organization.

8. All concerned HQ/Dtes are requested to take further necessary action on above lines for constituting 3rd level Councils.

Anula Kumar
(Anula Kumar)
Director(CP)
Tel. 2301 3416

Army HQ/AG's Branch/Dir(JCM)
Air HQ/Dir(PC)
DRDO/Jt.Dir(MS-I)
DGAQA/.Dir(Admn)
CGDA
DGDE/Director(Admin)

Naval HQ/DCPS
DGOE/Dir(IR)
DGQA/Jt.Dir(P-II)
DGAFMS/Jt.Dir(DG-2B)
DGNCC/Director(Admin)

Copy to:-

The General Secretary
AIDEF/INDWF/BPMS/CDRA

**CONSOLIDATED INFORMATION REGARDING MEMBERSHIP OF THREE
RECOGNISED FEDERATIONS AND CDRA**

SL. NO.	NAME OF HQ/ ORGANISATION	NAME OF THE FEDERATIONS & CONFEDERATION					CDRA#	Recogn. Associations not joined CDRA
		AIDEF	INDWF	BPMS				
1	AHQ	52072	17826	12476	12274		87	
2	NHQ	9573	6495	5011	4317		0	
3	Air HQ	2480	1538	1594	889		0	
4	DRDO	3662	878	1079	1591		529	
5	DGQA	2019	1421	861	1056		21	
6	DGAFMS	538	9	11	0		0	
7	DGAQA	52	118	40	12		0	
8	OFB	35745	18550	20806	9605		397	
9	DGNCC*	0	0	0	619		0	
10	CGDA*	0	0	0	9767		6713	
11	DGDE*	0	0	0	685		0	
	TOTAL	106141	46835	41878	40815		7747	

*No Union exists

#Contains membership of those Associations which :joined
CDRA

Grand Total: 106141+46835+41878+40815+7747=243416

NO. AN/XVII/17003/I/VOL. II
Office of the C.G.D.A.,
West Block-V, R.K. Puram,
New Delhi-110 066.

Dated : 24.01.94

To,

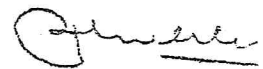
The CC of A/Cs(Fys.)/CCDA(P)
All Controllers including Gp. Controllers
(Fys.) & JCDA(Funds).

Sub : Central Civil Services (Recognition of
Service Associations) Rules 1993.

Copies of Deptt. of Personnel & Training OM No.2/10/80-
JCA dt.9.11.93 + Notification No.2/10/80-JCA(Vol.IV) dt.5.11.93
on the above subject (which has been published in Part(II)
Section 3 Sub-section(i) of the Gazette of India extraordinary
dt.5.11.1993) received under M.O.D.(Fin.) DAD(Coord) Section ID
No.1655/Coord dt.15.12.93 are forwarded herewith for information
and further necessary action by the Controllers.

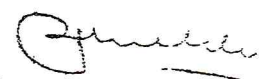
2. As regards the procedure for deduction of membership
subscriptions to Service Associations in respect of Def. A/Cs
Deptt. Employees from pay bills and accounting thereof necessary
instructions are being issued separately. Similar instructions
in respect of Civilians paid from Defence Services Estimates may
be awaited from AT-Coord Section of this HQrs.

Please acknowledge receipt.


(P.S. MEHRA)
FOR C.G.D.A.

Copy to:-

1. The Secretary General, AIDAA(C) Pune,
Office of the CDA(O), Pune.
2. The Secretary General, AIDAEA, Calcutta,
Office of the CC of A/Cs(Fys),
Calcutta. : for information and necessary action.


(P.S. MEHRA)
FOR C.G.D.A.

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

New Delhi, the 9th November, 1993.

OFFICE MEMORANDUM

Subject: Central Civil Services (Recognition of Service Associations) Rules, 1993.

.....

The undersigned is directed to say that the question of framing fresh Rules for recognition of Service Associations of Central Government employees has been under consideration of the Government for quite sometime. Accordingly the Government have framed the Central Civil Services (Recognition of Service Association) Rules 1993. These Rules have been notified in part (II), Section 3, Sub-Section (i) of the Gazette of India extraordinary dated 5th November, 1993, as GSR No.689(E). The Rules will, therefore, take effect from 5th November, 1993. A copy of the Rules is enclosed.

2. These Rules shall apply to all Service Associations of Central Government employees including Civilian employees in the Defence services, but shall not apply to industrial employees of Ministry of Railways and workers employed in Defence installation of Ministry of Defence for whom separate Rules for Recognition exist.

3. The status of existing recognized Associations / Federations including those recognised on ad-hoc basis, shall be regulated in terms of rule 4 of the said Rules.

4. Recognition will be accorded by the Ministry / Department to an Association on fulfilling the conditions prescribed in Rule 5 (d) (i) of the rules in respect of the entire Ministry / Department. The Association so recognised at the Central level may have branches in the lower formation. In respect of Secretariat staff belonging to the Central Secretariat Service, Central Secretariat Stenographers Service, Central Secretariat Clerical Service, the recognition will be on all Secretariat basis as at present. Such Associations will have branches in respective Ministries / Departments.

5. Detailed procedure regarding recovery of subscription for the Associations from the pay-rolls shall be prescribed

by the Controller General of Accounts.

6.1 Relaxation of any of the provisions of the CCS (RS) Rules, 1993 under Rule 9 of the said Rules should be done only with the prior approval of the Department of Personnel and Training.

(To the

6.2 Doubts regarding the interpretation of CCS(RSA) Rules, 1993 should be referred to the JCA Division of the Department of Personnel and Training for clarification.

7. A copy of the Rules may be provided to all existing Associations / Federations immediately for appropriate action.

Receipt of this O.M. may kindly be acknowledged.

Hindi version will follow.

Bir Datt
BIR DATT)
DIRECTOR (JCA)
Tele. No. 3013180

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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.
3. All attached and subordinate offices of DOP&T / MHA.
4. All Officers / Sections in DOP&T / MHA.
5. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
6. All Staff Members of the National Council (JCM).
7. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, P.G. & Pensions.

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(To be published in Part-II, Section 3, Sub-Section(1) of the Gazette of India.)

NO.2/10/80-JCA(Vol.IV)

Government of India

Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

NEW DELHI, the 5th November, 1993.

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution, after consultation with the Comptroller and Auditor General in relation to persons serving in the Indian Audit and Accounts Department, and in supersession of the Central Civil Services (Recognition of Service Associations) Rules, 1959 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules, namely:

1. Short title and commencement: (1) These rules may be called the Central Civil Services (Recognition of Service Associations) Rules, 1993.

(2) They shall come into force on the date of their publication in the official gazette.

2. Definition: In these rules, unless the context otherwise requires, -

(a) "Government" means the Central Government.

(b) "Government servant" means any person to whom the Central Civil Services (Conduct) Rules, 1964, apply.

3. Application : These rules shall apply to Service Associations of all Government servants including civilian Government servants in the Defence Services but shall not apply to industrial employees of the Ministry of Railways and workers employed in Defence Installations of Ministry of Defence for whom separate Rules of Recognition exist.

4. Service Associations already recognised:

A Service Association or a Federation which has been recognised by the Government before the commencement of these rules and in respect of which the recognition is

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subsisting at such commencement, shall continue to be recognised for a period of one year from such commencement or till the date on which the recognition is withdrawn whichever is earlier.

5. Conditions for recognition of Service Associations:

A Service Association which fulfills the following conditions may be recognised by the Government, namely:-

- (a) An application for recognition of Service Association has been made to the Government containing Memorandum of Association, Constitution, Bye-laws of the Association, Names of Office-Bearers, total membership and any other information as may be required by the Government;
- (b) the Service Association has been formed primarily with the object of promoting the common service interest of its members;
- (c) membership of the Service Association has been restricted to a distinct category of Government servants having common interest, all such Government servants being eligible for membership of the Service Association;
- (d) (i) The Association represents minimum 35 per cent of total number of a category of employees provided that where there is only one Association which commands more than 35 per cent membership, another Association with second highest membership, although less than 35 per cent may be recognised if it commands at least 15 per cent membership;
- (ii) The membership of the Government servant shall be automatically discontinued on his ceasing to belong to such category;
- (e) Government employees who are in service shall be members or office bearers of the Service Association;
- (f) the Service Association shall not be formed to represent the interests, or on the basis, of any caste, tribe or religious denomination or of any group within or section of such caste, tribe or religious denomination;
- (g) the Executive of the Service Association has been appointed from amongst the members only; and

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(h) the funds of the Service Association consist exclusively of subscriptions from members and grants, if any, made by the Government, and are applied only for the furtherance of the objects of the Service Association.

6. Conditions subject to which recognition is continued:

Every Service Association recognised under these Rules shall comply with the following conditions, namely :-

- (a) the Service Association shall not send any representation or deputation except in connection with a matter which is of common interest to members of the Service Association;
- (b) the Service Association shall not espouse or support the cause of individual Government servants relating to service matters;
- (c) the Service Association shall not maintain any political fund or lend itself to the propagation of the views of any political party or a member of such party;
- (d) all representations by the Service Association shall be submitted through proper channel and shall be addressed to the Secretary to the Government/Head of the Organisation or Head of the Department or Office;
- (e) a list of members and office bearers, and up-to-date copy of the rules and an audited statement of accounts of the Service Association shall be furnished to the Government annually through proper channel after the general annual meeting so as to reach the Government before the 1st day of July each year;
- (f) the Service Association shall abide by, and comply with all the provisions of its constitution/bye-laws;
- (g) any amendment in the constitution/bye-laws of the Service Association, after its recognition under these Rules, shall be made only with the prior approval of the Government;
- (h) the Service Association shall not start or publish any periodical, magazine or bulletin without the previous approval of the Government;
- (i) the Service Association shall cease to publish any periodical, magazine or bulletin, if directed by the Government to do so, on the ground that the publication

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thereof is prejudicial to the interests of the Central Government, the Government of any State or any Government authority or to good relations between Government servants and the Government or any Government authority, or to good relations between the Government of India and the Government of a foreign State;

- (j) the Service Association shall not address any communication to, or enter into correspondence with, a foreign authority except through the Government which shall have the right to withhold it;
- (k) the Service Association shall not do any act or assist in the doing of any act which, if done by a Government servant, would contravene any of the provisions of the Central Civil Services (Conduct) Rules, 1964; and
- (l) communications addressed by the Service Association or by any office-bearer on its behalf to the Government or a Government authority shall not contain any disrespectful or improper language.

7. Verification of Membership:

(1) The verification of membership for the purpose of recognition of a Service Association shall be done by the Check-Off-System in pay-rolls at such intervals and in such manner as the Government may by order prescribe.

(2) The Government may, at any time, order a special verification of membership if it is of the opinion, after an enquiry, that the Service Association does not have the membership required under sub-clause (i) of clause (d) of rule 5.

8. Withdrawal of Recognition:

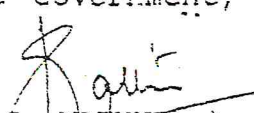
If, in the opinion of the Government, a Service Association recognised under these rules has failed to comply with any of the conditions set out in rule 5 or rule 6 or rule 7 the Government may after giving an opportunity to the Service Association to present its case, withdraw the recognition accorded to such Association.

9. Relaxation:

The Government may dispense with or relax the requirements of any of these rules to such extent and subject to such conditions as it may deem fit in regard to any Service Association.

10. Interpretation:

If any question arises as to the interpretation of any of the provisions of these rules or if there is any dispute relating to fulfilment of conditions for recognition it shall be referred to the Government, whose decision thereon shall be final.


 (J. S. MATHUR)
 JOINT SECRETARY TO THE GOVT. OF INDIA
 (F.No. 2/10/80-JCA)

NO. AN/XVII/17003/I/II
Office of the C.G.D.A.,
West Block-V, R.K. Puram,
New Delhi-110 066.

Dated : 7.2.94

The CC of A(Fys)/CCDA(P), Allahabad.
All Controller of Defence Accounts
including G.P. Controllers(Fys) &
JCDA(Funds).

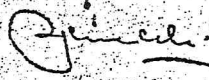
Sub : Procedure for verification of membership of
Associations for the purpose of recognition
under the Central Civil Services (Recognition
of Service Association) Rules, 1993.

A copy of Deptt. of Personnel & Trg. OM No.2/10/80-JCA
dated 31st Jan., 1994 on the above subject is forwarded herewith
for information and further necessary action by the Controllers.
The time schedule prescribed in Annexure-II of the DP&Trg. OM
dated 31.1.94 under circulation may be kept in view and observed
by the controllers scrupulously.

2. As regards the procedure for deduction of membership sub-
scriptions to Service Associations in respect of Defence Accounts
Department Employees from paybills and accounting thereof the
same has been laid down in this office circular of even No. dated
4.2.94 to all controllers.

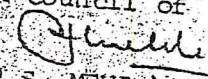
3. A sufficient number of application forms the format of
which is given in Annexure-I to DOP&T OM dated 31.1.94 may please
be got prepared and made available to every staff member serving
under your administrative control wanting to be a member of any
of the Associations on or before 31.3.94 for the purpose of
obtaining their consent for deduction of annual subscription from
his/her pay bill for the month of July. The application on the
prescribed proforma (Annexure-I) of all employees should reach
AN-Pay Section of CDA's Main Office/Sub-offices as the case may
be where the Pay Bills of the staff are prepared duly completed
in all respects by 15th June, 1994. Further action in this regard
will be taken as per the instruction contained in our letter of
even No. dated 4.2.94.

Please acknowledge receipt.


(P.S. MEHTA)
FOR C.G.D.A.

Copy to:-

1. The Secretary General, AIDAA (CB) Pune, Office of the
CDA(O), Pune.
2. The Secretary General, AIDAEA, Calcutta Office of the CC
of A(Fys), Calcutta : for information and necessary action.
3. All Staff Side Members IIIrd Level JCM Council of
CGDA HQrs.


(P.S. MEHTA)
FOR C.G.D.A.

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MOST IMMEDIATE

No. 2/10/83-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.

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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.
3. All attached and subordinate offices of DOP&T / MHA.
4. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
5. All Staff Members of the National Council (JCM).
6. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, P.G. & Pensions.

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ANNEXURE - 1

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.

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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:

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- 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.

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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.

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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.

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ANNEXURE - B

REGISTER TO BE MAINTAINED BY THE DDO

CATEGORY OF EMPLOYEES: _____

<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 Association</u> <u>of which a member</u>	<u>Bill No.</u>
<u>(1)</u>	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>	<u>(5)</u>	<u>(6)</u>

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

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NO. AN/XVII/17003/I/Vol. II
Office of the C.G.D.A.,
West Block-V, R.K.Puram,
New Delhi-110 066.

Dated : 4.02.94

To,

The CC of A(Fys)/CDA(P)
All Controllers including GP Controller(Fys)
& JEDA(Funds).

Sub : Procedure for deductions towards membership
subscription to Service Associations of
Defence Accounts Department Employees from
pay bills - regarding.

Ref : This office circular letter No. dt.24.1.1994.

In terms of Rule 7 of CCS (Recognition of Service Association) Rules 1993 the procedure for verification of membership for the purpose of recognition of any association of Central Govt. Employees shall be the check-off system in the Pay Rolls. It has been decided that the controllers may follow the following procedure regarding recovery of membership subscriptions to Staff Associations from the Pay Bills so far as DAD employees are concerned:-

- i) Every staff member wanting to be a member of a Service Association (AIDAA (CB) Pune/AIDAE Association Calcutta) would have to give in writing his consent to the officer-in-charge AN/Pay Section/Sub-Office of the CDA under whom he is serving in the format given in Annexure-I to DP&Tg. OM dated 31.1.94 (Specimen enclosed) for deduction of subscription from his pay-bill for the month. The consent letter is to be sent through the concerned Association, to which the membership is sought.
- ii) The consent letters given by the employees will be grouped category-wise/Pay bill-wise and filed securely in guard files by AN/Pay Section/Sub Office in which the individual is serving. The details of the consent letters will be noted in a register by the officer-in-charge AN/Pay Section/Sub office in the format given in Annexure-II.
- iii) The recovery of annual subscription ⁱⁿ favour of a particular Association (ie one Association only) shall be made from the pay bill once in a year in the month of July.
- iv) An extract in duplicate from the register mentioned in para 1(ii) above, will be given by the O-I/C AN/Pay Section/Sub-office to the SO(A)/AAO detailed on disbursement of pay for the month of July each year who would be responsible for effecting table recovery on account of Association subscription as well from the individuals as per extract/list provided to him by opening a suitable column in the acquittance roll (Specimen given in Annexure-III) in the same manner in which table recoveries on a/c of DARC/Co-op. Society/CSD/NDMC etc. are made as prescribed in para 2 section H of the cash Drill circulated under this office confdl. letter No. AN/III/3064/-I/vol.VI dt.29.12.1988. At the time of depositing the

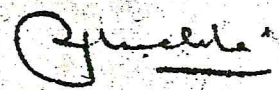
undisbursed amount of Pay and Allowances with the cashier by the SO(A)/AAO detailed on pay disbursement duty, the amount pertaining to Association subscription will also be deposited by him with the former alongwith other recoveries on account of DARC, Cooperative Societies etc. duly tallied with the extract/list and a proper receipt obtained from the cashier in the manner perscribed in Para 2 Section H of the Cash Drill. The amount so received by the cashier shall in the first instance, be accounted for in the "Non-Public Fund" Account cash book by him.

- v) In the case of absentees the recoveries on account of membership subscription will be effected by the cashier while disbursing the Pay and accounted for in the "Non-Public Fund Accounts" Cash Book.
- vi) The cashier will remit the amount towards Association membership subscription to the functionaries of the concerned Associations who may be authorised by the latter to receive the subscription indicating the total deductions and the No. of persons covered by the amount being remitted. The cashier will also obtain proper receipt from such authorised functionaries of the Association. For this purpose the procedure prescribed in para 3 et. seq. section H of the cash Drill referred to in para (iv) above would be followed mutatis mutandis by the cashier.

2. The AO(Cash)/I/C Sub-office/Cash Officer shall also reconcile the total deduction with the details of membership of different associations available in the register referred to in para 1(ii) above. Suitable endorsement in this regard shall also be made by him in this register.

3. The CDA shall report to this HQrs. office by 5th August each year positively details with regard to the total No. of staff members(category-wise) serving in his organisation, and total membership as per check off system in respect of each of the two associations on the proforma given in Annexure-IV where deductions were duly made by his office/sub offices towards membership subscription.

Please acknowledge receipt.


 (P.S. MEHTA)
 FOR C.G.D.A.

[Faint, illegible text and stamps at the bottom of the page, including what appears to be a date stamp '10/10/10']

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.

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REGISTER TO BE MAINTAINED BY THE DDO

ANNEXURE-II

CATEGORY OF EMPLOYEES:

Sl. No.	Name	Year 94-95	Bill No.	Year 95-96	Bill No.	Year 96-97	Bill No.
Name of Association of which member.	Name of Association of which member.	Name of Association of which member.	Name of Association of which member.				
1.	2.	3.	4.	5.	6.	7.	8.

(2)

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

ANNEXURE-IV

Sl. 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.

No.14(B)/95/D(JOM)
Government of India,
Ministry of Defence,

New Delhi, the 05th April, 1995.

OFFICE MEMORANDUM

Subject : Clarification regarding Central Civil Services
(Recognition of Service Associations) Rules, 1993.

.....

A copy of DOP&T's Office Memorandum No.2/2/94-JCA, dated 22nd April, 1994 on the above subject is sent herewith for guidance and further necessary action.

2. The contents of the enclosed O.M. may be brought to the notice of all concerned. It is once again requested that the exercise relating to the recognition of Service Associations may be completed within the prescribed time frame.

V.K. Saxena
(V.K. SAXENA)
SECTION OFFICER

For Under Secretary to the Government of India.

To

1. AG's Br./Dir(CP) - in r/o all Branches of Army HQ.
2. NHQ/DDCP
3. Air Hqrs./JDPC
4. DGAFMS
5. DGDE(Admn)
6. DGNCC/pers(c)
7. CGHQ
8. DPR (PR-X)
9. DRDO
10. CGDA
11. DTD&P (Air)
12. DGQA
13. D(Fy-II)

Copy also to :-

All recognised Associations in Ministry
of Defence.

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18/4/95

NO.2/5/94-JCA
Government of India
Ministry of Personnel, P.G. & Pensions
(Department of Personnel & Training)

27/7/94

Subject: Recognition of Service Association - vetting of sample cases.

It is suggested that the Constitution/Bye-laws of the Association may be examined in terms of Recognition Rules and it may be ensured that they conform to the Recognition Rules. In addition, it may also be ensured that the constitution/bye-laws have the following features;

(i) Accounting year

1st April to 31st March.

(ii) Procedure for holding elections.

Constitution of an Association must lay down procedure for conduct of elections to elect office bearers/ members of Executive Committee. Such election should be conducted by Association themselves. Government Department should not in any manner associate with the process. However, if so requested by the association, an official may be deputed to function as an observer having nothing to do with the actual conduct of elections.

(iii) Term of Office bearers.

An office-bearer should have a fixed term not exceeding two years. If elections are not held within three months of expiry of the term, the office-bearer would cease to be duly-elected representative 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 and keeping in view the functioning/working requirement of an association.

(v) Amendment to the Constitution.

The constitution should provide that any amendment would be done by the association after seeking prior approval of the Government. (Rule 6 (g))

Contd..... 2

(vi) Membership Subscription.

The Constitution should provide that the membership subscription at the prescribed rates may be deducted monthly from the pay-rolls of member employees.

(vii) Number of delegates.

The number of delegates from branches/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 association.

As regards composition of the Association and membership clause, it is left to the Department to ensure that the Association is formed with the object of promoting common interest of a distinct category of Government employees so that the commonality of interest can be secured to the maximum extent and the Association functions as a homogeneous group. However, it is left to the Department to define distinct category keeping in view the functional/administrative/organisational set up. However, there may also be objection to a composite Association consisting of different groups/categories subject to the administrative convenience. The Association may be advised to amend the constitution as indicated, and thereafter, refer to this Department for final vetting.

Sd/-

(RANBIR SINGH)
Desk Officer (JCA)

No.2/2/94-JCA
 Government of India
 Ministry of Personnel, P.G. & Pensions
 (Department of Personnel & Training)

New Delhi the 22nd April, 1994

OFFICE MEMORANDUM

Subject: Clarification regarding Central Civil Services
 (Recognition of Service Associations) Rules, 1993.

The undersigned is directed to invite attention of all Ministries/Departments to the Central Civil Services (Recognition of Service Associations) Rules, 1993, (herein after referred to as the Rules), which were notified in November, 1993 and to this Department's O.M. of even number dated 31st January, 1994 and to say that a large number of references are being received in this Department seeking clarification concerning the above-mentioned Recognition Rules. With a view to avoid further references and to expedite matters, the common points of doubt have been compiled and are clarified below for information of all Ministries/Departments.

POINTS OF DOUBT

CLARIFICATION

- | | |
|--|--|
| <p>1. Whether the Rules are applicable to casual labourers, extra-Departmental agents, Contingent paid staff, industrial employees working in Telecom factories.</p> | <p>No. The Rules are applicable only to those Central Government employees to whom the CCS (Conduct) Rules, 1964 apply.</p> |
| <p>2. Whether a Federation or Confederation of Associations can be recognised under the Rules.</p> | <p>These Rules do not relate to a Federation/Confederation of Associations and as such, they cannot be recognised under the Present Rules.</p> |
| <p>3. Whether the term "distinct category" used in Rule 5 (c) means groupwise categorisation i.e. group 'A', 'B', 'C' or 'D' or cader-wise categorisation.</p> | <p>By a distinct category is meant an Association whose members have a commonality of interest and function as a homogenous group. The responsibility for defining a "distinct category" has been left to the concerned Ministry/Department.</p> |

.....contd..

4. Whether the first two associations are to be recognised even if neither of them fulfills the conditions of having the minimum membership of 35%

No. Fulfilment of the condition prescribed in Rule 5(d)(i) is essential before recognition can be considered. In other words, one association, that is the first association, must have have 35% membership before the second association with minimum of 15% membership, can be recognised.
5. Whether Associations are to be recognised centrally or zone/circle/regionwise.

The Associations are to be recognised centrally on all Ministry/Department basis. Such Associations may have their branches in the subordinate formulations.
6. Whether the minimum membership prescribed in Rule 5(d)(i) is for the entire Departmental Zone/circle/regionwise etc.

The condition of minimum membership as laid down in Rule 5(d)(i) is for the entire Department. In other words, an Association must have the minimum percentage of members amongst all employees in that distinct category in that Department.
7. Whether an Association having fulfilled the conditions of Rules 5(d)(i) in the entire Department must also have the minimum membership as prescribed in Rule 5(d)(i) in each of its branches.

No.
8. Whether vacant posts will be taken into account for the purpose of calculating minimum membership.

Percentage of membership is to be determined on the number of employees in each distinct category and not on the number of posts.
9. Whether an Association of SC/ST employees can be recognised.

An Association whose membership is restricted to a particular caste, tribe or religious denomination cannot be recognised under the Rules.
10. Whether the elections of office-bearers is to be held annually in view of Rule 6(e)

The periodicity of elections would be as per the Constitution of each Association. However, the Associations are required to submit the documents detailed in Rule 6(e) annually.

11. Whether the associations have to be registered under the Trade Union Act/Societies Act before they can be considered for recognition under the CCS (Recognition of Service Associations) Rules, 1993. No.
12. Whether existing recognised Associations are required to seek fresh recognition under the CCS (Recognition of Service Associations) Rules, 1993. Yes. All existing recognised Associations, desirous of continuing as such, must be recognised under the CCS (Recognition of service associations Rules, 1993 on or before 4th November, 1994.

Sd/-
(BIR DATT)
Director (JCA)

To

1. All Ministries/Departments of the Government 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.
 3. All attached and subordinate offices of the Department of Personnel & Training/MHA.
 4. Secretary, Staff Side, National Council (JCM), 13-c, Ferozshah Road, New Delhi.
 5. All Staff Members of the National Council (JCM).
 6. All Staff Members of the departmental Council (JCM) Ministry of Personnel, P.G. & Pensions.
-

13-C

91

CIRCULAR.

NO AN/XVII/17003/1/IV
Office of the C.G.D.A
West Block V RK PURAM
New Delhi 66

Dated: 10.5.95

To

The CC OF A(FYS) CALCUTTA
CCDA(P) ALLAHABAD.
ALL CONTROLLERS INCLUDING GP CONTROLLERS(FYS)
& JCDA(FUNDS)

SUB: Clarification regarding Central Civil Services(Recognition
of Service Association Rules 1993.

REF: In continuation of this HQrs letter of even no dt.5/5/95

.....

A copy of DOP&Ts Office Memorandum No. 3/12/94 JCA
dated.10th March 1995, on the above subject, received under
Govt of India, Min of Defence OM NO. 14(3)/93/D(JCM) dated.
22nd March, 1995 is forwarded herewith for information &
guidance.

Please acknowledge receipt.

[Signature]
FOR C.G.D.A

COPY TO:

- 1) The Secretary General, AIDAA(CB) PUNE
OFFICE OF THE CDA(O) PUNE.
- 2) THE SECRETARY GENERAL AIDAEA CALCUTTA
OFFICE OF THE CC OF A(FYS)
CALCUTTA.
- 3) ALL STAFF SIDE MEMBERS IIRD Level
JCM COUNCIL OF CGDA HQrs.

[Signature]
FOR C.G.D.A

No.14(5)/93/D(JCM)
Government of India,
Ministry of Defence,
New Delhi, the 22nd March 1995

12
3

OFFICE MEMORANDUM

Subject:- Clarification regarding Central Civil Services
(Recognition of Service Associations) Rules, 1993

...

A copy of DOP&T's Office Memorandum No.3/12/94-JCA dated 10th March 1995 on the above subject is sent herewith for information and further necessary action.

2. The contents of the enclosed O.M. may be brought to the notice of all concerned. It is further requested that the exercise relating to the recognition of Service Associations may be completed latest by 12th of Apr. 1995, positively.

H.R. Joshi

Under Secretary to the Govt of India

Register No 151
To

In

interested

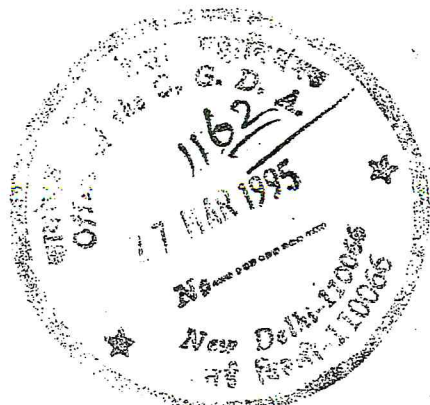
in the rules

15

- 1. AG's Branch/Dir(CP) - in r/o all Branches of Army HQrs
- 2. NHQ/DDCP
- 3. Air HQrs/JDPC
- 4. DGAFFMS
- 5. DGDE Admn
- 6. DGNCC/Pers(C)
- 7. CGHQ
- 8. DPR (PR-X)
- 9. DRDO
- 10. CGDA
- 11. DTD&P(Air)
- 12. DGQA
- 13. B(Fy-II)

Copy also to:
All recognised Associations in Ministry of Defence

L136
31/3



MOST IMMEDIATE

No.3/12/94-JCA
Government of India
Ministry of Personnel, P.G. & Pensions
(DEPARTMENT OF PERSONNEL & TRAINING)

New Delhi, the 10th March, 1995

OFFICE MEMORANDUM

Subject:- Clarification regarding Central Civil Services
(Recognition of Service Associations) Rules, 1993

...

This is in continuation of this Department's
O.M. No.2/10/80-JCA dated 31.1.1994 and O.M. No.2/2/94-JCA
dated 22.4.1994.

DEFINITION OF DISTINCT CATEGORY

2. In terms of Rule 5(c) membership of a service association has been restricted to a 'Distinct Category' of Government servant having common interest. It has been clarified in the aforesaid O.M. that responsibility of defining 'Distinct Category' whose members have commonality of interest is left to the concerned Ministries/Departments. In this connection, it is clarified that while defining 'category' there is no objection to the existing association retaining their entity or a 'class' or 'group' being treated as a 'category' provided there is no administrative problem or there is no clash of interest among constituent of the association. It may, however, be ensured that the employees not covered by the Provision of CCS(RSA) Rules 1993 are not included in any category whatsoever.

3. CHECK OF SYSTEM OF VERIFICATION

3.1 According to the instructions contained in this Department's O.M. No.2/10/80-JCA dated 31.1.1994 for the purpose of verification of membership through check-off system recoveries of annual subscription from the pay rolls in favour of a particular association has to be made once in a year by the D.D.O. In partial modification of these

contd...2/-

instructions it has now been decided that the deduction of subscription of not less than one rupee per month will be made from the pay rolls on monthly basis.

3.2. It has already been laid down that under the check-off system a government servant can subscribe to only one association. However, references have been received from various departments that employees are giving their options in favour of more than one association. It is clarified that the options of an employee in favour more than one Association will be treated as invalid and will not be taken into account for any associations.

II

3.3. Rule 7(i) of Rules ibid inter-alia provides that verification of membership for the purpose of recognition of a service association through check-off system shall be done at such intervals and in such manner as the Government may by order prescribe. In this connection, it is clarified that the recognition to be granted under the rules through check-off system will remain initially valid for two years from the date of grant of such recognition.

4. Under Rule 4 of Rules ibid existing associations/federations have been recognised for a period of one and a half years from 5.11.1993. The recognition granted to these associations will expire on 4.5.1995. The Ministries/Departments may, therefore, take necessary action to complete the entire process of verification of Membership before the scheduled date.

Hindi version will follow.

Sd/-
(MRS B. THYAGARAJAN)
Director (SCA)

To

All Ministries/Departments of the Govt of India.



NO. AN/XVII/17003/1/V/Orders
O/o The C.G.D.A.
West Block-V, R.K.Puram
New Delhi-66

Dated: 26/9/96

To,
The C.C.D.A.(P) Allahabad
The C.C of A(Fys) Calcutta
All CsDA including
Group Controllers)
Jt.CDA(Funds)

(112)

Subject:- CCS(RSA) Rules, 1983-Classification regarding
verification of membership of service Association

~~P/37 ***** P/38~~
~~no/032 no/032~~
Para 2.2 of GOI, DOP&T OM.NO.2/10/80/JCA

dt: 31.1.94 circulated vide this HQrs circular No. AN/XVII/
17003/I/II/Orders dt: 7.2.94 stipulates that every
employee who wants to be a member of service Association
would have to give in writing to the DDO or to any other
designated authority his consent for deduction of annual
subscription for the financial year from the pay bill
in favour of a particular Association on the prescribed
proforma. In the consent note also there is a column for
year. However, para 2.3 of the said Govt. letter adds that
consent note will remain valid till altered or withdrawn.

One of our CsDA had raised a doubt whether the
consent note given by the employee for the deduction of
the annual subscription is for a particular year as shown
in the consent note, or will remain valid till altered or

withdrawn or till the expiry of the tenure of the particular Association.

The matter was taken up with the Min. of Def, D(JCM) regarding validation of consent note. MCD, D(JCM) have clarified the position as follows:-

As per clarification received from DCP&T, written consent ^{note} ~~not~~ given by an employee for deduction of membership subscription, under the check-off system, from the payrolls shall be valid for all years to come unless withdrawn or changed. Such withdrawal/change is permitted only in the month of April every year.

For CDA(WC)Chandigarh- For information w.r.to their Confdl. letter No.AN/IV/026/Vol-31 dt:21.9.95.

(SHOBHANA JASHI)

DY.C.G.D.A.(AN)

NO: AN/XVII/17003/II/Vol-VI/Orders
Office of the C.G.D.A.,
West Block-V, R.K. Puram,
New Delhi-66.
Dated:18-2-2000.

TO,

- (I) The Pr.C.D.A. (Pension) Allahabad.
- (II) The Pr.C. of A (Fys) Calcutta.
- (III) The C.D.A.....
- (IV) The C of Fin. & Accounts (Fys).....
- (V) The J.C.D.A. (Funds) Meerut.

Sub: Verification of membership of staff Association under Check -Off-System:
Exercising of option under CCS (RSA)-1993.

Ref: This HQrs. office circular Nos.AN/XVII/17003/II/Vol-II dated 04-2-94,
07-2-94 and No.AN/XVII/17003/II/V/Orders dated 26-9-96.

The issue regarding verification of membership strength of staff Association under Check-off-system and the procedure for deduction of membership subscriptions were circulated to CsDA under our circulars quoted above. Of late, the two Recognised Staff Associations are representing against many CsDA regarding procedure being adopted at their end and interpreting the rules and regulations in this regard such as fixing of cut off date in the month of April for submission of option forms etc.

The issue was also discussed in the 19th steering committee meeting of IIIrd level JCM council of CGDA (HQrs) held on 08-2-2000. To obviate the problems being faced by the staff Association, the following procedure is being intimated with immediate effect in regard to exercising option forms by the staff members to the Administration.

- (i) Only one option form (duly numbered) will be issued by the Admin. in each office/station to each staff member willing to become the members of the Staff Association.
- (ii) The staff member has to exercise the option infavour of either of the Association to which he wishes to become a member.
- (iii) The option has to be exercised in the month of April each year and to be submitted to the Admin.before 30th April or before the last working day in April each year.
- (iv) The option forms duly signed by the staff members are to be authenticated/authorised by the respective Branch Association and should be submitted to the Admin.before the last working day of April each year.

- (v) In case any Branch Association is not functioning in the office/station, the Co-ordinating body for consultation and executing of common program of the Association functioning in that station shall authorise the option form.
- (vi) The other procedures for deductions and remittance of subscription of membership as outlined in HQrs. office circulars quoted under reference remains unchanged.

In view of the above, CsDA are requested to follow the above procedures in their offices immediately so that the verification process in their organisation can be processed smoothly.

JT. C.G.D.A. (AN) has seen.

Please acknowledge receipt.

Maushumi Rudra

(MAUSHUMI RUDRA)
ASSTT.C.G.D.A. (AN)



21 99

JCM MATTER/MOST IMMEDIATE/SPEED POST

NO: AN/XVII/17003/I/VOL-VI/ORDERS
OFFICE OF THE C.G.D.A.,
WEST BLOCK-V, R.K.PURAM,
NEW DELHI-66.
DATED: 25-2-2000.

To,

- i) The Pr.CDA (P) Allahabad
- ii) The Pr. C of A (Fys) Calcutta
- iii) The CDA
- iv) The C of Fin & A/Cs (Fys)
- v) The Jt.CDA (Funds) Meerut

Sub: Verification of Membership of Staff Association under Check-off system.

Ref: In continuation of this HQrs. circular of even No. Dt.18.2.2000.

The procedure regarding submission of option forms circulated to CsDA vide our circular quoted above is further clarified as under:-

- I) Only one option form (duly numbered) will be issued by the Admin.officer/officer in charge of the office (nominated by the CsDA) to each staff member willing to become member/change/withdraw the earlier option of the Staff Association.
- II) In stations where even a Co-ordinating body of the Association is not functioning, the person authorised/nominated by the HQR. Association shall authenticate the option forms.
- III) The duly completed option forms should be submitted to the Admin.Officer/Officer In-charge of the office (nominated by the CsDA) on or before the last working day of April each year and not necessarily to the higher authorities.

IV) The Admin.officer/ Officer-In-charge of the office (nominated by the CsDA) will collect the forms and send the same to the office where Pay Bills are prepared for eventual recovery and remittance to the authorised representative of the staff Association.

Further, the position explained in this HQrs. circular No.AN/XVII/17003/IV/Orders dt.26-9-96 regarding validity of option once exercised shall remain unchanged.

Dy.C.G.D.A. (AN) has seen.

Please ack. receipt..

**(MAUSHUMI RUDRA)
ASSTT.C.G.D.A.(AN)**

परिचालन हेतु
ENDORSED
FOR CIRCULATION IN
FINANCE DIVISION

**Most Immediate
Time Bound**

**Ministry of Defence
D(Est./Gp.I)**

Subject: Recognition of Service Associations under CCS(RSA) Rules, 1993 - regarding.

A copy of Ministry of Personnel, PG & Pensions, Department of Personnel & Training OM No.4/1/2002-CS.IV dated 26th March, 2002, on the above subject is forwarded herewith for information and necessary action.

Sharda Sharma

**(Smt. Sharda Sharma)
Section Officer**

*11/6/04 (12/03)
12/4/02*

DS to Secy Defence

**Leader/Secretary/Members Staff Side, Office Council, Ministry of Defence
SAO(Cash), Ministry of Defence
AO(Cash)/Finance Division
AO(Cash)/APO, Ministry of Defence,
AO(DAD), Ministry of Defence (Civil)
D(JCM) Section
All Sections/Sr.PPS/PPS/PAs in MoD(Sectt.)
AFA(E), Defence Finance.
MoD ID No.A.51013/1/2002-D(Est./Gp.I) dated 3rd April, 2002.**

*circulate it to CADA
also
at mtg
Me
8/4*

Copy to:

<p>Smt. Shankari Murali, Deputy Secretary Ministry of Personnel, Public Grievances and Pensions Department of Personnel & Training 3rd Floor, Lok Nayak Bhavan, Khan Market New Delhi</p>	<p>- for information</p>
---	---------------------------------

*DFA (C)
9/4*

687/e/2002

*MOD(fin)
DAD (closed)*

copy issued to CADA's office.

*DS
9/4
copy issued to CADA's office
12/4/02
A (500)*

*9/4
By CADA (ON)
MOD(fin) ID NO 687/e/02 dt. 11-04-2002*

*(Signature)
DFA (C)*

MOST IMMEDIATE
TIME BOUND

(1A)

F. No. 4/1/2002-CS.IV
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi.

Dated, the 26th March, 2002.

OFFICE MEMORANDUM

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

The undersigned is directed to this Department O.M. No. 2/13/98-JCA dated 24.05.2002 and 11.02.2002 (copy enclosed), on the above subject, and to invite applications from the existing Associations/groups of employees belonging to the Central Secretariat Services, Central Secretariat Stenographers' Service and Central Secretariat Clerical Service, who wish to seek recognition under the CCS (Recognition of Service Association) Rules, 1993. Associations which have earlier applied are also required to submit fresh applications as per the O.M. However, the Central Secretariat Service Section Officers Association and Central Secretariat Non-Gazetted Employees Union may furnish only their claim along with details of membership during this process of verification. The applications may be sent to this Department along with the following documents by 30th April, 2002:

18005/Eluz
2/13/98-JCA
2/13/98-JCA

- a) Memorandum of Association;
- b) Constitution/Bye-laws of the Associations;
- c) Names of the Office-bearers of the Associations; and
- d) Estimated membership of the Association.

2. It is also pointed out that 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 in the Annexure to this O.M.

3. 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.

4. All the Cadre Controlling Authorities of the Central Secretariat are requested to give wide publicity to the contents of this Office Memorandum so that the Service Associations of the Central Secretariat submit their applications by 30.04.2002.

Shankari Murali

(Smt. Shankari Murali)
Deputy Secretary to the Government of India

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inc(I)

V.S
2/14/2002

SO (R.P.E)

CONFIDENTIAL

No. AN/XVII/17003/IV/II/Orders,
Office of the C. G. D. A.,
West Block-V, R. K. Puram,
New Delhi-66.
Dated: 9-04-2002.

To

All Pr. CsDA /P. C of A (Fys)/CsDA
All CFA (Fys)
Jt. CDA (Funds) Meerut.


Sub: Exercising of option by Staff Association membership under CCS (RSA) Rules.

Ref: This HQrs important circular of even No. dt. 20.06.2001.

The PCsDAP. C of A (Fys)/CsDA/CFA (Fys) are aware that the option exercise are under-taken in their organisation during the month of April each year to verify the membership strength of the two Recognised Staff Association i.e. AIDAA (CB) Pune and AIDAEA (HQ) Kolkata. It has been reported by the staff Association that the Controllers organisation are not strictly following the instructions issued in this regard earlier by this HQrs office.

2. In view of the above, it is reiterated again that the Controllers follow strictly the instructions issued in this regard earlier and no violations are allowed in their organisation for completion of the exercise as per the time schedule (i.e.) before the last working day of April.

Please ack. receipt.


(S. JAGANNADHA RAO)
FOR C.G.D.A.
9/4

Important Circular

No. AN/VI/17003/I/VII/Orders

Dated: 20 January 2004.

To

The Principal CsDA/CsDA,
(including C of A (Fys) & JCDA (Funds), Meerut)

Subject : Exercising of option by the staff Association members under
CCS (RSA) Rules.

Reference: In continuation of this office circular of even Nos dated
20.6.2001 & 9.4.2002.

1. As per extant orders on the subject, every staff member can exercise option every year in the month of April to express their intention to be a member of a particular Association so that the requisite subscription can be recovered through check-off-system in July of the year.
2. Instances have been brought to the notice of this office that the correct & timely procedure are not being adhered to by some of the Controllers. It is therefore, reiterated that the laid down procedure & instructions issued from time in this regard may be strictly adhered to. It may also be ensured that the entire process is completed within the stipulated time schedule.
3. The receipt of this circular may please be acknowledged.

Dy. CGDA (AN) has seen.


(RAVI BAKSHI)
FOR CGDA

Copy to:-

1. The President, AIDAA (CB) Pune. For information.
2. The President, AIDAEA (HQ), Kolkata.

IMPORTANT CIRCULAR

कार्यालय, रक्षा लेखा महानियंत्रक, पश्चिमी खंड-5, रामकृष्ण पुरम, नई दिल्ली-66
Office of the C.G.D.A., West Block-5, R.K. Puram, New Delhi-66

No. AN/VI/17003/I/VII/Orders

Dated: 15th July 2004

To

The Principal CsDA/CsDA,
(including C of A (Fys) & CDA (Funds), Meerut)

Subject : Recovery on account of membership subscription of Service Associations through check-off system in pay bill in the month of July.

As per laid down procedure and instructions under the CCS(RSA) Rules 1993, the annual membership subscription of Service Association is required to be recovered through the check-off system in the pay bill for the month of July, on the basis of the options exercised in April. The amount so recovered, along with the names of the persons, is required to be passed on to the authorized functionaries of the concerned Associations, after obtaining proper receipt.

2. Since the recoveries are being effected by the pay disbursing officer, there should be no reservation in providing a copy of the nominal roll showing the names of the individuals to the Association's functionaries. It is therefore requested that the following procedure may be adhered to scrupulously:

- (a) The amount of membership recovered through the check-off system in the pay bill for the month of July may be passed on to the authorized functionaries of the concerned Associations along with the nominal roll (in duplicate) indicating the names, rank & the amount of recovery.
- (b) Copy of the above nominal roll should also be sent to the concerned PCDA/CDA.
- (c) In stations/offices, where Association's authorized functionaries are not available, the amount recovered along with the nominal roll (in duplicate) may be sent to the respective PCsDA/CsDA through a DD, who will then pass on the amount through DD to the respective headquarters of the Associations.

PTO

3. A report indicating complete details regarding the number of staff members [category wise & office wise] serving in their respective organization and the total number of membership as per check-off system in respect of each of the two Associations (as per proforma) may be submitted so as to reach this HQrs office by 15th August 2004.

4. All the PsDA/CsDA are requested to issue suitable instructions in this regard to all the sub-offices and impress upon them to adhere to the laid down procedure.

5. Receipt of this circular may please be acknowledged.

[Signature]
(S.P.N.Singh)

Deputy Controller General of Defence Accounts (Admin)

Copy to:

1. Shri S.N. Safai,
President, AIDAA (CB),
Care Controller of Defence Accounts (O),
Pune
2. Shri S.P.Aich,
Secretary General,
AIDAEA (HQ),
Care the Principal Controller of Accounts (Fys),
Kolkata.

[Signature]
15/7

for information.

[Signature]
(S.P.N.Singh)

Deputy Controller General of Defence Accounts (Admin)

Statement showing the details of number of staff members (category wise & office wise) & total number of membership as per check-off system [for the entire organization]

Sl No	Category	Total number of employees in the category	Name of the Association		Membership as per check-off system	Remarks
			AIDAA (CB) Pune	AIDAEA (HQ) Kolkata		
1	Group B					
2	Group C					
3	Group D					

Break up Office wise

Sl No	Category	Name of the office	Total number of employees in the category	Name of the Association		Membership as per check-off system
				AIDAA (CB) Pune	AIDAEA (HQ) Kolkata	
1	Group B					
	Group C					
	Group D					
2	Group B					
	Group C					
	Group D					



108

Important Circular

कार्यालय, रक्षा लेखा महानियंत्रक, पश्चिमी खंड-5, रामकृष्ण पुरम, नई दिल्ली-66
Office of the C.G.D.A., West Block-5, R.K. Puram, New Delhi-66

No. AN/VI/17003/I/VII/ Orders

Dated: 4th March 2005

To

All the PCsDA/CsDA/CsFA (Fys) including CDA (Funds) Meerut

Subject: Exercising of option by the staff for Association membership under the CCS (RSA) Rules 1993 and recovery of subscription.

The procedure relating to exercise of option by staff for Association membership in the month of April and recovery of subscription through their pay bills for the month of July has been circulated and reiterated from time to time. However, both the recognised Staff Associations functioning in the Department have been representing that these instructions are not strictly adhered to in many offices. The Associations have raised this issue on a number of occasions in the JCM Level III meetings, which are chaired by the C.G.D.A. In these meetings, specific offices come up for adverse mention for deficiencies in their adherence to the laid down procedure. This can be avoided if the dealing officers and staff take time to go through these instructions and implement them correctly.

2. After analyzing specific cases, this office is convinced that situation needs to improve. In this direction, salient features of procedure laid down for exercising option by the staff in the month of April and subsequent recovery of their membership subscription from the pay bills for the month of July has been summarized in Annexure enclosed. All the PCsDA/CsDA/CsFA (Fys) are requested to peruse the same and also ensure that the system of exercise of options and recovery of subscription is correctly implemented. It is necessary that in the current year the process of exercise of option be completed by 29.04.2005. A confirmation in this regard may please be sent to the Headquarters office by 10.05.2005.

Contd.....P/2

3. Further, a report on recovery of membership subscription through check-off system from the pay bill for the month July 2005 as per proforma circulated under this office letter of even No. dated 15.07.2004, may be sent so as to reach this office by 16th August 2005.



(Rozy Agarwal)
Dy. CGDA (Admin)

Copy to :

1. Shri S.N. Safai
President, AIDAA (CB)
Care the Controller of Defence Accounts (O)
Pune

2. Shri S.P. Aich
Secretary General
AIDAEA (HQ)
Care the Principal Controller of Accounts (Fys)
Kolkata

Sd xxx
(Rozy Agarwal)
Dy. CGDA (Admin)

Annexure to circular No. AN/VI/17003/VII/Orders dated 4.3.2005

Exercising of option

1. Every staff desiring to become a member of a particular Service Association [AIDAA (CB), Pune or AIDAEA (HQ), Kolkata] has to give in writing his/her consent as per the specimen format enclosed.
2. The option can be exercised only in the month of April and has to be submitted by 30th April or before the last working day to the nominated officer of the Administration. No other cut off date is to be fixed by the Controllers.
3. The option once exercised will remain valid for all the years to come unless withdrawn or changed by the concerned individual. Such withdrawal/change is permitted only in the month of April every year.
4. The numbered option form issued by the Administration should only be used by every individual and there should be no overwriting/cutting in the forms.
5. The numbered option form signed by the individual should be authenticated by the authorized functionary of the concerned Association.
6. In respect of offices/stations where no branch Association is functioning, the coordinating body for consultation & executing common programme of the Associations functioning in that particular office/station shall authenticate the option forms.
7. In stations where even the coordinating body of the Association is not functioning, the person authorized/nominated by the HQ Association shall authenticate the option forms. In such situations, the Secretary General of the Associations should ensure that the name of the person nominated for this purpose is intimated to the concerned Controller well in advance.
8. The Controller should nominate one officer for dealing with entire process of exercising option. The nominated officer will be responsible for issuing the numbered option forms to the individuals and for accepting the completed forms.

- 9. In order to provide the requisite number of numbered option forms in the prescribed format, a list indicating the names of the individuals who intends to revise the option may be provided by the staff Associations to the nominated officer well in time without waiting for last day.
- 10. The nominated officer will ensure that (i) the forms submitted are numbered and the one issued by the Administration (ii) the option forms are complete in all respects without any over writing/cuttings (iii) authenticated by the concerned staff association and (iv) submitted within the prescribed time schedule.
- 11. The nominated officer shall provide a list indicating the names of the individuals who have exercised the options and the Association to which they have opted, to the local authorized functionaries of the Associations.
- 12. The decision of the nominated officer is binding on the Association unless & until there is any major disagreement.
- 13. The nominated officer will ensure that the entire process of exercising the option is completed by 30th April or the last working day and render a completion report to the CDA/PCDA.

Recovery of membership subscription

- 14. After completion of the entire process, the nominated officer will forward all the accepted forms to the officer/Section dealing with the disbursement of pay & allowances for eventual recovery of the annual membership subscription of the Associations.
- 15. The actual recovery of the annual membership subscription will be made through check off system in the pay bill for the month of July on the basis of the option exercised in April.
- 16. After effecting the recovery, the Administration will send a copy of the nominal roll (in duplicate) indicating the names, rank & the amount of membership subscription recovered to the authorized functionaries of the concerned Associations by 10th August 2005. Copy of the said nominal roll should also be sent to the concerned CsDA/PCsDA wherever necessary.

17. In offices/stations where the Association's authorized functionaries are not available, the amount recovered together with the nominal roll (in duplicate) should be sent to the respective CsDA/PCsDA through DD, who will then pass on the amount through DD to the respective headquarters of the Associations.
18. A report indicating complete details of the number of staff members [category wise & office wise] serving in their respective organization and total number of membership strength as per check-off system in respect of both the Associations should be submitted to this office as per the proforma already circulated vide this office circular of even no dated 15.7.2004. The said report should reach this office by 16th August 2005.

LETTER OF AUTHORIZATION

[Auty: DOP&T OM No. 2/10/80-JCA dated 31.1.1994]

I,..... [name & designation] being a member of Association hereby authorize deduction of annual subscription of Rupees.....for the year from my salary and authorize its payment toAssociation.

Signature:.....

Name:

Designation

TO BE FILLED IN BY THE ASSOCIATION

It is certified that Shri/Ms..... is a member ofAssociation.

Signature of the authorized
Office Bearer

Important Circular

कार्यालय, रक्षा लेखा महानियंत्रक, पश्चिमी खंड-5, रामकृष्ण पुरम, नई दिल्ली-66
Office of the C.G.D.A., West Block-5, R.K. Puram, New Delhi-66

No. AN/VI/17003/I/VII/Orders

Dated : 2nd January 2006

To

All the PCsDA/CsDA/CsFA (Fys)

Subject : Clarification regarding distribution of seats in IV level Regional Office Council.

The issue regarding proper distribution of seats in IV level ROC has been raised in the 32nd Steering Committee Meeting of CGDA (HQrs) held on 12.12.2005. During the discussion, one of the Associations has stated that Controllers while re-constituting their ROC are not adopting the uniform procedure. They further wanted to know the exact criteria adopted for allotment of even a single seat.

2. To clarify the position on the subject, the following provisions/clarifications regarding distribution of seats in the ROC are hereby reiterated for guidance.

(a). As per the provisions contained in Appendix VIII, Note III under para 5 (a) of Brochure on JCM & Compulsory Arbitration for Central Govt. employees :

"Where there are two or more Associations/Unions representing the same categories of staff the total permissible representation shall be distributed by the Chairman on the basis of the respective membership of each Union/Association".

ContdP/2

(b). As regards whether the condition of paid membership of 15% which applies to main Association for recognition purpose also applies to the branch Association for allocation of seats in the ROC, it is mentioned that the Cabinet Secretariat (Department of Personnel) has already clarified the position which has been circulated vide Confidential No. 91018(1)/7-AN-G dated 5/7.5.1973 (copy enclosed). In brief the position is as under :

"It may not be necessary, as in the case of the employees of the Controller General of Defence Accounts organization where there are two all India recognized Associations, that each Association concerned should have 15% paid up membership in a particular office where an office council is proposed to be set up. What is required is that the Association concerned should have 15% strength of the category/categories of a Department/Office as a whole, which it purports to represent".

3. It may be noted that the laid down percentage of 35% & 15% of membership of Association is for whole Department for the purpose of Recognition of concerned Association and it has no relevance to distribution of seats in ROC.

4. As regards distribution of seats in the ROC, it is clarified that seats in ROC may be allotted as per the actual membership/proportionate strength of the Association. For arriving at the number of seats to be allotted to the Associations, the following procedure may be adopted:-

a) Membership required per ROC seat $\frac{\text{Total strength of "A" + "B" Association}}{\text{No. of ROC seat}}$

= Member per seat

b) Entitlement of ROC seats (Association 'A') $\frac{\text{Membership strength of Assn "A"}}{\text{Member per seat}}$

= No. of ROC seats

c) Entitlement of ROC seats
(Association 'B')

Membership strength of Assn 'B'
Member per seat

= No. of ROC seats

Note :

i) To arrive at the No. of seats in ROC, the fraction of 0.50 & above of ROC seats may be rounded off to the nearest number.

6. In view of the above, the Controllers are requested to follow the above procedure for constitution of ROC in their office.

Please acknowledge receipt.



(A.K. Kadyan)
Dy. CGDA (Admin)

8/2/11

Copy to:-

Shri S. N. Safai
President
AIDAA (CB) Pune
Care CDA (Officers)
Pune.

Secretary General
AIDAEA (HQ), Kolkata
No.10A, S.K. Bose Road
Kolkata - 700 001.



For information.

Sd X X X
(V. Krishnamurthy)
For CGDA

-3-

c) Entitlement of ROC seats
(Association 'B')

Membership strength of Assn "B"
Member per seat

= No. of ROC seats

Note :

i) To arrive at the No. of seats in ROC, the fraction of 0.50 & above of ROC seats may be rounded off to the nearest number.

6. In view of the above, the Controllers are requested to follow the above procedure for constitution of ROC in their office.

Please acknowledge receipt.

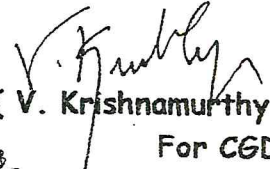
Sd / X / X /
(A.K. Kadyan)
Dy. CGDA (Admin)

Copy to:-

Shri S. N. Safai
President
AIDAA (CB) Pune
Care CDA (Officers)
Pune.

Secretary General
AIDAEA (HQ), Kolkata
No.10A, S.K. Bose Road
Kolkata - 700 001.

For information.


(V. Krishnamurthy)
For CGDA

2/17

कार्यालय, रक्षा लेखा महानियंत्रक, पश्चिमी खंड-5, रामकृष्ण पुरम, नई दिल्ली-66

Office of the C.G.D.A., West Block-5, R.K. Puram, New Delhi-66

No. AN/VI/17003/I/VII/ Orders

Dated: 14th February 2006

To

(All the PCsDA/PCA (Fys)/CsDA/CsFA (Fys))

Subject: Exercising of option by the staff for Association membership under the CCS (RSA) Rules 1993 and recovery of subscription for the year 2006-2007.

As per para 2.2, 2.3 & 2.5 of DOP&T, Most Immediate OM No. 2/10/80-JCA dated 31st January 1994, option for Association membership can be exercised by the staff in the month of April each year and recoveries of membership subscription shall be made by the DDO in the month of July.

2. It has been brought to the notice of the HQrs office that the procedure laid down in regard to exercising of option by the staff members is not being strictly adhered to by some of the offices.

3. The salient features of procedure laid down for exercising option by the staff in the month of April and subsequent recovery of their membership subscription from the pay bills for the month of July has been summarized in Annexure enclosed. All the PCsDA/PCA/CsDA/CsFA (Fys) are requested to ensure that the system of exercise of options and recovery of subscription is correctly implemented. The schedule of events listed below may be followed and confirmation to the effects (a) and (b) is to be furnished to this HQrs office by 27.3.2006.

- a) Issue of circular by your office along with option forms to all the sub-offices under your organization latest by 1.3.2006.
- b) Obtain confirmation regarding receipt of your circular and option forms in all sub-offices under your administrative control latest by 20.3.2006.
- c) The option forms should be made available w.e.f. 1.4.2006 & onwards to the staff members those who intend to exercise their option.

4. The staff members can exercise the option in the month of April only and exercised option forms are to be submitted to the nominated officer of the Administration by the Associations by 30th April 2006 or by the last working day of April 2006.

Contd...P/2

5. The process of exercise of option in all offices to be completed by 30th April 2006 and confirmation in this regard may be sent to this HQrs office by 10.5.2006.

6. A report indicating complete details of the number of staff members [category wise & office wise] serving in their respective organization and total membership strength as per check-off system in respect of both the Associations (as per the proforma enclosed) may be submitted so as to reach this HQrs office by 16th August 2006 positively.

The receipt of this circular may please acknowledged.



(A.K. Kadyan)

Dy. CGDA (Admin)

8/1/2

Copy to :

Shri S.N. Safai
President, AIDAA (CB)
Care CDA (Officers)
Pune

Shri D. Chakraborty
Secretary General
AIDAEA (HQ)
Care PCA (Fys)
Kolkata

For information with request to timely intimate the concerned Controller if any difficulty is noticed in making available the option forms in any office.

Sd x x x x x
(V. Krishnamurty)
For CGDA

Exercising of option

1. Every staff desiring to become a member of a particular Service Association [AIDAA (CB), Pune or AIDAEA (HQ), Kolkata] has to give in writing his/her consent as per the specimen format enclosed.
2. The option can be exercised only in the month of April and has to be submitted by 28th April or before the last working day to the nominated officer of the Administration. No other cut off date is to be fixed by the Controllers.
3. The option once exercised will remain valid for all the years to come unless withdrawn or changed by the concerned individual. Such withdrawal/change is permitted only in the month of April every year.
4. The numbered option form issued by the Administration should only be used by every individual and there should be no overwriting/cutting in the forms.
5. The numbered option form signed by the individual should be authenticated by the authorized functionary of the concerned Association.
6. In respect of offices/stations where no branch Association is functioning, the coordinating body for consultation & executing common programme of the Associations functioning in that particular office/station shall authenticate the option forms.
7. In stations where even the coordinating body of the Association is not functioning, the person authorized/nominated by the HQ Association shall authenticate the option forms. In such situations, the Secretary General of the Associations should ensure that the name of the person nominated for this purpose is intimated to the concerned Controller well in advance.
8. The Controller should nominate one officer for dealing with entire process of exercising option. The nominated officer will be responsible for issuing the numbered option forms to the individuals and for accepting the completed forms.

Contd P/2

9. In order to provide the requisite number of numbered option forms in the prescribed format, a list indicating the names of the individuals who intends to revise the option may be provided by the staff Associations to the nominated officer well in time without waiting for last day.
10. The nominated officer will ensure that (i) the forms submitted are numbered and the one issued by the Administration (ii) the option forms are complete in all respects without any over writing/cuttings (iii) authenticated by the concerned staff association and (iv) submitted within the prescribed time schedule.
11. The nominated officer shall provide a list indicating the names of the individuals who have exercised the options and the Association to which they have opted, to the local authorized functionaries of the Associations.
12. The decision of the nominated officer is binding on the Association unless & until there is any major disagreement.
13. The nominated officer will ensure that the entire process of exercising the option is completed by 28th April or the last working day and render a completion report to the CDA/PCDA.

Recovery of membership subscription

14. After completion of the entire process, the nominated officer will forward all the accepted forms to the officer/Section dealing with the disbursement of pay & allowances for eventual recovery of the annual membership subscription of the Associations.
15. The actual recovery of the annual membership subscription will be made through check off system in the pay bill for the month of July on the basis of the option exercised in April.
16. After effecting the recovery, the Administration will send a copy of the nominal roll (in duplicate) indicating the names, rank & the amount of membership subscription recovered to the authorized functionaries of the concerned Associations by 10th August. Copy of the said nominal roll should also be sent to the concerned CsDA/PCsDA wherever necessary.

17. In offices/stations where the Association's authorized functionalities are not available, the amount recovered together with the nominal roll (in duplicate) should be sent to the respective CsDA/PCsDA through DD, who will then pass on the amount through DD to the respective headquarters of the Associations.

18. A report indicating complete details of the number of staff members [category wise & office wise] serving in their respective organization and total number of membership strength as per check-off system in respect of both the Associations should be submitted to this office as per the proforma enclosed. The said report should reach this office by 16th August 2006 positively.

LETTER OF AUTHORIZATION

[Auty: DOP&T OM No. 2/10/80-JCA dated 31.1.1994]

I, [name & designation] being a member
of Association hereby authorize deduction of annual
subscription of Rupees for the year from my
salary and authorize its payment to Association.

Signature:

Name:

Designation

TO BE FILLED IN BY THE ASSOCIATION

It is certified that Shri/Ms is a member of
..... Association.

Signature of the authorized
Office Bearer

Statement showing the details of number of staff members (Category wise & office wise) & total number of membership as per check-off system (for the entire organization)

S/No	Category	Total number of employees in the category	Name of the Association		Membership as per check-off system	Remarks
			AIDAA(CB) Pune	AIDAEA (HQ) Kolkata		
1	Group 'B'					
2	Group 'C'					
3	Group 'D'					
	Total					

Break up office wise

S/No	Category	Total number of employees in the category	Name of the Association		Membership as per check-off system	Remarks
			AIDAA(CB) Pune	AIDAEA (HQ) Kolkata		
1	Group 'B'					
	Group 'C'					
	Group 'D'					
	Total					
2	Group 'B'					
	Group 'C'					
	Group 'D'					
	Total					

(v) Announcements relating to matters of general interest to the members of Association/Union provided—

- (a) they are not in the nature of criticism;
- (b) they are not subversive of discipline;
- (c) they do not contain objectionable or offensive language; and
- (d) they do not contain attacks on individuals, directly or indirectly.

(2) Authority competent to decide whether the objects or activities of an Association attract the provisions of Rule 6.—In the meeting of the Committee of the National Council (JCM) held on 28th January, 1977, the Staff Side referred to their request that it should be clearly laid down as to how it should be decided whether the objects or activities of an Association attract the provisions of Rule 6 of the CCS (Conduct) Rules, 1964, as, without such clarification, it was possible for any competent authority at any level to proceed against an employee for violation of the aforesaid rule, without proper justification. The views of the Staff Side have been considered carefully by Government. As a comprehensive and exhaustive enumeration of various objects or activities which would attract Rule 6 of the CCS (Conduct) Rules, 1964, is not practicable and as the apprehension of the Staff Side was mainly in regard to the possibility of arbitrary action at lower levels, it has been decided that action for alleged violation of Rule 6 of CCS (Conduct) Rules, 1964, can be taken by a disciplinary authority only when an authority not below the level of a Head of Department has decided that the objects or activities of the Association concerned are such as would attract Rule 6 *ibid*. Where the Head of Department is himself in doubt, he shall seek the advice of the Administrative Ministry/Department concerned before action for the alleged violation of Rule 6 of CCS (Conduct) Rules, 1964, is initiated.

Ministry of Finance, etc., are requested to bring the above decision to the notice of all concerned serving under their control.

[G.I., M.H.A., O.M. No. 11013/2/77-Ests. (A), dated the 7th June, 1978.]

7. Demonstration and Strikes

No Government servant shall—

- (i) engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence, or
- (ii) resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to his service or the service of any other Government servant.

GOVERNMENT OF INDIA'S DECISIONS

(1) Government servants who are office-bearers of service associations, not to deal in their official capacity with matters connected with those associations.—Reference Home Ministry's Office Memorandum No. 24/23/57-Ests. (B), dated the 3rd March, 1959 (*not reproduced*), on the above subject, a point has been raised whether after the promulgation of the Central Civil Services (Recognition of Service Associations) Rules, 1959, the convention that an officer who may be required to deal in a responsible capacity with representation from a Service Association, should not be an office-bearer or a member of the Executive Committee of that Association would continue to be observed. It has been decided that any Government servant who is an office-bearer or a member of the Executive Committee of a Service Association should not himself deal in his official capacity with any representation or other matters connected with that Association.

[G.I., M.H.A., O.M. No. 24/1/60-Ests. (B), dated the 25th January, 1960.]

(2) Interpretation of what constitutes a "strike" under the Conduct Rules.—Rule 7 (ii) of the Central Civil Services (Conduct) Rules, 1964, provides that no Government servant shall resort to or in any way abet any form of strike in connection with any matter pertaining to his service or the service of any other Government servant. Instances have come to the notice of Government where employees resort to various methods of protests for redress of grievances, some of which are tantamount to strike. References have been received seeking clarification whether certain acts are covered under the definition of "strike" and if so, whether action can be taken against such employees for violation of the Conduct Rules.

It is, therefore, clarified that 'strike' means refusal to work or stoppage or slowing down of work by a group of employees acting in combination, and includes—

- (i) mass abstention from work without permission (which is wrongly described as "mass casual leave");
- (ii) refusal to work overtime where such overtime work is necessary in the public interest;
- (iii) resort to practices or conduct which is likely to result in or results in the cessation or substantial retardation of work in any organization. Such practices would include, what are called, 'go-slow', 'sit-down', 'pen-down', 'stay-in', 'token', 'sympathetic' or any other similar strike; as also absence from work for participation in a Bandh or any similar movements.

Government servants who resort to action of the above kind violate Rule 7 (ii) of the Central Civil Services (Conduct) Rules, 1964, and disciplinary action can be taken against them. It may be noted that the list of activities which are covered under the definition of strike as enumerated

above is only illustrative. It only clarifies the position in respect of practices which are often resorted to at present.

[G.I., M.H.A., O.M. No. 25/23/66-Ests. (A), dated the 9th December, 1966.]

(3) **Participation by Central Government servants in "Gherao".**— Instances have come to the notice of Government in which employees of certain Central Government Offices staged what is called "Gherao", involving forcible confinement of public servants within office premises by surrounding their places of duty and have held demonstrations/meetings both within office premises during office hours and also outside the office premises beyond office hours, tending to forcible confinement of public servants within office premises. Such demonstrations/activities are prejudicial to public order and also involve criminal offences like wrongful restraint, wrongful confinement, criminal trespass or incitement to commit offences. They are also subversive of discipline and harmful to the public interest, and participatory in them by Government servants amounts to conduct wholly unbecoming of Government servants and would constitute good and sufficient reason within the meaning of Rule 11 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965. It has, therefore, been decided that a serious view should be taken of such acts of lawlessness and insubordination on the part of public servants. The Central Government Departments are advised to take action on the following lines in such cases:—

- (i) Disciplinary action should be taken against the prominent participants in the "Gherao" for contravention of Rules 3 and 7 of the CCS (Conduct) Rules, 1964. In the charge-sheet to be served in pursuance of such disciplinary action, it should be specified to the extent that the facts justify, that demonstration prejudicial to public order and involving criminal offences, namely, wrongful restraint, wrongful confinement, criminal trespass and incitement to such offences, have been held; that such conduct was subversive of discipline and harmful to the public interest; and that the conduct was wholly unbecoming of a Government servant.
- (ii) Absence from work on account of participation in "Gherao" should in all cases be treated as unauthorized absence involving break in service. The absence should not be regularized as leave of any kind.
- (iii) Whenever there is a case of "Gherao", wrongful restraint, wrongful confinement or criminal trespass or of any other cognizable offence, a written report should be made to the Officer-in-charge of the Police Station having jurisdiction, requesting him to register the offence and to take action under the law. The names of the offenders to the extent known, and of responsible witnesses to the offences should be included in the written report. Copies of the report should be endorsed to the Police Commissioner/Superintendent of Police and the

Home Secretary to the State Government concerned for necessary action according to law.

- (iv) If, notwithstanding the mandatory provisions of the Criminal Procedure Code, Police take no action on such a report, action should be taken promptly to file a complaint before the appropriate Magistrate in respect of the substantive offences under the Indian Penal Code or other laws. In certain circumstances, a petition could be filed before the High Court for issue of the appropriate writ, but this should be done after taking legal advice.

[G.I., M.H.A., O.M. No. 25/(S)/11/67-Ests. (A), dated the 13th April, 1967.]

While taking action to file a complaint before the appropriate Magistrate, the assistance of the officer of the Central Bureau of Investigation, if any, available locally, may also be taken in drafting the complaints and deciding the manner, in which evidence should be collected and produced.

[G.I., M.H.A., O.M. No. 25/(S)/11/67-Ests. (A), dated the 15th April, 1967.]

(4) **Holding of meetings/demonstrations by Government servants within office premises is violative of Rule 7 (f).**—It has been noticed that demonstrations are sometimes held by Government servants in contravention of Rule 7 (f). The Government of India hereby want to make it clear that holding of meeting/demonstration by any Government servant(s) without permission within his/their office premises is strictly prohibited and any violation of these instructions will be taken serious note of and those concerned will be dealt with suitably under the disciplinary rules by which they are governed.

[G.I., Ministry of W. & H.A.V., No. 366, dated the 10th June, 1969.]

1] 8. Connection with press or other media

- (1) No Government servant shall, except with the previous sanction of the Government, own wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication or electronic media.
- (2) Nothing in sub-rule (1) shall apply in case a Government servant in the bona fide discharge of his official duties publishes a book or participates in a public media.
- (3) A Government servant publishing a book or participating in a public media shall at all times make it clear that the views expressed by him are his own and not that of Government.]

1. Substituted by G.I., Dept. of Per. & Trg., Notification No. 11013/4/93-Estt. (A), dated the 12th July, 1995 and published as GSR 355 in the Gazette of India, dated the 29th July, 1995.

cases where a permanent Government servant is appointed to a post through open competition, provided the Government servant concerned is not required to resign his previous appointment and the Government under whom he was employed prior to his appointment through open competition agree to retain his lien until he is finally absorbed by the latter Government. This suggestion was acceptable to the Government of India and C & A.G. and was put across to other State Governments for their views. All the State Governments except the Government of Gujarat have accepted this suggestion. This arrangement will accordingly take effect from 1-12-1967 and may be applied with the concurrence of the Government concerned to past cases also which have not been decided otherwise.

2. In so far as Government of Gujarat is concerned, the above arrangement would not apply as a matter of course but will apply only where it is specifically agreed to in individual cases by both the concerned Governments.

¹ F.R. 14. Omitted.

² F.R. 14-A. ¹(a) Except as provided in Rule 13 and Clause (d) of this rule, a Government servant's lien on a post may in no circumstances be terminated, if the result will be to leave him without a lien upon a regular post.]

(b) Deleted.

¹(c) Omitted.

²(d) A Government servant's lien on a post shall stand terminated on his acquiring a lien on another post (whether under the Central Government or State Government) outside the cadre on which he is borne.

GOVERNMENT OF INDIA'S ORDERS

(1) Procedure to be followed when a permanent Government servant is permanently absorbed by the foreign employer.—A question has been raised as to what procedure should be followed for terminating the lien of a permanent Government servant who is transferred on foreign service and is subsequently absorbed in the service of the foreign employer.

It is hereby clarified that FR 14-A applies only so long as a Government servant remains in Government service. Obtaining of consent of the Government servant to the termination of lien is necessary in certain circumstances where the Government servant is to be confirmed in another post under Government. Such consent is not necessary in cases where the Government servant ceases to be in Government employ. The proper course in such cases, where it is proposed to absorb him in non-Government service in public interest, would be to ask the Government servant concerned to resign appointment under the Government with effect from the date of such permanent absorption

1. Omitted by G.I., Dept. of Per. & Trg., Notification No. 28020/1/96-Estt. (C), dated the 9th February, 1998, published as GSR 44 in the Gazette of India, dated the 28th February, 1998.

2. Substituted by G.I., Dept. of Per. & Trg., Notification No. 28020/1/96-Estt. (C), dated the 9th February, 1998, published as GSR 44 in the Gazette of India, dated the 28th February, 1998.

and the lien will stand automatically terminated with the cessation of Government service.

Such resignation from Government service will be without prejudice to the entitlement of the Government servant to the retirement benefits, provided the transfer to the public sector undertaking or Government or Semi-Government Corporation is in the public interest.

However, obtaining of formal resignation is not necessary if an individual is deemed to have retired from service by virtue of Rule 37 of CCS (Pension) Rules, 1972.

In all cases where a Government servant is to be absorbed permanently by the foreign employer under his organization, it would be incumbent on him to consult the parent employer before issuing orders absorbing the Government servant permanently in his service. The orders of permanent absorption should be issued only after the resignation of the Government servant has been accepted by the Government and with effect from the date of such acceptance.

[G.I., M.F., O.M. No. F. 4 (3)-E. IV/A/63, dated the 1st October, 1963 and 2 (1)-E. IV (A)/73, dated the 22nd April, 1974.]

¹ F.R. 14-B. Subject to the provisions of Rule 15, the President may transfer to another post in the same cadre, the lien of a Government servant who is not performing the duties of the post to which the lien relates.

F.R. 15. ¹(a) The President may transfer a Government servant from one post to another provided that except —

(1) on account of inefficiency or misbehaviour, or

(2) on his written request,

a Government servant shall not be transferred to, or except in a case covered by Rule 49, appointed to officiate in a post carrying less pay than the pay of the post on which he holds a lien.

² (b) Omitted

F.R. 16. A Government servant may be required to subscribe to a provident fund, a family pension fund or other similar fund in accordance with such rules as the President may by order prescribe.

F.R. 17. (1) Subject to any exceptions specifically made in these rules and to the provision of sub-rule (2), an officer shall begin to draw the pay and allowances attached to his tenure of a post with effect from the date when he assumes the duties of that post, and shall cease to draw them as soon as he ceases to discharge those duties:

1. Substituted

2. Omitted

by G.I., Dept. of Per. & Trg., Notification No. 28020/1/96-Estt. (C), dated the 9th February, 1998, published as GSR 44 in the Gazette of India, dated the 28th February, 1998.

Provided that an officer who is absent from duty without any authority shall not be entitled to any pay and allowances during the period of such absence.

(2) The date from which a person recruited overseas shall commence to draw pay on first appointment shall be determined by the general or special orders of the authority by whom he is appointed.

AUDIT INSTRUCTION

A Government servant will begin to draw the pay and allowances attached to his tenure of a post with effect from the date on which he assumes the duties of that post if the charge is transferred before noon of that date. If the charge is transferred after noon, he commences to draw them from the following day. This rule does not, however, apply to cases in which it is the recognized practice to pay a Government servant at a higher rate for more important duties performed during a part only of a day.

[Para. 1, Chap. III, Sec. 1 of Manual of Audit Instructions (Reprint).]

F.R. 17-A. Without prejudice to the provisions of Rule 27 of the Central Civil Services (Pension) Rules, 1972, a period of an unauthorized absence—

(i) in the case of employees working in industrial establishments, during a strike which has been declared illegal under the provisions of the Industrial Disputes Act, 1947, or any other law for the time being in force;

(ii) in the case of other employees as a result of action in combination or in concerted manner, such as during a strike, without any authority from, or valid reason to the satisfaction of the competent authority; and

(iii) in the case of an individual employee, remaining absent unauthorizedly or deserting the post,

shall be deemed to cause an interruption or break in the service of the employee, unless otherwise decided by the competent authority for the purpose of leave travel concession, quasi-permanency and eligibility for appearing in departmental examinations, for which a minimum period of continuous service is required.

EXPLANATION 1.—For purposes of this rule, ‘strike’ includes a general, token, sympathetic or any similar strike, and also participation in a bandh or in similar activities.

EXPLANATION 2.—In this rule, the term ‘Competent Authority’ means the ‘Appointing Authority’.

GOVERNMENT OF INDIA'S ORDERS

(1) Reasonable opportunity to be given before invoking the penal provisions.—FR 17-A provides that a period of an unauthorized absence, in the category of cases mentioned therein, shall be deemed to cause an

interruption or break in the service of the employees, unless otherwise decided by the competent authority for certain purposes. An order passed by the P & T authorities in the case of some of their employees, invoking FR 17-A was struck down by the Lucknow Bench of Allahabad High Court on the ground that issue of such an order without giving a reasonable opportunity of representation and being heard in person, if so desired, to the person concerned, would be against the principle of natural justice. The question of amending FR 17-A as also Rule 28 of the CCS (Pension) Rules and SR 200 is under consideration in consultation with the Ministry of Law.

2. The above position is brought to the notice of all Ministries/Departments so that if there are occasions for invoking FR 17-A, etc., they may keep in mind the procedural requirement that an order under FR 17-A, etc., should be preceded by extending to the person concerned a reasonable opportunity of representation and being heard in person if so desired by him/her.

[G.I., Dept. of Per. & Trg., O.M. No. 33011/2 (S)/84-Estt. (B), dated the 20th/23rd May, 1985.]

The Committee on Subordinate Legislation of Rajya Sabha which examined the provision of Rule 28 of the CCS (Pension) Rules, 1972, has recommended that opportunity of representation should be given to the Government employee before making entry in the Service Book regarding forfeiture of past service because of his participation in strike. While giving evidence before it, the Committee has been assured that the provisions of the above order will be strictly adhered to in each and every case falling within the scope of Clause (b) of Rule 28 of the CCS (Pension) Rules, 1972.

These instructions are, therefore, brought to the notice of the various Ministries/Departments of the Government of India for their careful compliance.

[G.I., Dept. of Per. & Trg., O.M. No. 33011/2(S)/84-Estt. (B), dated the 10th March, 1988.]

(2) Interpretation of what constitutes a ‘strike’ under the Conduct Rules.—Rule 7 (ii) of the Central Civil Services (Conduct) Rules, 1964, provides that no Government servant shall resort to or in any way abet any form of strike in connection with any matter pertaining to his service or the service of any other Government servant. Instances have come to the notice of Government where employees resort to various methods of protests for redress of grievances, some of which are tantamount to strike. References have been received seeking clarification whether certain acts are covered under the definition of ‘strike’ and if so, whether action can be taken against such employees for violation of the Conduct Rules.

It is, therefore, clarified that ‘strike’ means refusal to work or stoppage or slowing down of work by a group of employees acting in combination, and includes—

(i) mass abstention from work without permission (which is wrongly described as ‘mass casual leave’);

(ii) refusal to work overtime where such overtime work is necessary in the public interest;

(iii) resort to practices or conduct which is likely to result in or results in the cessation or substantial retardation of work in any organization. Such practices would include, what are called, 'go-slow', 'sit-down', 'pen-down', 'stay-in', 'token', 'sympathetic' or any similar strike; as also absence from work for participation in a Bandh or any similar movements.

Government servants who resort to action of the above kind violate Rule 7 (ii) of the Central Civil Services (Conduct) Rules, 1964 and disciplinary action can be taken against them. It may be noted that the list of activities which are covered under the definition of strike as enumerated above is only illustrative and not exhaustive. It only clarifies the position in respect of practices which are often resorted to at present.

[G.I., M.H.A., O.M. No. 25/23/66-Ess. (A), dated the 9th December, 1966.]

D.G., P. & T.'S INSTRUCTIONS

(1) **Condonation of unauthorized absence for purpose of pension.**— It needs to be pointed out that the principles to be adopted for condonation of break in service for purposes of pension and that for purposes of other disabilities enumerated in FR 17-A are different. The fact that break in service has not been condoned for purposes of Leave Travel Concession, quasi-permanency and eligibility to appear at Departmental examinations should and need not influence the appointing authority adversely in deciding the question of condonation of break for counting the past service of the official for purposes of pension. It is not the intention of the Government to deny the pensionary benefits to the employees in all cases of break of service. If necessary, the appointing authority may in its discretion not condone the break-in-service on account of unauthorized absence for purposes of pension only in exceptional and grave circumstances and not as a matter of course. The question of condonation of break-in-service for the purpose of Pension Rules may be considered *suo motu* without waiting for a representation from the affected officials and orders issued, so that the retired employees are not put to financial hardship.

[D.G., P. & T.'s Letter No. 14/12/82-Vig. III, dated the 23rd September, 1982.]

(2) **Guidelines for considering representations.**— Representations for condonation of breaks and concomitant disabilities were hitherto being considered and decided by Member (A) on behalf of the P & T Board. The matter has been examined afresh and it has been decided that henceforward representations for condonation against such break-in-service could be decided by Heads of Circles who have been delegated the powers of Head of Department under SR 2 (10). (See Explanation 2 as amended for further delegation to the 'Appointing Authority'.) While deciding such representations either in favour or against, the following guidelines may be kept in view:—

(i) In no case the condonation of break-in-service should be considered as a routine matter. A break-in-service shall not be condoned except

(ii) The absentee in his representation should have expressed unqualified regret with an assurance that he will not be indulging in such conduct in future.

(iii) After the receipt of such apology, the competent authority may even consider watching the work and conduct of the petitioner for some time before taking its decision on the prayer for condonation.

(iv) There was indeed a grave provocation from an outside factor for such unauthorized absence.

(v) The departmental superiors had shown certain callousness or indifference to any genuine complaint brought to their notice by the members of the staff which resulted in such unauthorized absence.

(In case of doubt, some of their counterparts may be consulted in confidence with a view to ensuring certain amount of uniformity in practice).

(vi) Non-condonation of break-in-service should not be the guiding factor for non-condonation of break-in-service for purposes of pension under Rule 27 of the Pension Rules.

Earlier, it was pointed that strike is a strike even if it is for five minutes. Duration is irrelevant. While there is no doubt that strike even for a few minutes is a strike for the purpose of Rule 7 of the CCS (Conduct) Rules, the competent authority need not be rigid in their stand for condonation of break, subject to the fulfilment of the aforesaid conditions, if the duration of absence is short.

The aforesaid guidelines are only indicative in nature and not complete and comprehensive and have been prescribed to provide a broad parameter to enable to decide such representations. All representations may be decided by the competent authority on their own merit and in the light of the factors outlined above.

[D.G., P. & T.'s Letter No. 14/12/82-Vig. III, dated the 23rd April, 1983.]

(3) **No disabilities under FR 17-A in regard to efficiency bar, promotion and special pay/allowance.**— It has been reported by the Service Unions that crossing of efficiency bar has been denied to officials, who have been issued orders under FR 17-A. According to these Unions, in many Circles, promotions have been held up and special allowances and special pay have also been withdrawn.

2. The matter has been examined and it is clarified that as far as crossing of efficiency bar is concerned, the disabilities under FR 17-A should not stand in the way of an official, if he is otherwise found suitable to cross efficiency bar. Special pay and special allowances should not be withdrawn merely on the ground that FR 17-A has been invoked.

3. Interruption or break-in-service under FR 17-A has the following disabilities:—

Leave Travel Concession;
Quasi-permanency; and

Eligibility for appearing in Departmental examinations

for which a minimum period of continuous service is required.

4. Promotion of employees can be by way of consideration by DPC and/or qualifying in Departmental examinations. If, in the case of an employee promotion is dependent on passing a qualifying examination for appearing in which a minimum period of continuous service has been prescribed and in his case FR 17-A has been invoked, it would have an indirect effect on his promotion. Though promotion by DPC and Departmental examinations do have some similarities, it is not the intention that break-in-service under FR 17-A should affect promotion through normal DPC.

[G.I., Dept. of Posts, Letter No. 137-17/85-SPB-II, dated the 19th August, 1986.]

(4) Permission to appear in Departmental examination not allowed only when FR 17-A disabilities are imposed.—This is further to clarify that according to the existing instructions where notice has been issued to the concerned officials for imposition of disabilities under provision of FR 17-A and final order imposing disabilities are yet to be issued, provisional permission may be granted for the concerned officials to appear in the Departmental examinations if they are otherwise eligible. The announcement of the result of examinations for the concerned official would, however, depend on whether disabilities under FR 17-A are imposed on them or not after due consideration of their response to the notice.

2. However, in cases where disabilities under the provisions of FR 17-A have been imposed and appeals submitted by the concerned officials are pending disposal by the competent authority, no permission to appear in Departmental examinations can be given, unless and until the disabilities are removed by the order on the appeal and they are otherwise found eligible.

[Dept. of Posts, O.M. No. 137-15/89-SPB-II, dated the 16th October, 1989.]

F.R. 18. Unless the President, in view of the exceptional circumstances of the case otherwise determines, no Government servant shall be granted leave of any kind for a continuous period exceeding five years.

GOVERNMENT OF INDIA'S ORDERS

(1) Treatment of wilful absence from duty not regularized.—Wilful absence from duty, even though not covered by grant of leave does not entail loss of lien. The period of absence not covered by grant of leave shall have to be treated as "*dies non*" for all purposes, viz., increment, leave and pension. Such absence without leave where it stands singly and not in continuation of any authorized leave of absence will constitute an interruption of service for the purpose of pension and unless the pension sanctioning authority exercises its powers under Article 421, Civil Service Regulations [now Rule 27 of the CCS (Pension) Rules] to treat the period as leave without allowance, the entire past service will stand forfeited.

[Comptroller and Auditor-General's U.O. No. 1947-A/438-58, dated the 12th September, 1958, in Government of India's Ministry of Finance, File No. 11-452], E. V/58.]

CHAPTER IV

Pay

F.R. 19. Except in the case of personal pay granted in the circumstances defined in Rule 9 (23) (a), the pay of a Government servant shall not be so increased as to exceed the pay sanctioned for his post without the sanction of an authority competent to create a post in the same cadre on a rate of pay equal to his pay when increased.

AUDIT INSTRUCTION

It is not the intention of FR 19 that it should give the Central Government power to grant less pay than is permissible under FRs 22 and 23.

[Para. 1, Chap. IV, Sec. 1 of Manual of Audit Instructions (Reprint).]

COMPTROLLER AND AUDITOR-GENERAL'S DECISION

The rule does not give the Central Government power to grant pay in excess of what is permissible under other rules in the Fundamental Rules. Thus it does not enable the Central Government to grant an initial pay higher than what is permissible under FR 22. But once an initial pay is fixed under FR 22, FR 27 enables an authority mentioned therein to grant advance increment immediately. Thus in fact FRs 22 and 27 read together enable an authority mentioned in FR 27 to fix initial pay in excess of the amount permissible by FR 22 only.

[Ar. G's No. 1164-A/408-23, dated the 20th November, 1923.]

F.R. 20. In respect of any period treated as duty under Rule 9 (6) (b), a Government servant may be granted such pay as Government may consider equitable but in no case exceeding the pay which the Government servant would have drawn had he been on duty other than duty under Rule 9 (6) (b).

GOVERNMENT OF INDIA'S ORDERS

(1) In the case of Government servants who are members of the Indian Fleet Reserve or Reservists of the Army or Air Force.—A reservist of the Indian Army in Civil employ will, when called up for periodical military training, receive military pay and allowances. He will also receive the excess, if any, of the Civil pay over his military pay, provided that this concession is specifically sanctioned by the Department of the Government of India or attached and subordinate offices concerned, in whose employ the reservist is serving in his Civil capacity. Except where the Civil pay of the reservist is met from the Army Estimates, the extra expenditure involved will not constitute a charge against the Army Estimates.

(2) Interpretation of what constitutes a "strike" under the Conduct Rules.—Rule 7 (ii) of the Central Civil Services (Conduct) Rules, 1964, provides that no Government servant shall resort to or in any way abet any form of strike in connection with any matter pertaining to his service or the service of any other Government servant. Instances have come to the notice of Government where employees resort to various methods of protests for redress of grievances, some of which are tantamount to strike. References have been received seeking clarification whether certain acts are covered under the definition of 'strike' and if so, whether action can be taken against such employees for violation of the Conduct Rules.

It is, therefore, clarified that 'strike' means refusal to work or stoppage or slowing down of work by a group of employees acting in combination, and includes—

- (i) mass abstention from work without permission (which is wrongly described as "mass casual leave");
- (ii) refusal to work overtime where such overtime work is necessary in the public interest;
- (iii) resort to practices or conduct which is likely to result in or results in the cessation or substantial retardation of work in any organisation. Such practices would include, what are called, 'go-slow', 'sit-down', 'pen-down', 'stay-in', 'token', 'sympathetic' or any other similar strike; as also absence from work for participation in a Bandh or any similar movements.

Government servants who resort to action of the above kind violate Rule 7 (ii) of the Central Civil Services (Conduct) Rules, 1964, and disciplinary action can be taken against them. It may be noted that the list of activities which are covered under the definition of strike as enumerated above is only illustrative and not exhaustive. It only clarifies the position in respect of practices which are often resorted to at present.

[G.I., M.H.A., O.M. No. 25/23/66-Ests. (A), dated the 9th December, 1966.]

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Copy of O.M. No. F.13/16 (S)/68-Ests. (B) dated the 7th October 1968 from the Ministry of Home Affairs to all Ministries etc.

Sub :- Strike of Central Government Employees Unions/Associations etc. on September 19/20, 1968 - follow-up action - Consequences of break in service caused by unauthorised absence from duty.

Reference Ministry of Home Affairs O.M. of even number dated the 10th September, 24th September and 5th October, 1968, on the subject mentioned above.

2. Several Ministries/Departments have sought clarification regarding the implications of a break in service caused by unauthorised absence. The enclosed note sets out broadly the consequences of unauthorised absence in respect of permanent, quasi-permanent and temporary Central Government Employees.

sd/-
(R. PHASEL)

Secretary to the Government of India

MINISTRY OF HOME AFFAIRS

Sub :- Consequent of break in service caused by unauthorised absence from duty.

The consequences of unauthorised absence from duty of Central Government Servants which is not condoned in any manner are set out below :-

2 (a) PERMANENT EMPLOYEES

(1) Pay & Allowances: Central Government employees other than those in the Railways and Defence are governed by the F.R.s in this matter. Under the proviso to subrule (i) of F.R. 17, no pay and allowances are admissible during the period of unauthorised absence. This is so also the position in the case of railway employees. In the case of those who are governed by C.S. (those paid out of Defence Services Estimates) the Defence Ministry could follow the same procedure.

(2) Lien/Status/Seniority: The lien of a Government servant on his post and his status, e.g. permanency and his seniority in service is not affected by such absence. Accordingly in the case of those who return to duty after unauthorised absence no fresh letter of appointment is necessary. This position would obtain in regard to all the categories of employees i.e. those paid from the Civil and Railway Estimates as well those paid from Defence Service Estimates.

(3) Increment: In the case of Central Government employees governed by F.R.s (i.e. employees other than those under the Railways and those paid from the Defence Services Estimates) the period of such unauthorised absence does not count for increment (F.R. 26). The date of next increment accordingly gets postponed

....2/-

by the period of such absence. In the case of those governed by C.S.Rs., i.e. those paid out of Defence Service Estimate, the Ministry of Defence could follow the same procedure.

In the case of Railways, the employees gets his increment after completing the prescribed period for earning an increment (say a year or two years) on resumption of duty after such absence.

(4) Leave: In the case of those governed by F.Rs. and Revised Leave Rules 1933, (which applies to employees appointed on or after 16-7-31) i.e. almost all the Central Government employees except those in the Railways and those paid from Defence Services Estimates, the leave at credit of the Government servant does not lapse as a result of unauthorised absence, but such period of absence does not count for earning leave. In the case of those governed by the SSR i.e. civilians paid out of Defence Service estimates who entered service before 28-9-31, interruption in duty entails forfeiture of privilege leave earned prior to that date, This rule would now be applicable to an insignificant number of persons. In the case of those employees who are paid out of Defence Service Estimates but who joined service on or after 28-9-38 i.e. the date of coming into force of the Revised Leave Rules for Civilians of the Defence Services and position is the same as in the case of those governed by the F.Rs and R.L.Rs, In the case of Railway employees all leave at their credit lapse as a result of unauthorised absence.

(5) Pension (including service gratuity and death-cum-retirement gratuity): In the case of Central Government Employees (including Defence Civilians but excluding Railway employees who are governed by the C.S.Rs, an interruption in service caused by unauthorised absence entails forfeiture of past service (Art. 520 of C.S.R.). This is so also in the case of Railway employees who are governed by their pension Rules. In the case of railway employees who are governed by C.P.F. Rules the only effect of the period of unauthorised absence is that such period would be ignored for the purpose of his entitlement to C.P.F. benefits. This is also the position in the case of the employees other than Railway employees who are under the G.P.F. Rules. As regards G.P.F. the position of a Government servant as a subscriber remains unaltered by the unauthorised absence.

(6) Miscellaneous: There are certain other service benefits e.g. Leave Travel Concession, Education Allowance etc. to which Government servants are entitled only after they have put in a specified length of continuous service or certain amount of minimum continuous service. The unauthorised absence of an employee would result in the lapsing of the previous service and he would, therefore, be required to put in the minimum or specified length of continuous service after the unauthorised absence for entitlement to such concession.

2. (b) Quasi Permanent Employees

The consequences in regard to pay and allowance, Sen/status seniority, increment and leave and miscellaneous concessions will be the same as in the case of permanent employees (set out in paragraph 2 (a) (1), (2), (3), (4) & (6) above). As regards pension, since quasi-permanent employees are not entitled to any pension such an employee would forfeit the service before the break for pension such

an employee would forfeit the service before the break for pension only when he becomes eligible for pension, after confirmation in Government service. Quasi-permanent employees are, however, entitled to terminal gratuity on termination of service, otherwise than as a disciplinary measure or by resignation. Since the terminal gratuity is to be calculated on the basis of continuous past service, unauthorised absence from duty would result in forfeiture of past service for the purpose of eligibility for this terminal gratuity in respect of quasi permanent employees including the Defence Civilians and the Railway Employees. In regard to C.P.F. and G.P.F. the position would be the same as in the case of permanent employees.

2. (a) (i) TEMPORARY EMPLOYEES

The consequences in regard to pay and allowances, lien/status/seniority, increment, leave and miscellaneous concession will be the same as for permanent employees (set out in paragraph 2(a)(i), (2), (3), (4) & (6) above). The consequences in regard to the terminal gratuity C.P.F. and G.P.F. is the same as in the case of quasi-permanent employees (set out in paragraph 2(b) above).

(2) Grant of Quasi-Permanent

Under Rule 3 of the Central Civil Services (Temporary Service) Rules, 1955, a Government servant shall be deemed to be in quasi-permanent service: (i) if he has been in continuous temporary service for more than three years; and (ii) if the appointing authority, being satisfied having regard to the quality of his work, conduct and character, as to his suitability for employment in a quasi-permanent capacity under the Government of India, has made a declaration to that effect. The position therefore, is that, a Government servant does not become quasi-permanent automatically on completion of three years continuous service unless he is declared as such by the appointing authority on its being satisfied regarding his fitness for being declared quasi-permanent. Since the minimum length of service for eligibility for quasi-permanency is three years' continuous service, the service rendered prior to the break cannot be counted for this purpose. Accordingly in the case of a temporary Government servant who has not put in three years' service before the date of unauthorised absence the service prior to the date of unauthorised absence cannot be taken into account in counting the three years period and he has, therefore, to put in three years continuous service after the unauthorised absence to become eligible for consideration for quasi-permanency. In the case of a temporary Government servant who has put in more than three years' service before the date of unauthorised absence but has not been declared as Quasi-permanent by the competent authority, although he could be deemed to have satisfied the condition of eligibility for quasi-permanency by length of service declaration must be issued to him under the second clause of Rule 3 of the C.C.S. (Temporary Service) Rules, and without such a declaration quasi-permanent service cannot begin. Since participation in an illegal strike is a misconduct the declaration about quasi-permanency need not be made until such time as the appointing authority is satisfied about the conduct of the employees for grant of quasi-permanency.

(KKS)

Dated: 31 -1-86.

All Controllers of Defence Accounts (By name)

Sub: Holding of meetings by the recognised Associations/
Unions - Grant of permission.

In accordance with the provisions contained in Govt. of India, Ministry of Labour and Employment letter No.18/21/60-RLI dated 9-5-1961 circulated under our C.S.No.133 dated 26-8-75, if the head of the department/office is satisfied that holding of a meeting by the recognized staff Association within the Office Premises can be allowed without detriment to the security of the office and without obstruction of the office work and if suitable accommodation within the premises is available, he could permit the meeting to be held within office Premises.

2. Defence Secretary while examining a case relating to grant of permission to Association for holding a meeting of the staff to be addressed by an outsider during office hours and within Office Premises, has observed that as a general principle, security and discipline are of paramount importance for defence establishments and therefore has directed that the CsDA should discourage such development.

3. In view of the above, Controllers are requested to keep the above direction in view while considering such cases.

4. Please acknowledge receipt.

B.C. Joshi

(B.C. JOSHI)

DEPUTY CONTROLLER GENERAL OF DEFENCE ACCOUNTS (ADMIN).

CONFIDENTIAL

AN/XVII/17003/I/Vol-III

Office of the C.G.D.A.
West Block-V, R.K.Puram,
New Delhi - 110 066.

Dated: 15.05.1991.

To

CC of Accounts(Fys) Calcutta
Chief CDA(P) Allahabad and
all other CsDA including Jt.CDA(F) Meerut.

Sub: Complaint against an officer by the Office bearer
of a recognised Staff Association.

We had received a complaint from the office bearer of one of our recognised staff Associations against an officer of our Department serving in the office other than that in which the complainant was serving. He had also pointed out certain mal-practices having taken place in the office in which the officer complained against was serving.

2. In this connection, it may be mentioned that as per the "Aims and Objects" of the Staff Association as incorporated in their Bye-laws these are formed primarily with the object of promoting service matters and general welfare of its members.

3. A question arose whether a Government servant who happens to be an office bearer of a staff Association derives any special authority from that status over and above what an other Government servant of his designation/rank in the Department would get normally. If so, whether he can be proceeded against under CCS(CC&A) Rules in case the allegations levelled by him in the complaint in his capacity as an office bearer of the Staff Association are subsequently found to be baseless on investigation.

4. The matter was taken up with the Ministry of Defence (Fin)/ Department of Personnel and Training (JCA Section and AVD Section) who have clarified the position as under :-

- i) the office bearers of the Association do not enjoy any special status and they are treated like any other employee under CCS (Conduct) Rules.
- ii) Chapter II of the Vigilance Manual Vol-I deals with complaints As per para 1 of this Chapter information about corruption,

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malpractices or misconduct on the Part of Public servant coming from any source are to be treated as complaints and are required to be dealt with accordingly.

All CsDA are, therefore, requested to deal with such complaints received from the office bearers of the Staff Association in the light of above clarification.

Please acknowledge receipt.

Karim Lal 15/5/91

(TARSEM LAL)
Dy. C.G.D.A. (AN)
15/5.

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Committee

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J.C.M., UNION, ASSOCIATION

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D.P.T., O.M. No. 8/10/91-JCA,
dated 19-4-1991

**Communications from recognized Service Associations
should promptly be attended to**

In the Departmental Council of the Ministry of Personnel and Training the Staff Side had pointed out that the communications addressed by various recognised Service Associations were not being promptly attended to/replied to by the Government departments.

The recognised Service Associations are required to submit all representations through proper channel, and, as a normal practice should be addressed to the Head of the Office. In the Departmental Council it was agreed that such communications will be promptly attended to. Suitable replies will also be sent wherever necessary. These instructions may be brought to the notice of all concerned.

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D.P.T., O.M. No. 4/6/91-JCA,
dated 11-9-1991

Staff Side should be consulted on important matters affecting staff

In the last meeting of the National Council (JCM) held on 31st January, 1991, the Leader of the Staff Side in his opening remarks has *inter alia* observed that the Departmental Council (JCM) meetings are not being held as per schedule. It was also suggested that before taking any important decision affecting the staff generally, there should be prior consultation with the Staff Side in the Departmental Council also.

Instances have also come to the notice of this Department where prior consultation with the Staff Side was not made before implementing decision which come within the purview of JCM. While it may be true that the meeting could not be held at prescribed intervals for administrative reasons, nevertheless, every effort should be made for holding of Departmental Council meetings regularly in accordance with the spirit of the JCM Scheme. It is also emphasised that before taking any important decision which come within the purview of JCM, the Staff Side in the Departmental Council should be invariably consulted.

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D.P.T., O.M. No. 2/8/91-JCA,
dated 11-10-1991

**Recognised Service Unions/Associations to
comply with the conditions of recognition**

The recognised Service Associations are expected to regulate their activities in accordance with the Rules in its Constitution. One of the

Confidential

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/ No. ANXVII/17025/1/1/CHD
Office of the C.@.D.A.
West Block-V, R.K.puram
New Delhi-66
Dated: 20/3/96

To,
The CDA (Wc)
Sector-9-C
CHANDIGARH

Subject: Election of Branch Association

Reference: Your office confid letter No. AN/IV/1833/AIDAA CB
Pune/CHD Br. dt: 26-2-96.

The points enumerated in the Annexure to your above referred letter have been examined and the position is as follows:-

1. Holding of Gate Meeting

The instructions issued vide this HQRs Confid circular No. AN/XVII/17003/1/Vol-I dt: 31-1-86 regarding grant of permission for holding of meetings by the recognised Associations are very clear and need no further elaboration about the authority of the C@DA concerned. According to the instructions the head of office can permit the meeting to be held if he/she is satisfied that holding of a meeting within the office premises can be allowed without detriment to the security of the office and without obstruction of the office work.

2. Conduct of Elections

In this context please refer to para (ii) of DOP&T OM No. 2/5/94-JCA dt: 27-7-94 circulated under this HQRs letter No. AN/XVII/17003/1/IV/orders dt: 22-2-96 according to which Government Department should not in any manner associate with election process of the staff Association.

3. Endorsing copies to the Administration

HQRs of AIDAA (CB) Pune & AIDAEA Calcutta will be advised to instruct their Branch Associations not to endorse copies of their complaints regarding their internal squabbles to the Administrations. At the same time, it is suggested that administration should not give any cognizance to such endorsements where they feel that they has nothing to do with it.

4. Acceptance of nomination of representatives on the staff side.

As per para. 5 v) of the constitution of the office council circulated under this HQRs letter No. 91015(I)/72-AN-G dt: 3/5/72 the members of the council shall consider whether the nomination is in accordance with the provisions of the Act relating to the employees

Organisation concerned. So far as a member of the staff Association ~~proved~~ to be a known trouble maker is concerned, such member do not enjoy any special status and they are treated like any other employee under CCS (Conduct) Rules. In this context your kind attention is also invited to DOP&T OM No. 35014/2/89-Estt(A) dt:10-10-90 circulated vide our confidential letter No. AN/XVII/17003/I/Orders dt:21-12-90 and AN/XVII/17003/I/Vol-III dt:15-5-91.

5. Direct addressing of complaints to CDA/CGDA by JCM Members (MES & DDEC).

In accordance with DOP & T OM No:8/10/91-JCA dt:19-4-91 (Copy enclosed) the recognised service Associations are required to submit all representations through proper channel, and, as a normal practice should be addressed to the Head of the office. Since the JCM member is also an office bearer of the service Association the above provisions are equally applicable to the representation made by JCM members. As such they should be advised to send their representation through proper channel.

Dy C.G.D.A (AN) has seen.

(R.C. SHARMA)
For. C.G.D.A

R.B

(2)

DATED: 11-2-99.

To,

- (1) THE C.C. OF A (Fys), CALCUTTA.
- (2) C.C.D.A. (PENSIONS), ALLAHABAD.
- (3) C.D.A. _____
- (4) C OF A (Fys) _____
- (5) JCDA (FUNDS) MEERUT.

Subject: Rates of Daily Allowance for staff side members of the Departmental/National Councils and Third Level/Regional Councils of JCM.

A copy of Ministry of Personnel, P.G. & Pensions Deptt. of Personnel & Training O.M. No.8/4/98-JCA dated 17th November, 1998 on the above mentioned subject, circulated under G of I, Min. of Defence F No.24(1)/97/D (CIV-II) dated 24th November, 1998 and received under MOD D(JCM) No.466/D-JCM/99 dated 27-1-99 is forwarded herewith for information & further necessary action.

The contents of the D.O.P & T's O.M. may be brought to the notice of all concerned.

Please acknowledge receipt.

Encl- as above.

Copy to:-

- (i) THE SECRETARY GENERAL
AIDAA (CB) PUNE
OFFICE OF THE CIA (C) PUNE.
- (ii) THE SECRETARY GENERAL
ALLAHABAD, CALCUTTA
OFFICE OF THE C C OF A (Fys) CALCUTTA.
- (iii) ALL STAFF SIDE MEMBERS
III LEVEL JCM COUNCIL OF
C.G.D.A. HQrs.

Gauba
(D.K. GAUBA)
FOR C.G.D.A.

Together with a copy of
above referred letter
dt.17-11-98.

Gauba
(D.K. GAUBA)
FOR C.G.D.A.

Subject: Rates of Daily Allowance for Staff Side Members of the Departmental/National Councils and Third Level/Regional Councils of JCM.

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The undersigned is directed to say that with the revision of daily allowance in accordance with the instructions issued by the Department of expenditure vide O.M. No.19030/2/97-e.IV dated 17.4.98 the JCM members shall w.e.f. 17.4.98 be entitled to Daily Allowance in the following manner:

NATIONAL COUNCIL/DEPARTMENTAL COUNCIL (JCM)

Flat rate of Rs.230/-per day when they make their own arrangement and Rs.505/- per day while staying in a Hotel etc.

REGIONAL/OFFICE COUNCIL:

At normal rates admissible to them while on duty subject to a minimum indicated below:-

Classification	Stay in Govt./PSU Guest House or making their own arrangement.	Stay in Hotel or other Estt. providing boarding and/or lodging at Scheduled Tarrif.
	Per day	Per day
1. A1 Class	Rs.200/-	Rs.380/-
2. A Class	Rs.160/-	Rs.305/-
3. At other places	Rs.105/-	

This O.M. issues in consultation with Department of Expenditure vide U.O. No.530/E dated 15.9.98.

Sd/-
(MRS.B. THYAGARAJAN)
DIRECTOR

Circular

कार्यालय, रक्षा लेखा महानियंत्रक, पश्चिमी खंड-5, रामकृष्ण पुरम, नई दिल्ली-66
Office of the C.G.D.A., West Block-5, R.K. Puram, New Delhi-66

No. AN/VI/17003/I/VII/Orders

Dated : 14th August 2006

The PCDA _____

The PCA (Fys), Kolkata

The CDA _____

The CFA (Fys), _____

Subject : Regarding TA advances to retired employees who are in various JCM Councils.

Reference: This HQrs office circular bearing No.AN/VI/17003/I/VII/Orders dated 23rd August 2005.

It has been intimated by the Ministry of Defence/(DGQA/ADM/JCM) that the Staff Side has raised that the issue of not sanctioning of the advance by CsDA to JCM members who are retired employees on the ground that instruction issued by the Ministry of Defence/D(Civ) under their letter No. 24(1)2002/D(Civ-II) dated 11.8.2005 are silent about the provision as to by whom the amount will be paid and who will audit the claims.

2. It has also been opined by the Ministry of Defence/(DGQA/ADM/JCM) that the coordinating Establishment of the station where the concerned JCM member has settled after retirement and the CsDA giving audit cover to such Establishment, would be the appropriate authorities to process the requisition for TA advance from concerned JCM member and settle their final claims under the laid down provisions.

3. The issue has been examined by this HQrs office and the following clarifications are issued for guidance: -

- i) Payment of travelling allowance advance has to be made to the retired JCM member from the imprest of the Establishment, which has invited him. In case of insufficient fund in the imprest, the Establishment concerned may take up the matter with the concerned CsDA. It is the responsibility of the Establishment concerned to ensure that the adjustment claim is submitted by the retired JCM member within the stipulated time as laid down in rules. The responsibility of the adjustment claim will rest with the authority, who invites the retired JCM member for the meeting. The coordinating Establishment will forward the final claim to the concerned CDA in whose audit cover the Establishment falls for audit and payment.

Contd...P/2

Office of the Controller General of Defence Accounts

West Block-V, R.K. Puram, New Delhi-110066

No. AN/VI/17003/I/VII/Orders

Dated : 23rd August 2005

To

The PCDA _____

The PCA (Fys), Kolkata

The CDA _____

The CFA (Fys), _____

Subject : Regarding TA advances to retired employees who are in various JCM Councils.

A copy of Ministry of Defence/D(Civ) ID No. MOD ID No. 24(1)2002/D(Civ.II) dated 11.8.2005 on the above subject is forwarded herewith for information and further necessary action.

2. It is also requested to bring the instructions to notice of the office bearers of our Service Associations.

Please acknowledge receipt.



(Rozy Agarwal)

Dy. CGDA (Admin)

23/8

Copy to :-

Shri S.N. Safai, President
AIDAA(CB), Pune
Care CDA (Officers), Pune

Shri S.P. Aich, Secy. General
AIDAEA(HQ), Kolkata
Care PCA (Fys), Kolkata

Audit-Coord Section (Internal)

Together with a copy of above referred letter dated 11.8.2005.

Sd x x x x x x x

(Rozy Agarwal)

Dy. CGDA (Admin)

15.7
19/8

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Ministry of Defence
D(Civ)

Sub:- Regarding TA advances to retired employees who are in various JCM Councils.

Departmental Council (JCM) have raised the following demand in the Steering Committee meeting of the 84th Departmental Council:-

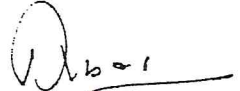
“Retired employees who are in various JCM Councils should be paid TA advance as per rules for attending meetings which is presently being denied.”

2. In this connection attention is invited to Swamy's Compilation of FRSR Pt II Appendix 7 which is reproduced below:-

Members who are retired employees or Ex-Employees

(4) Advance of traveling allowance Advance of traveling allowance as admissible under the normal rules applicable to the member and payment from imprest, if any, of the rail/road fare both ways may also be granted. The grant of TA. Advance will be subject to the conditions prescribed in Rules 231 and 234 of GFRs, 1963.

3. It is intimated that in all cases where TA is admissible as for a journey on tour, are eligible for grant of advance of T.A. on tour.


(R.B. Joshi)
Under Secretary

AG/Org 4 (Civ) (d)
DGNCC
OFB, Kolkata
DGAQA
D(JCM)

NHQ/CO Dte, A
DRDO/Admin I
DGQA(Coord)
R&D Orgn/DOP

Air HQ/PC-5
DGAFMS/DG-2
DGDE Admn
CG Dte,

M of D ID No. 24(1)2002/D(Civ.II) dated 11.8.2005

Copy to:-

✓ CGDA, R.K. Puram, New Delhi

Genl. Secy. All India Defence Employees Federation

S. No.81, Elphinstone Road, Kirkee, Pune 411003

Genl. Secy. INDWF, 25/19, Karahi Khana, Kanpur - 208001

Genl Secy. BPMS, Navin Market, Kanpur-208001

Genl. Secy, Confederation of Defence
Recognised Associations,

96, Defence Apartments, G-17

Pascheri Vihar, New Delhi - 110087.

NO.AN/XVII/17003/I/V/Spl.CI.,
Office of the C.G.D.A.,
West Block-V, R.K.Puram,
New Delhi-66.
Dated: 24-3-2000.

To,

- (i) The Pr. C of A (Fys)
Calcutta.
- (ii) The CDA (o) Pune.

Sub: Grant of Spl. Casual leave to the delegates of staff Association for attending National Conference.

Ref: Incontiuation of this HQrs. letter of even No. dt.18-11-99.

The matter regarding grant of special casual leave to the delegates of both the Recognised staff Association of Defence Accounts Deptt. for attending their National Conference/ All India Convention has been examined by Min. of Defence D (JCM) in consultation with Deptt. of Personnel & Trg. (JCA Section).

2. It has since been clarified by Min. of Defence D (JCM) that two delegates for each hundred or less paid up members and one delegate for further each one hundred paid up members who are attending the National Conference/convention of AIDAEA (HQ) Calcutta/AIDAA (CB) Pune are eligible for special casual leave upto the limits specified in Min. of Home Affairs OM NO. 27/3/69-JCA dt.8-4-69. It is further stated in the ibid OM dt. 8-4-69 that those who would be availing special casual leave in their capacity as Office-Bearers of HQrs. Association will not be entitled to avail special casual leave separately in their capacity as delegates/ Executive Committee Members.

The cases of delegates who had applied for special casual leave may be regulated accordingly.

(Signature)
(A.N. SAXENA)
DY.C.G.D.A. (AN)

23/3
(Contd. at next page)

Copy to:-

1. The AIDAA (CB) Pune
C/O the CDA (O) Pune.

2. The AIDAEA (HQ) Calcutta
C/O The Pr. C of a (Fys) Calcutta.

For information.

S R - X - X
(A.N. SAXENA)
DY.C.G.D.A.(AN)

