

## Important Circular



रक्षा लेखा महानियंत्रक  
Controller General of Defence Accounts  
उलन बटार रोड, पालम, दिल्ली छावनी-110010  
Ulan Batar Road, Palam, Delhi Cantt.-110010  
Ph: 011-2566706, Fax : 25674806  
e-mail : admin6.cgda@nic.in



No. AN/Coord/17003/SAS(Officers) Association

Dated: 18.03.2021

To

The PCDA/PCA/CDA/CFA (Fys)

**Subject :** Exercising of option by the members of the DAD(SAS) Officers Association for Association membership under the CCS (RSA) Rules 1993 and recovery of subscription for the year 2021-22.

\*\*\*\*\*

As per para 2.2, 2.3 & 2.5 of DOP&T, Most Immediate OM No. 2/10/80-JCA dated 31<sup>st</sup> January 1994, option for DAD (SAS) Officers Association membership can be exercised by the AAOs/AOs/SAOs 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 is pertinent to mention here that Defence Accounts Department( Subordinate Accounts Service) Officers Association has been recognized w.e.f 12.12.2018 vide MoD/D(JCM) Dy. No. 1613-D(JCM)/2018 dated 12.12.2018.

**The recovery shall be made for the financial year 2021-22.**

3. The salient features of procedure laid down for exercising of 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 (Fys)/CsDA/ CsFA (Fys) are requested to ensure that the system of exercising of options and recovery of subscription is scrupulously adhered to. The schedule of events listed below may be followed and confirmation to the effect (a) and (b) is to be furnished to HQrs office.

- Issue of circular by your office along with option forms to all the sub-offices under your organization latest by **23.3.2021**.
- Obtain confirmation regarding receipt of your circular and option forms in all sub-offices under your administrative control latest by **29.3.2021**.
- The option forms should be made available w.e.f. **01.04.2021** and onwards to the members who intend to exercise their option.

4. The members can exercise the option in the month of **April only** and completed option forms are to be submitted to nominated officer of the Administration by **30.04.2021**.

5. The process of exercise of option in all offices is to be completed by **30.04.2021** and confirmation in this regard may be sent to this HQrs. office by **28.5.2021** positively.

6. A report indicating complete details of the number of members [category wise & office wise] serving in their respective organization and total membership strength as per check off system in respect of DAD (SAS) Officers Association (as per the proforma enclosed) and total strength of the office tallied with the KMI report for January and may be submitted to HQrs. office by **31.08.2021** positively.

7. The Communications received from the members of the Association and reports received from the Controllers offices indicated that dates mentioned by HQrs. office are not strictly adhered to. Therefore, it is requested that deadlines proposed for modalities may be achieved to obviate reminders from this end.

8. The receipt of this circular may please be acknowledged.



(Rajeev Ranjan Kumar)  
Dy. CGDA (AN)

**Copy to : -**

The Secretary General  
DAD (SAS) Officers Association  
C/o IFA, 9 BRD/46 ED (AF),  
Nagar Road, Pune-411014

} For information please.



(Rajeev Ranjan Kumar)  
Dy. CGDA (AN)

**Annexure to circular No. No. AN/Coord/17003/SAS(Officers)**  
**Association dated 18.03.2021**

1. Every Officers desiring to become a member of a particular Association, 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 **30<sup>th</sup> 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 individuals. Such withdrawal/change is permitted only in the month of April every year. On the specimen format enclosed.
4. The numbered option form issued by the Administration should only to be used by eligible individual and there should be no overwriting/cutting in the forms. Forms having overwriting/cutting would be treated as invalid.
5. **Blank option forms may be issued to desirous Officers only and in no case the option form be handed over to Association's representatives.**
6. The numbered option form signed by the individual should be authenticated by the authorized functionary of the concerned Association in the presence of nominated officer of the Administration.
7. In respect of offices/stations where no Branch Association is functioning, the coordinating body for consultation and executing common programme of the Associations functioning in that particular office/station shall authenticate the option forms.
8. 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.
9. 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.
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 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 for which the matter could be referred to HQrs. office.

13. The nominated officer will ensure that the entire process of exercising the option is completed by 27th 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 and 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 and the amount of membership subscription recovered to the authorized functionaries of the concerned Associations by 10<sup>th</sup> August. Copy of the said nominal roll should also be sent to the concerned PCsDA/ CsDA 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 Association.

18. A report indicating complete details of the staff members [category wise & office wise] serving in their respective organization, total number of membership strength as per check-off system in respect of both the Associations and amount of subscription recovered should be submitted to this office as per the proforma enclosed. The said report should reach this office by **31<sup>st</sup> August 2021** positively.

  
AAO (AN-Coord)

**LETTER OF WITHDRAWAL**

I \_\_\_\_\_ (name & designation) a member of DAD(SAS) Officers Association intend to withdraw my candidature from the same Association.

Signature  
Name  
Designation

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  
officer Bearer.

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

<u>Sr No</u>	<u>Category</u>	<u>Total No.s of officers in the Grade</u>	<u>Name of the Association</u>	<u>Membership as per check off system</u>	<u>Remarks</u>
1.	AO/SAO				
2.	AAO				

Break up Office Wise

<u>Sr No</u>	<u>Grade</u>	<u>Name of the Office</u>	<u>Total No.s of officers in the Grade</u>	<u>Name of the Association</u>	<u>Membership as per check off system</u>	<u>Remarks</u>

2. It is certified that members of the Association do not have dual membership.

GO/ DCDA (AN)