

ALL INDIA NAVODAYA VIDYALAYA STAFF ASSOCIATION (AINVSA)

(Regd No:K. 492/94)

President: Jagdish Rai 9415656993

Working President: J.K.Singh 9801444901

General Secretary: L.B.Reddy 9494279001

Associate Presidents:

CHAVAN RAMACHANDRA

S.S.DORA

TILAK SINGH

RR PATHAK

UK VERMA

N.P.MEHAR

TAFSEER ANWAR

Vice Presidents:

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G.R.PARWATHI

C.B.TRIVEDI

HH RAI

SHANKARLAL

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SANGEETHA

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Deputy Gen Secteries:

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PARGANIYA

SUMAR KR MISHRA

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SOFI KAMAL

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SHAIK MAROOF

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BASHEER AHMED

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Regnl.Org Secretaries

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RAMADAS

BIPIN KUMAR

Press Secretary

KT PRASAD

TREASURER

SMT K MANJULA

Lr.No.AINVSA/2014-15/ March /6

Date: 21-03-2014

To

The Principal

All the JNVs.

Dear Sir/Madam,

**Subject: Reorganization of Service Association under CCS (RSA)
Rules - Procedure for deduction of subscription from the payrolls -
Regarding.**

References are being received from many Units seeking clarification/raising doubts regarding the procedure to be following for deduction of subscription from the payrolls.

In this context, I would like to inform to all units that the detailed procedure for '**check-off system and deduction of subscription from the payrolls**' is available in Swamy's Complete Manual on Establishment and Administration under Section IV-Service Associations and Welfare. For your immediate convenience, the relevant portion of information is reproduced below:-

O.M No.2/10/80-JCA, dated 31.1.1994

Para 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 payroll in favour of a particular Association. On receipt of application, the Association is required to confirm the membership and thereafter pass on the application to the DDO for effecting recoveries.

Para 2.5 - Recoveries of annual subscription from payroll in favour of a particular association shall be made by the DDO once a year in the month of July.

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

O.M.No.3/12/94-JCA, dated 10.3.1995

Para-3 – In partial modification of instructions contained in O.M No.2/10/80-JCA, dated 31.1.1994, it has been decided that the deduction of subscription of not less than one rupee per month will be made from the payrolls on monthly basis.

Therefore, it is clear that the Principal/DDO after receipt of letter of authorization from the employee will deduct the subscription from the pay bill on monthly basis. The subscription amount so deducted from pay bill on monthly basis will be credited to Association's account after finalization of procedure by the Samiti.

It is once again requested that all Staff Secretaries at JNV level may initiate action for submission of letter of authorization to the Principal immediately with a covering letter model copy closed herewith. Action taken in this regard may please be confirmed to email id: **ainvsacec@gmail.com**

Thanking you

JAGDISH RAI

J.K.SINGH

L.B.REDDY

President

Working President

General Secretary

Copy submitted to:

- 1.Hon`ble Commissioner,NVS,B-15,Institutional Area,Sector-62,Noida,Uttar Pradesh
- 2.All the Deputy Commissioners of Navodaya Vidyalaya Samiti
Bhopal,Chandigarh,Hyderabad,Pune,Patana,Jaipur,Shillong &Lucknow Regions.