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नवोदय विद्यालय समिति

हैदराबाद संभाग

मानव संसाधन विकास मंत्रालय का एक स्वायत्त संस्थान
(स्कूल शिक्षा एवं साक्षरता विभाग, भारत सरकार)

1-1-10/3, एस.पी. रोड, सिकन्दराबाद

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**NAVODAYA VIDYALAYA SAMITI
(HYDERABAD REGION)**

An Autonomous Organization under Ministry of HRD (Dept. of
School Education & Literacy, Govt. of India)
1-1-10/3, S.P. Road, SECUNDERABAD
Pin- 500 003 (Andhra Pradesh)

F.NO. 1-217/ NVS(HR)/Admn / 2014/

Date:22.04.2014

To
The Principal
All Jawahar Navodaya Vidyalayas
Under Hyderabad Region

**Sub : Adoption of Central Civil Services (Recognition of Service Association)
Rules 1993 – Reg.**

Sir / Madam,

In continuation to this office Circular of even number dated 12.03.2014 it is clarified that for the recognition of service association '**Check-off system and deduction of subscription from the payrolls**' of the concerned employee is must.

Few of the Principals have sought clarification regarding check-off system and permission to deduct monthly / annual subscription from the payrolls of the employees of JNV.

In this connection, Govt of India has issued certain clarifications regarding Check-off system vide DOPT OM No. 2/10/80-JCA, dated 31.01.1994 & O.M. No. 3/12/94-JCA, dated 10.03.1995 which is reproduced as below :-

OM No. 2/10/80-JCA, dated 31.01.1994

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 designated authority, his consent, fro 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.

Contd...2

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 10.03.1995

Para -3 - In partial modification of instructions contained in O.M No. 2/10/80-JCA, dated 31.01.1994, 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.

In view of the above, the subscription as requested by the employees may be deducted from their payrolls and retained in the Vidyalaya account till receipt of further communication in this regard, which shall be remitted after recognition to the concerned Staff Association. The details of amount so deducted from the payrolls of the employees may be submitted to this office in the format I & II enclosed herewith. A copy of Annexure - I & II may sent to this office for further necessary action.

Yours faithfully,

 22/4/14

(D.V.S.R. MURTHY)

DEPUTY COMMISSIONER

Encl : As above

ANNEXURE - I

REGISTER TO BE MAINTAINED BY THE DDO

Category of employee _____

S.No.	Name	Year _____		Year _____		Year _____	
		Name of Association of which member	Bill No.	Name of Association of which member	Bill No.	Name of Association of which member	Bill No.
1	2	3	4	5	6	7	8

ANNEXURE - II

PROFORMA OF STATEMENT TO BE SENT BY

DDO TO THE NODAL OFFICE

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