

नवोदय विद्यालय समिति

NAVODAYA VIDYALAYA SAMITI

(मानव संसाधन विकास मंत्रालय का स्वायत्त संस्थान, स्कूल शिक्षा एवं साक्षरता विभाग, भारत सरकार)
(An Autonomous Organization under Ministry of HRD, Department of School Education and Literacy Govt. of India)

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Dated: 07.05.2014

To,

The Principal,
All Jawahar Navodaya Vidyalayas,
Under Lucknow Region.

By email

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

Sir/Madam,

In continuation to this office circular of even number dated 14.03.2014 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 pay rolls 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 :-

O.M No.2/10-80-JCA dated 31.01.1994

Para 22- 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.

Para 2.5- Recoveries of annual subscription from payroll in favour of a particular assoication 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.

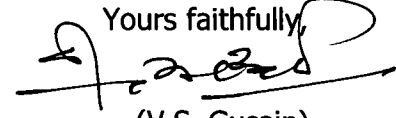
O.M. No. 3/12/94-JCA dated 10.03.1995.

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.

Encl :As above.

Yours faithfully,



(V.S. Gusain)

Deputy Commissioner (I/c)

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