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Ref. No.21-31/NVS (SHR)/Admn./ 509  
To,

Dated: 9<sup>th</sup>.05.2014

The Principals,  
Jawahar Navodaya Vidyalayas,  
Under Shillong

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

Sir/Madam,

Please refer NVS, Hqr. Memorandum No.6-2/2005-NVS(GA)/91 dated 19.02.2014 and Office Order No.6-2/2005-NVS(GA)/88 dated 19.02.2014 perating to the Recognition of Service Associations in NVS.

As per the above reference OM and Rule 5 of CCS(RSA) 1993, the Service Association must fulfill the following conditions for recognition by the government.

- a) An application for recognition of the Service Association has been made to the Government containing Memorandum of Association, Constitution, Bye-Laws of the Associations, Name of the Officer-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 servant having common interest, all such government servants being eligible for membership of the service association.
- d) (i) The Association represents minimum 35 percent of total number of a category of employees provided that where there is only one association which commands more than 35 percent membership, another association with second highest membership, although less than 35 percent may be recognized if it commands atleast 15 percent membership.  
  
(ii) The membership of the government servant shall be automatically discontinued on his ceasing to belongs 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 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
- h) The funds of the Service association consist exclusively of subscriptions from members and grants.

Further, the verification of the membership of the Service Association as per CCS(RSA) Rule, 1993 as follows:-

- 2.1 In terms of Rule 7 of the above mentioned Rules, the Verification of the 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 DD for effecting recoveries.
- 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.
- 5 The procedure for crediting the subscription deducted by the DDO to the Association account may be finalised by each Ministry/Department in consultation with the concerned Association.

In view of the above, the subscription on request of the employee may be deducted from their pay rolls and retained in the Vidyalaya Account till further communication in this regard, which shall be remitted after recognition to the concerned Staff Association. The details of amount deducted from the payrolls of the employees may be submitted to this office in the format I & II which is enclosed herewith.

Yours faithfully,

Enclo: As stated

  
(S.F. RAHMAN)

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

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Category of employee \_\_\_\_\_

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