

1294

**MINISTRY OF DEFENCE**  
**Office of the JS & CAO**

Subject : **GRANT OF RECOGNITION TO AFHQ/ISOs**  
**ASSOCIATIONS UNDER CCS(RSA) RULES, 1993**

1. Ref this office ID Note of even No dated 22 Nov 2017 and 05 Jan 2018.
2. Applications for grant/extension of recognition under CCS(RSA) Rules, 1993 were invited from recognized/unrecognized/newly formed Service Associations of AFHQ/ISOs employees vide notes referred above.
3. Applications submitted by the following Associations have been examined and found to be in conformity with CCS(RSA) Rules, 1993 and guidelines issued by DOP&T:-

(i) **AFHQ Civilian Service (DRG) Officers Association** representing all persons directly recruited to SO grade of AFHQ Civil Service.

(ii) **AFHQ Civilian Officers Association** representing all Gp 'A' Officers belonging to AFHQ/ ISOs.

(iii) **AFHQ Civil Service (LDCE) Officers' Association** representing all officers belonging to AFHQ Civil Service holding the posts of Section Officers and above after their promotion on the basis of LDCE to SO Grade.

(iv) **Association of Section Officers (DP) of AFHQ Civil Service** representing all SO (DP) either promoted on regular basis or on temporary basis or under any other provisions of RRs/Govt instructions.

(v) **AFHQ Stenographers' Association** representing all Stenographers who are employed in three Service HQrs and ISOs.

(vi) **AFHQ EDP Gazetted Officers Association** representing all EDP Gazetted Officers of AFHQ.

(vii) **AFHQ Assistant Section Officers(DR) Association** representing all direct recruit ASO belonging to AFHQ Civil Service.

(viii) **AFHQ OL Service Cadre Association** representing all Dir(OL), JD(OL), DD(OL), AD(OL), Sr Trn(E/H) and Jr Trn(E/H).

(ix) **AFHQ Librarian's Association** representing all the regular civilian employees of AFHQ Librarian Cadre.

(x) **AFHQ EDP Employees Association** representing all Civilian EDP Employees of AFHQ & ISOs.

(xi) **AFHQ Non Gazetted Employees Association** representing all ASOs(DP), SSAs & JSAs (DR) of AFHQ/ISOs.

(xii) **AFHQ Association** representing all ASOs(DP), SSAs & JSAs of AFHQ/ISOs.

(xiii) **AFHQ Employees Association** representing all ASOs(DP), SSAs & JSAs of AFHQ/ISOs.

(xiv) **AFHQ JSA (DP) Employees Association** representing all Junior Secreteriat Assistant(JSA)(DP) of AFHQ/ISOs.

(xv) **AFHQ Canteen Employees Association** representing all employees of departmental canteens in Defence HQ.

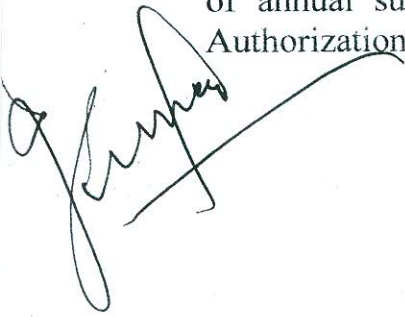
(xvi) **AFHQ/ISOs Gp 'C' (MTS) Civilian Employees Association** representing all Group 'C' (MTS) Civilian Employees of AFHQ/ISOs.

(xvii) **AFHQ/ISOs Gp 'C' (MTS) Employees Association** representing all Group 'C' (MTS) Civilian Employees of AFHQ/ISOs.

4. Above mentioned Service Associations are now required to submit Authorization Letters(ALs), in the format given in Annexure- I to this Note, from their members authorizing deduction of membership-subscription from their pay rolls for verification of their membership under the Check-Off system for grant of recognition. The process of verification of membership is given in succeeding paragraphs.

5. An AFHQ employee who desires to be member of any of the Association listed in para 3 above is required to take the following action in order to facilitate deduction of subscription for the Association from his/her Pay Roll:-

(i) Communicate in writing to the concerned Association his/her consent for deduction of membership-subscription from his/her pay roll in favour of the concerned Association, as per format attached at Annexure-I to this Note. Since all columns of Authorization Letters are mandatory, incomplete ALs shall not be accepted. Consent for deduction of annual subscription shall remain valid till altered or withdrawn. Authorization Letters in any other format will not be accepted.



(ii) An AFHQ employee can be member of only one Association at a time. In case an employee signs letters of authorization for deducting subscription in favour of more than one Association, then all his applications for membership for such Associations shall be treated as invalid.

(iii) Upon receipt of an employee's authorization letter on the prescribed format, the President/General Secretary of the concerned Association shall confirm the employee's membership by countersigning the authorization letter and affixing the official stamp of the Association clearly reflecting the name of the signatory and his/her post held in the Association.

(iv) The Association shall retain one copy of the authorization letter and forward original ALs to CAO/Welfare Section latest by 1700 hrs on 22 May 2018 alongwith a list of members in duplicate, pay group-wise, (i.e., Admin Section in CAO's Office, Naval HQ, Air HQ etc), as per the following format, for verification. While submitting the ALs to CAO/Welfare, it is mandatory to give nominal roll of the members who have submitted the ALs and the serial number of employees as per nominal roll should be mentioned on each AL.

NAME OF THE ASSOCIATION

Sl No	Emp ID	Name & Designation	DOB	Present Office/Br/Dte	Admin/ Pay Gp/ DDO
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(v) **Authorization Letters received after due date shall not be entertained.**

(vi) **All mandatory columns should be filled properly. Incomplete Authorization letter will be treated as invalid ALs.**

6. CAO/Welfare Section, on receipt of requisite documents from the Association shall verify the same as per the check-off system and forward the same to the concerned DDOs, for recovery of annual subscription.

7. Subsequent to deduction of annual subscription, concerned DDOs shall inform CAO/Welfare(JCM) Section about the same. Based on the information, CAO/Welfare(JCM) section will process the case for grant of recognition to the respective Associations.

8. Amount deducted as membership subscription shall be deposited by the DDOs in the Bank Accounts of Associations. The same be informed to the Associations concerned, under intimation to CAO/Welfare (JCM) section.

