

IMPORTANT CIRCULAR

BY REGD POST/BY HAND

PR. CONTROLLER OF DEFENCE ACCOUNTS

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No. AN/LC/ 2099/AA/XIII

Dated: 13 /03 /2018

To

All Sections in Main office,

All Sub offices under PCDA Bangalore

SUB: Exercising of option by the staff for Association membership under the
CCS (RSA) Rules 1993 and recovery of subscription for the year 2018-19

1. As per Para 2.2, 2.3 & 2.5 of DOP&T, Most immediate OM No.2/10/80-JCA dated 31.1.94, option for Association membership can be exercised by the staff in the month of April each year and recoveries of membership subscription shall be made by the DDO in the month of July.
2. The details of officers nominated for the above work as outlined in this circular including one officer for assisting the nominated officer wherever required as decided by the Competent authority is enclosed in Annexure 'A'.
3. The salient features of procedure laid down for exercising of option by the staff in the month of April and subsequent recovery of their membership subscription from the pay bills for the month of July 2018 has been summarized in Annexure 'B' enclosed. Nominated officers are directed to ensure that the system of exercising of options as envisaged in this circular is scrupulously adhered to.

4. Option forms duly numbered are being sent to the nominated officers separately and the same may be made available to the staff members who desire to exercise their option by the nominated officers on their request with effect from 02/04/2018 to 27/04/2018 or before the last working day of the month.

5. The process of exercise of option in all sub-offices and main office is to be completed by 27/04/2018 or before the last working day of the month and **"used and unused forms along with Association wise nominal roll of members and withdrawn members list association wise with withdrawal forms"** may be sent to Smt Geetha Vardarajan, SAO (AN) of this office through registered post/ by hand by **02-05-2018** positively.

6. Officers in Charge of all Sub offices are requested to ensure that the work is completed as per instructions contained in this circular and report sent by the dates fixed.

7. The content of this circular may please be got noted by all staff members and officers. One copy of the circular may also be placed on Notice Board.

8. **Please ack. receipt of this circular by return post/fax or e-mail at cda-blor@nic.in.**

V. S. Nayak

Senior Accounts officer (AN)

ANNEXURE 'A'

NOMINATED OFFICERS

Sl. No.	OFFICE	Nominated officer	Assisting Officer
1	Main Office	SAO (AN)	AAO (AN /LC)
2	PAO(ORs) ASC (South), B'lore	SAO (AN)	AAO (AN)
3	PAO(ORs) MEG & Centre B,lore	SAO (AN)	AAO (AN)
4	PAO (ORs) PCTC B'lore	SAO (AN)	AAO (AN)
5	PAO(ORs) CMP B'lore	SAO (AN)	AAO (AN)
6	PAO(ORs) PARA Regt. B'lore	SAO(AN)	AAO (AN)
7	PAO (ORs) ASC (AT) Bangalore	SAO	AAO (AN)
8	DCDA (DAD) HAL B'lore	SAO(AN)	AAO (AN)
9	RAO(MES) B'lore	SAO	
10	LAO (A) B'lore	SAO	
11	LAO (B) B'lore	SAO	
12	LAO (C) B'lore	AO	
13	AAO BSO R&D	AO, AO GE (R&D) E&W	
14	AAO BSO Jalahalli	SAO GE Jalahalli	
15	AO (GE) AF Hebbal / BSO (AF) Hebbal	SAO	
16	AO (GE) AF Yelahanka	SAO	
17	AO (GE) AF Jalahalli	SAO	
18	AO (GE) South	SAO	
19	AO (GE) North	SAO	
20	AO (GE) Central	SAO	
21	AO (GE) R&D E&W	AO	
22	AO (GE) (AF) Marathahalli	SAO	
23	PAO(ORs) MLI Belgaum	SAO (AN)	AAO (AN)
24	LAO(DAD) Belgaum	SAO	
25	AO GE Belgaum/ AAO BSO Belgaum	SAO	
26	UA DEO B'lore	UA DEO	
27	AO GE Bidar	SAO	
28	LAO (A) Panaji, Goa	AO	
29	AO GE (Panaji),Goa	AO	
30	AO GE (NW) Vasco	SAO	
31	AO GE (P) (NW) Vasco	AO	
32	AO (DAD) HAL Hyderabad	SAO	
33	AO (DAD) HAL Koraput	SAO	
34	AO (DAD) HAL Nasik	AAO	
35	AO (DAD) HAL Kanpur	SAO	
36	AO (DAD) HAL Lucknow	SAO	
37	AO (GE) Karwar	SAO	
38	AO GE Sambra	AO	
39	AO (DAD) HAL Barrackpore	AO	
40	AO (DAD) HAL Korwa	AO	

V. S. Hanjile
SAO (AN)

Annexure B

Annexure to circular No. AN/LC/2099/AA/XIII, dated 13 /03/2018

1. Every staff desiring to become a member of a particular Service Association(AIDAA(CB) Pune or AIDAEA(HQ) Kolkata) has to give in writing his/her consent as per the prescribed format which is available with nominated officer.
2. The option can be exercised only in the month of April 2018 and has to be submitted by **27th April 2018** or before the last working day of the month to the nominated officer of the Administration as in Annexure "A". No other cut off date is to be fixed by the sub-offices/nominated officers.
3. The option once exercised will remain valid for all the years to come unless withdrawn or changed by the concerned individuals. Such withdrawal/change is permitted only in the month of April every year in the prescribed format which is available with nominated officer.
4. The numbered option form issued by the nominated officer should only to be used by every individual and there should be no overwriting/cutting in the forms. Forms having overwriting/cutting in the forms would be treated as invalid.
5. **Blank option forms may be issued to desirous individuals only and in no case the option form be handed over to Association's representatives.**
6. The numbered option form signed by the individual should be authenticated by the authorized functionary of the concerned Association in the presence of nominated officer of the Administration.
7. In respect of offices/stations where no Branch Association is functioning, the coordinating body for consultation and executing common programme of the Associations functioning in that particular office/station shall authenticate the option forms.
8. In stations where even the coordinating body of the Association is not functioning, the person authorized/nominated by the HQ Association shall authenticate the option forms. In such situations, the Secretary General of the

Associations should ensure that the name of the person nominated for this purpose is intimated to the concerned Principal Controller well in advance.

9. The Competent Authority has nominated one officer and one officer for assistance wherever required for dealing with entire process of exercising option (Annexure A). The nominated officer will be responsible for issuing the numbered option forms to the individuals and for accepting the completed forms.

10. The nominated officer will ensure that

- (i) the forms submitted are numbered the one issued by this office and no Xerox copy of the form is to be used.
- (ii) the option forms are complete in all respects without any over writing/cuttings
- (iii) authenticated by the concerned staff Association in the presence of nominated officer and
- (iv) submitted within the prescribed time schedule.

11. The nominated officer shall provide a list indicating the names of the individuals who have exercised the options and the Association to which they have opted, to the local authorized functionaries of the Associations.

12. The decision of the nominated officer is binding on the Association unless and until there is any major disagreement for which the matter could be referred to Main Office.

13. The nominated officer will ensure that the entire process of exercising the option is completed by **27th April 2018** or before the last working day of the month and render a completion report to this office.

Recovery of membership subscription

14. After completion of the entire process, the nominated officer will forward all the accepted forms to Smt Geetha Vardarajan, SAO(AN) of this office. In turn Main Office will consolidate the nominal rolls and sent to the DDO concerned for eventual recovery of the annual membership subscription of the Associations.

15. The actual recovery of the annual membership subscription will be made through check-off system in the pay bill for the month of July 2018 by the concerned DDOs on the basis of the option exercised in April 2018.
