

PRIORITY

**No. 17/1/2017-R&R and DC
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training**

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110 003.

Date : 29.06.2017

Office Memorandum

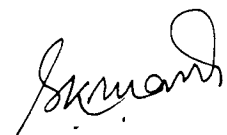
**Subject : Recognition of Service Associations under the
CCS(Recognition of Service Associations) Rules, 1993.**

The undersigned is directed to say that recognition of Central Secretariat Service Associations expired in 2013 on completion of a period of five years. Since 2012, this department has consistently pursuing renewal of their recognition by re-verification of required membership under extant rules. In spite of all efforts, it could not be ascertained. Service Associations have also failed to prove that they have required members for re-verification and renewal of their recognition.

2. As such, the matter has been examined again and as decided, recognition of all five Service Associations (i.e. Central Secretariat Clerical Service Association, Central Secretariat Non-Gazetted Employees' Union, Central Secretariat Stenographers' Service Association, Central Secretariat Staff Car Drivers' Association & Central Secretariat Stenographers' Service Gazetted Officers' Association) is, hereby, annulled.

3. Now, Associations/Group of employees belonging to the Central Secretariat Services, Central Secretariat Stenographers' Service, Central Secretariat Clerical Service etc., who wish to seek recognition under the CCS(Recognition of Service Association) Rules, 1993 may **submit their application for recognition by 31st July, 2017**. Associations which have earlier applied are also required to submit fresh applications. The applications may be sent to this Department **along with the following documents** :-

- (a) Memorandum of Association (**MOA**);
- (b) **Constitution / Bye-laws** of the Association;
- (c) **Names of Office-bearers** of the Associations along with their designation, elected from the cadre(s) the Association represents; &
- (d) Ministry/Department wise list of **estimated membership** of the Association.



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2. Constitution / Bye-laws of the Association must be in conformity with the CCS(Recognition of Service Associations) Rules, 1993. For the sake of convenience, the salient features of the Constitution are re-iterated in the Annexure.

3. Recognition will be accorded to the Association on fulfilling the conditions prescribed in the aforesaid rules and orders/instructions issued thereunder from time to time.

4. All Cadre Controlling Authorities of the Central Secretariat are **requested to give wide publicity to the contents of this Office Memorandum**, so that the Service Associations of the Central Secretariat may submit their applications by 31st July, 2017.

5. **Application(s) received after 31st July, 2017 will not be entertained and will be returned as received.**


(S.K. Mandi)

Under Secretary to the Government of India

 24651898

Copy for **necessary action** to :

- (i) **Joint Secretary (Adm)** of all Ministries/Departments;
- (ii) Director (**JCA**), Department of Personnel & Training, North Block, New Delhi;
- (iii) Director (**CS-I**), Department of Personnel & Training, North Block, New Delhi;
- (iv) Director (**CS-II**), Department of Personnel & Training, North Block, New Delhi;
- (v) Shri Prabhat Mohan Thakur, General Secretary of erstwhile Central Secretariat Clerical Service(CSCS) Association, Room No.430, Shram Shakti Bhawan, Rafi Marg, New Delhi -110 001. E-mail: pm.thakur@nic.in, Mb. No.- 9868 4724 01;
- (vi) Shri Ghanshyam Chauhan, General Secretary of erstwhile Central Secretariat Non-Gazetted Employees Union(CSNGEU), B-32, Udyog Bhawan, New Delhi – 110 011. E-Mail: csngeuhqub@gmail.com, Mb.: 9891 9683 72;
- (vii) Shri K. Raghuram, General Secretary of erstwhile Central Secretariat Stenographers' Service Association (CSSSA), Room No.216-D, Udyog Bhawan, New Delhi-110 011. E-mail: raghu1976@gmail.com, Mb.: 8800 6556 77.
- (viii) Shri Chander Pal Sharma, General Secretary of erstwhile Central Government Staff Car Drivers' Association (CGSCDA), B-32(A), Basement, Near Gate No.14, Udyog Bhawan, New Delhi-110 011. E-Mail: chander4200@gmail.com, Mb.: 9818 2926 09.
- (ix) Shri Umed Singh, General Secretary of newly formed Central Secretariat MTS Association(CSMTSA), 5, D-Wing, Ground Floor, Shastri Bhawan, New Delhi-110 001. E-mail: cseassn@gmail.com, ☎23381602.
- (x) General Secretary of newly formed Central Secretariat Employees Association(CSEA), 5, D-Wing, Ground Floor, Shastri Bhawan, New Delhi-110 001. E-mail: cseassn@gmail.com, ☎23381602.
- (xi) Shri Mukhtiyar Singh, General Secretary of erstwhile CSSS Gazetted Officers' Association (CSSS GOA), Room No.505, A-Wing, Shastri Bhawan, New Delhi – 110 001. E-Mail: csssgoassn@yahoo.com, Mb.: 7838 1670 56.

Annexure

Salient Features of the Constitution (as per CCS(RSA) Rules, 1993)

- (i) **Accounting Year** – 1st April to 31st March of the following year.
- (ii) **Procedure for holding elections** – Constitution of an Association must lay procedure for conduct of elections to elect office bearers / members of Executive Committee.
- (iii) **Term of Office-bearers** – An office-bearer should have a fixed term not exceeding two years. If election is not held within three months of expiry of the term, the office bearer will cease to be a duly elected representatives of the Association.
- (iv) **Total number of Office-bearers / Members of Executive Committee** – The total number should not be disproportionate to the total membership of an association keeping in view its functioning / working requirement.
- (v) **Amendment to the Constitution** – The Constitution should provide that amendment would be done by the association after seeking prior approval of this Department.

The constitution should provide that the membership subscription at the prescribed rates may be deducted monthly/quarterly/yearly from the pay-rolls of member employees.

- (vi) **Number of delegates** – The number of delegates from branches / units for attending the Annual General Meeting should be specifically laid down in the Constitution. Such number will, however, depend upon the membership and coverage of the associations.
