

F. No. 17/1/2022-R&R and DC
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
(R&R and DC Division)

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi – 110 003,
Dated: 22nd November, 2022

OFFICE MEMORANDUM

Subject: Recognition of Central Secretariat Service Employees Associations under the Central Civil Services- (Recognition of Service Associations) Rules, 1993-regarding.

The undersigned is directed to refer to this Department's O.M. No.17/1/2017 -R&R and DC dated 29.06.2017 vide which fresh applications for recognition were invited from the above mentioned employees' associations and subsequently two associations namely (i) Central Government Staff Car Drivers' Association, and (ii) Central Secretariat MTS Association, who fulfilled requisite criteria were recognized for a period of five years.

2. Department has now decided to invite **FRESH APPLICATIONS** from other Associations/ Unions of employees belonging to the Central Secretariat Service, Central Secretariat Stenographers' Service, Central Secretariat Clerical Service, etc. who wish to seek recognition under the CCS (Recognition of Service Association) Rules, 1993. Association(s) may submit their application for recognition by **15.12.2022**. Association, irrespective of their earlier application(s) submitted, if any, are required to submit applications afresh. The application should be sent to this Department along with the following documents: -

- i. Memorandum of Association (**MOA**).
- ii. **Constitution / Bye-laws** of the Association,
- iii. Names of the **Office-bearers** of the Association along with their designation, elected from the cadre(s) the Association represents, &
- iv Ministry / Department wise list of **estimated membership** of the Association.

3. The Constitution/ Bye-laws of the Association should be in conformity with the CCS (RSA) Rules, 1993. For the sake of convenience, the salient features of the constitution are reiterated in the Annexure to this O.M.

4. The membership of an Association/Union should be restricted to a distinct category of Govt. servants having **common interest** and eligible to be members vide rule 5(C) of the CCS(RSA) Rules, 1993.

5. Recognition will be accorded to an Association on fulfilling the conditions prescribed in the CCS (RSA) Rules, 1993 and orders/instructions issued there under from time to time.

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6. All the 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/ Unions of the Central Secretariat employees can submit their applications by **15th December, 2022**.

7. This issues with the approval of the competent authority.



(S. K. Mándi)

Under Secretary to the Govt. of India
Tel No. 011-24651898

To

Joint Secretary (Admin) of all Ministries/ Departments of Government of India (As per list).

Copy for information to:

1. ✓ Director (JCA), Department of Personnel & Training, North Block, New Delhi
2. Deputy Secretary (CS-I), Department of Personnel & Training, 2nd Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
3. Deputy Secretary (CS-II), Department of Personnel & Training, 3rd Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
4. ✓ NIC, DoPT, North Block with the request to upload this OM under what's new section of DoPT's website.

**SALIENT FEATURES OF THE CONSTITUTION
(AS PER THE 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 expire 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 Constitutions- The Constitution should provide that amendment would be done by the association after seeking prior approval of the Government. (Rule6 (g)).

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.
