

भारतीय लेखापरीक्षा और लेखा विभाग  
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा), पंजाब

प्लॉट नं. 21, सेक्टर 17, चंडीगढ़ - 160017

INDIAN AUDIT AND ACCOUNTS DEPARTMENT

Office of the Principal Accountant General (Audit), Punjab

Plot No. 21, Sector 17, Chandigarh - 160017

का.आ.सं.प्रशा-1/ए/2022-23/220

दिनांक: 06/01/2023

कार्यालय परिपत्र

**विषय: Re-verification of membership of Service Associations under the CCS (RSA) Rules, 1993**

The process for re-verification of membership of Service Association under the CCS (RSA) Rules has been initiated in the office. The recognition of existing Associations recognized under CCS (RSA) Rules, 1993 is going to expire on 24.02.2023 and hence they may apply for further recognition.

The officer/official of this office, who wishes to apply for recognition of fresh Association, may also apply for the same within the prescribed time schedule.

The existing Associations may submit the requisite information/documents duly signed by the President and General Secretary on each page. Officer/Official(s) wishing to apply for recognition of fresh Associations may submit the requisite information/documents duly signed by the Proposer on each page.

The documents/information must be submitted in legible hardcopy only.

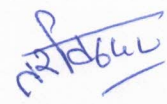
हस्ता/-  
उप-महालेखाकार (प्रशासन)

पृष्ठांकन सं. प्रशा-I/59-5/Vol.V/Asso/2021-22/846

दिनांक: 06/01/2023

प्रतिलिपि निम्नलिखित को ई-मेल द्वारा सूचना एवं आवश्यक कार्यवाही हेतु प्रेषित की जाती है:-

1. प्रधान महालेखाकार महोदया के सचिव ।
2. निदेशक, कार्यालय महानिदेशक लेखापरीक्षा (केन्द्रीय) चंडीगढ़, को इस कार्यालय के सभी अधिकारियों/कर्मचारियों की जानकारी के लिए परिचालित करने हेतु ।
3. कार्यालय के तीनों सेवा संघों के अध्यक्ष / महासचिव ।
4. व.ले.प.अ. ओ.ई.-1, को वर्तमान में तीनों संघों के सदस्यों की सूची तैयार करने हेतु ।
5. व.ले.प. अ. (आई.टी.ऑडिट) को परिपत्र की प्रति कार्यालय वेबसाईट पर उपलब्ध कराने हेतु ।
6. कार्यालय आदेश फाईल ।

  
वरिष्ठ लेखापरीक्षा अधिकारी  
(प्रशासन-I)

**Time schedule for conducting re-verification** of already existing recognized Association where the extended period of five years is about to over as for processing fresh application including 2<sup>nd</sup> Association, if any.

1	<p>Inviting of applications from the already existing associations for re-verification of Membership. Fresh applications should be called for along with the under mentioned essential documents.</p> <ul style="list-style-type: none"> <li>i. Constitution/Bye-laws of associations</li> <li>ii. Memorandum of Association</li> <li>iii. List of Office-Bearers</li> <li>iv. Updated membership position</li> </ul>	Within 07 days from the date of issue of this circular
2	Scrutiny of Constitutional/Bye-laws of the Association to ensure that various provisions conform to the conditions prescribed under the CCS (RSA) Rules, 1993 as well as the office (HQ office) Circular no. 295-NGE (JCM)/40-94/1 dated 17.04.1995	Within 03 days from the date fixed at SL. No. (1) above
3	Re-submitting the amended Constitution etc. after preliminary observations, if any, made by the Head of Office on scrutiny of documents as per (3) above.	Within 03 days from the date fixed at SL. No. (2) above
4	Notifying for the information of employees the name of the Association which prima-facie fulfill all the conditions of recognition laid down in this office (HQ office) Circular no. 295-NGE (JCM)/40-94/1 dated 17.04.1995 and calling for written declaration for deduction of Membership subscription on a monthly basis, from the employees, so that the recovery through pay rolls in respect of all the employees may start from the same month.	Within 05 days from the date fixed at SL. No. (3) above
5	Effecting recovery of the subscription from the payrolls based on the declaration given by the employees in the prescribed format enclosed with the GoI, DoPT and OM no. 2/100/80-JCA dated 31.01.1994	Within 03 days from the date fixed at SL. No. (4) above
6	<p>Forwarding of fresh application along with documents viz.</p> <ul style="list-style-type: none"> <li>i. Constitution/Bye-laws of associations</li> <li>ii. Memorandum of Association</li> <li>iii. List of Office-Bearers</li> <li>iv. Updated membership position received form Associations, including 2<sup>nd</sup> Association, if any, for obtaining prior approval and grant of recognition by the Headquarters office.</li> </ul> <p>(b) Similar documents in respect of existing Associations after granting them recognition for a further period of five years along with their membership position as verified through check-off system, for reference and record of Headquarters office.</p>	Within 20 days after the necessary action is taken as per step (5) mentioned above.