

MINISTRY OF DEFENCE

Office of the JS & CAO

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

1. Reference this office OM No A/47848/Re-veri12/CAO/JCM dated 04 Sep 2013.
2. The following Associations were granted recognition for a period of five years with effect from 04 Sep 2013:-
 - (i) AFHQ Civilian Officers Association representing all Group 'A' Officers belonging to AFHQ/ISOs.
 - (ii) AFHQ Civil Services (Direct Recruit Gazetted) Officers Association representing all directly recruited persons to SO grade of AFHQ Civil Service.
 - (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 Section Officer grade)
 - (iv) Association of Section Officers (Departmental Promotee) of AFHQ Civil Service representing Section Officers 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 employed in AFHQ/ISOs.
 - (vi) AFHQ EDP Employees Association representing Data Entry Operators, Data Processing Asstts, Programmers etc.
 - (vii) AFHQ Assistant Section Officers (Direct Recruit) Association representing Direct Recruit Assistant Section Officers.
 - (viii) AFHQ Non Gazetted Employees Association representing all Promotee Assistant Section Officers, Senior Secretariat Assistants & Junior Secretariat Assistants of AFHQ/ISOs
 - (ix) AFHQ Canteen Employees Association representing employees of all AFHQ Departmental Canteens.
3. As per CCS (RSA) Rules, 1993, re-verification process has to be started six months before the expiry of the period. Approval of the competent authority has been obtained to invite applications for continued recognition of all the Associations as mentioned above. Accordingly, **all the existing recognized Service Associations**

and newly formed Associations which are desirous of getting recognition are requested to forward their application conforming to the provisions of CCS (RSA) Rules, 1993 along with the following documents, in duplicate, to this office by **closing hours on 29 Dec 2017:-**

- (i) Name of the Association seeking recognition
- (ii) Category of employees to be represented by the Association
- (iii) Memorandum of Association
- (iv) Constitution/Bye-laws of the Association
- (v) Name of the office-bearers of the Association
- (vi) Estimated membership of the Association

4. Applications which are incomplete or do not conform to the provisions of CCS(RSA) Rules, 1993 and those received after the stipulated date and time, i.e, by closing hours on 29 Dec 2017 will not be entertained. Neither will any correspondence be entertained in this regard.

5. The re-verification/verification of the membership is to be carried out by the respective DDOs in terms of CCS (RSA) Rules, 1993 for grant of recognition. The methodology for verification of membership etc. will be issued separately.

6. It is requested that the contents of this Circular may be given wide publicity amongst all the civilian employees of AFHQ/ISOs.

7. Hindi version will follow.

(Jitendra Kumar)

Dy Chief Administrative Officer (MPR)

All Coord Sections of IHQ of MoD (Army)/ISOs

IHQ of MoD (Navy)/DOA (Civ)

Air HQ/Dir PC(AHC)

NDC

HQ ATVP

HQ Coast Guard

All Dy CAOs, Dir DHTI

All Sections of CAO's Office

All Recognised Associations

MoD, O/o JS & CAO ID No A/47848/Re-Veri 18/ CAO/ JCM dt 22 Nov 2017

Copy to:-

Sr. PPS to JS & CAO

PS to OSD to CAO's Office

PS to Dir (HR)

✓ CAO/EDP – for uploading on official website