

No. 21-03/2012-SR
Government of India
Ministry of Communications
Department of Telecommunications

New Delhi, dated the 8th May, 2017.

To,
The DDG(FEB)

The DDG(PAF)

Subject: Implementation of CCS(RSA) Rules, 1993 – Process for re-verification of membership of Indian P&T Accounts & Finance Service (Group'A') Officers Association.

I am directed to refer to this Department's letter of even number dated 07.05.2014 and subsequent reminder dated 26.08.2014 about revised Action Plan –Time Schedule for re-verification of membership of Indian P&T Accounts & Finance Service (Group'A') Officers Association. In response to the letter dated 26.08.2014, the association had furnished the list of 93 subscribed employees of the association. However, the process to recognize the association could not be completed due to non-receipt of information/clarification from the Association in respect of this Department's letter of even number dated 15.06.2015, 26.05.2016, 11.08.2016, 20.10.2016 and 28.12.2016. Now the association has given an assurance to this Department vide its letter dated 07.03.2017 for not holding elections of office bearers in branches in case quorum is not completed.

2. Since the list was furnished on 01.09.2014 and a time more than two years has elapsed and there are chances of discontinuation of subscription by some of the members of the association.

3. Hence, a fresh time schedule is being given for conducting membership verification in respect of Indian P&T Accounts & Finance Service (Group'A') Officers Association. The process is time bound and will have to be completed as per attached time schedule. The instructions contained in O.M. No.6-1/2000-SR dated 11.08.2008 and No.21-3/2012-SR dated 29.01.2013 may be complied with.

Receipt of this letter may please be acknowledged.

Yours faithfully,


(Inderjit Hadda) 08/5

Deputy Secretary to the Government of India

Encl: As above

Copy for necessary action to:

1. Director(SEA)/Dir(P.A), DOP
2. ADG(SEA), DoT
3. General Secretary, Indian P&T Accounts & Finance Service (Group'A') Officers Association to nominate their representatives to coordinate at Administrative Officer/Unit level.

ACTION PLAN-TIME SCHEDULE

Time Schedule for completion of the process for recognition of Indian P&T Accounts & Finance Service (Group'A') Officers Association.

S.No.	Name of Activity	Completed by	Action by
1.	Issue of forms by field Units to the officials	Commencing from 15.05.2017	Administrative Units
2.	Complete the process of getting forms filled up	27.05.2017	Administrative Units
3.	Supply of consolidated Information to the DDO	06.06.2017	
4.	Effective recovery of membership subscription by the DDO from the salary of June, 2017	31.07.2017	DDO
5.	To consolidate information as per Annexure –II of the accounting procedure by DDO and supply of the same to the Administrative office	15.08.2017	
6.	To Compile information given by all DDOs at the Administrative Office and submission of the same to DoT	30.08.2017	DoT
7.	To Compile information at the DoT and identify the Association which qualified for recognition on the basis of the check-off system.	10.09.2017	DoT
8.	Get Approval of MOC for recognition of the Associations identified for the purpose		

1. The General Secretary of the Association has been instructed by the Department of Telecommunications to nominate their representatives to coordinate at the Unit level. Such a nomination (only one) when received from the General Secretary may be accepted. Further coordination for obtaining the nomination at all the Branch Associations can be had with this nominee. The Nominee may be asked by the Head of Administrative Office to furnish to the Controlling Officers/Office, the names of authorized office bearers for signing the forms. This would also include nominations to be made for remittances of the membership subscription to be made by the DDO.
2. The last date for submission of forms is fixed as per Schedule. This should be published immediately at the time of issue to all the officials.
3. He should ensure that the forms are kept ready in sufficient number with each of the controlling officer for issue to all the officials.
4. The Administrative Office may nominate an officer of appropriate level who will be the nodal point of the Administrative Unit to coordinate with the SR Division on all matters concerning the membership enrolment and subsequent recognition process.
5. He may ensure the compliance of instructions for the issue and compilation of the information by the Controlling Officers, DDOs concerned and ensure the availability of the consolidated information to the Department of Telecommunication from all the DDOs by as per Schedule.
6. The process of filling up the forms and its submission to the Controlling Officers should be got completed latest by as per Schedule. The Controlling Officer should consolidate the information as per the forms and supply the same to DDOs by as per Schedule.
7. The Head of Administrative Office may ensure that the recovery of subscription is effected by the DDO as per given time schedule.
8. If any clarification is required the nodal Officer is Shri Inderjit Hadda DS(SR), on Tel. No. 23714233.

The nominated Nodal Officer in the Administrative Unit may keep in touch with the Nodal Officer in SR Division from time to time to indicate the progress.

9. The Head of the Administrative Office should ensure that having received the membership fee, consolidated information as per Annexure-II of the accounting procedure circulated by TA Section of DoT is submitted to him by each DDO in his Administrative Office.
10. The Head of Administrative Office may keep the applicant Association informed so that the action plan proceeds strictly as per the above schedule. No action point should lag behind the target date in any case.

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11. It is suggested that the following activities may be got completed in advance before issue of forms:

- i) Preparing adequate number of multiple copies of the form and the instructions of filling. This can be done centrally or got done by concerned officers whichever may take less time.
- ii) Preparation of Register according to the serial number of the form and the name of the applicant, designation, Association, etc. This will be signed at the time of receipt of forms as acknowledgement. This register will also be reconciled after the receipt of filled in forms from the applicant.
- iii) The DDOs can keep the information relating to the Staff strength ready. This information will have to be incorporated at the time of sending the compiled information to the circle office.

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INSTRUCTIONS TO DDO

1. The DDO should ensure that he has received the forms from all the Controlling officers falling under his jurisdiction and the same are in order.
2. The DDO should take action to deduct the annual subscription AMOUNT from the salary of the concerned member, on a monthly basis as authorized by him and arrange for its remittance to the concerned service Association/association.
3. After recovery of the membership fee, the DDO may take action to compile the recovery as stipulated under the accounting procedure as outlined under DoT (TA Section) **Memo No.2-7/93 T.A.I dated 8.4.1996** and submit the same to Head of his Administrative Office through a confidential letter. The proforma for compilation and submission to the Administrative office is given in item (6) below.
4. The DDO should forward the above list so prepared to the Head of the Administrative Office through a confidential letter within the time prescribed by the Head of the Administrative Office.
5. The remittance by the DDO, to the Branch Associations should be effected according to the nomination received from the Associations for such purpose. Suitable consultation may be had with the nodal officer in the Administrative Office for obtaining these nominations from the Associations concerned.

Proforma of statement to be made by the DDO to the Nodal office (Head of Administrative Office)

S.o.	Category	Total No of Employees in The category	Name of the Association	Membership as per check of system	Remarks
(1)	(2)	(3)	(4)	(5)	(6)



Letter of Authorisation

I,(name & designation),
Being a member ofAssociation,
hereby authorize deduction of annual subscription of Rs.....
for (year) from my salary and authorize its payment to
.....Association .

Signature:
Name:
Designation:

TO BE FILLED IN BY THE ASSOCIATION

It is certified that Sh/Smt.....is a
Member ofAssocaiton.

Signature of authorized office bearer.