



BHARAT SANCHAR NIGAM LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
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Harish Chander Mathur Lane,
Janpath, New Delhi-110 001

F. No. BSNL/20-4/SR/2018

Dated: 20.03.2018

To

All Chief General Manager,
Bharat Sanchar Nigam Limited.

Sub: Method of membership verification for granting recognition to Unions/Associations of BSNL employees..

Sir.

In response to this office letter of even number dated 15.03.2018(available on www.intranet.bsnl.co.in) , some circles have sought clarification about the "Check-off system" . Therefore the Check off method is explained in brief as follows:

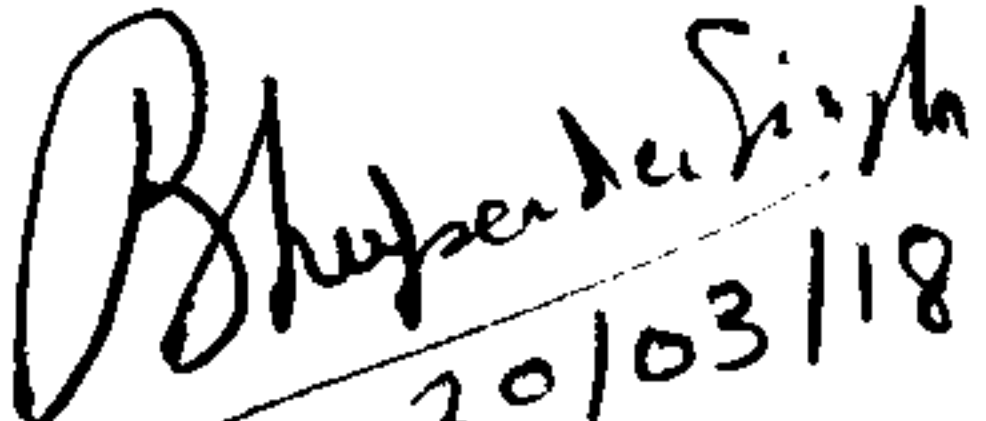
In Check off method of membership verification, written authorizations are given by employees for deduction of subscription from their salaries. Members of Unions/Associations are required to apply in writing (in the prescribed format) to the DDO giving their consent for the deductions of monthly subscription from the pay roll in favour of particular union/association of his/her choice. An employee can subscribe to only one union/association as the case may be. Number of such subscription in favor of different unions/Associations are compiled/collected from all the units to identify the majority Union/Association.

DOP&T OM dated 31.01.1994 on verification of membership of Central Govt. service Associations through Check Off system is also enclosed.

2. The last membership verification of unions/associations were conducted by "Secret Ballot" method. The detailed procedure followed in the last membership verifications of Unions /Associations issued vide letters no. BSNL/5-1/SR/2012/Vol.II dated 11.04.2016 & BSNL/5-1/SR/2016/Vol.II dated 17.10.2016(available on www.intranet.bsnl.co.in) may kindly be referred.

3. It is requested that your office comments may kindly be furnished positively by 02.04.2018.

Encl. As above


20/03/18
(Bhupender Singh)
AGM (SR), BSNL C.O.

II. CLARIFICATIONS/PROCEDURE TO BE FOLLOWED

A. ORDERS FROM DEPARTMENT OF PERSONNEL AND TRAINING

1

O.M. No. 2/10/80-JCA, dated 31-1-1994

Verification of membership of recognized Service Association
through "Check-off system"

This is in continuation of this Department's OM of even number, dated the 9th November, 1993, forwarding a copy of the CCS (Recognition of Service Association) Rules, 1993, for recognition of Service Associations of Central Government employees.

2.1 In terms of Rule 7 of the above-mentioned Rules, the verification of membership for the purpose of recognition of a Service Association shall be done by the check-off system in payrolls.

2.2 Check-off system is a means to verify the membership of an Association on the basis of deduction of subscription from the payrolls. Under this system, each Government employee, who is a member of an association is required to apply, in writing, to the DDO or any other designated authority, his consent, for the deduction of annual subscription for the financial year, from the payroll in favour of a particular Association. A specimen of the application is enclosed at Annexure-I. On receipt of the application, the Association

is required to confirm the membership and thereafter pass on the application to the DDO for effecting recoveries.

2.3 Consent for deduction of annual subscription shall remain valid till altered or withdrawn. The revised option for deduction, if any, can be exercised only in the month of April each year to be effective from July of that year.

2.4 Under the check-off system, a Government servant may subscribe to only ONE association. For the purpose of fulfilment of the requirement of minimum membership under Rule 5 (d) (i) of the CCS (RSA) Rules, 1993, only such of the members who have paid the subscription through the check-off system shall be taken into account.

2.5 Recoveries of annual subscription from payroll in favour of a particular Association shall be made by the DDO once a year in the month of July.

3. Broad guidelines for the conduct of the verification of Membership to be completed by 30th September, 1994, is enclosed as Annexure-II. This procedure is to be adopted for recognition of Associations at the initial stage. The guidelines are by no means exhaustive and Ministries/Departments may make such changes as they deem fit, provided the changes do not infringe any of the provisions of CCS (RSA) Rules, 1993.

4. Detailed procedure regulating recovery of subscription from the payrolls, accounting and the consolidation of accounts, has been prescribed by the Controller-General of Accounts *vide* their O.M. No. 9 (4)/93/TA/1006, dated 2-12-1993. Doubts regarding the above-mentioned OM may be addressed to Shri Jai Dayal, Assistant Controller-General of Accounts, Lok Nayak Bhavan, New Delhi-110 003.

5. The procedure for crediting the subscription deducted by the DDO to the Association's account may be finalized by each Ministry/Department in consultation with the concerned Association.

6. Each Ministry/Department should give wide publicity to all the instructions/information/schedule regarding the verification of membership so that the entire exercise is carried out in a smooth manner.

ANNEXURE - I

LETTER OF AUTHORIZATION

I, (name and designation) being a member of Association 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 Shri/Smt. is a member of
Association.

Signature of Authorized Office Bearer

ANNEXURE - II**BROAD GUIDELINES AND SCHEDULE FOR
THE CONDUCT OF VERIFICATION OF
MEMBERSHIP OF ASSOCIATION**

The verification of membership of an Association would broadly involve the following steps:—

(i) A circular, in the month of February, 1994, should be issued, calling for applications from the Associations who wish to be recognized, including existing recognized Associations who are in any case to seek fresh recognition by 4th November, 1994. The application should be accompanied by the following documents:—

- (a) Memorandum of Association.
- (b) Constitution/Bye-laws of the Association.
- (c) Names of the Office Bearers of the Association.
- (d) Estimated membership of the Association.

All applications should reach the authorized officer by the end of February, 1994.

(ii) The applications should be scrutinized, in the first instance, by the respective Ministries/Departments to ensure that they conform to the provisions of the CCS (CCA) Rules, 1993. It may, however, be kept in mind that the Associations are formed with the object of promoting the common service interest of a distinct category of Government employees so that the commonality of interest can be secured to the maximum extent and each Association functions as a homogeneous group. It is left to each Ministry/Department to define distinct category, keeping in view the functional/administrative/organizational set-up. This exercise should be completed by end of March, 1994.

(iii) Thereafter, one such application should be referred to the Department of Personnel and Training (JCA Section) for vetting along with the following information/documents:—

- (a) Memorandum of Association.
- (b) Constitution/Bye-laws.
- (c) Names of Office Bearers.
- (d) Estimated membership of each Association as claimed by the Association.

(iv) Based on the comments of the Department of Personnel on the sample "case", the remaining application may be scrutinized. If necessary, the concerned Associations may be advised to carry out necessary amendments in their Constitution/Bye-laws. Thereafter, a fresh notice should be issued for the information of the entire staff indicating—

(i) Names of the Associations seeking recognition.

(ii) Methodology and Schedule for verification, etc.

This notice should be issued in April, 1994.

(v) Simultaneously, the work of ascertaining the choice of the staff and obtaining their consent for deduction of subscription from the payroll in the pro forma at Annexure-I should begin. The application of all employees should reach the DDO by the end of June, 1994.

(vi) The Drawing and Disbursing Officers should complete the work related to the verification and its compilation and remit the information to the nodal point fixed by the Ministry/Department, latest by 10th August, 1994.

(vii) The information at the nodal point should be compiled by end of August, 1994.

(viii) The Ministry/Department should thereafter seek the approval of the Minister-in-charge to accord the formal recognition to such of the Associations who fulfil all the requirements of the CCS (RSA) Rules, 1993.

2. The time-schedule given above is only illustrative. Ministry/Department may, in consultation with the Associations, if necessary, adopt a different schedule depending upon the circumstances prevailing in the Ministry/Department. However, it must be ensured that the entire exercise is completed by 30th September, 1994.