रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.
ई-मेल/*e-mail:cda-guw@.nic.in* फैक्स/FAX:0361-2640204 फोन/Ph: 0361-2640394, 2641142.

IMPORTANT CIRCULAR: 30 **Dated: 13th March, 2023**

To

1. All the Sections of MO CDA Guwahati
2. All Sub-Offices of CDA Guwahati.

Subject : Exercising option by the members of DAD (SAS) Officers Association for Association membership under CCS (RSA) Rules 1993 and recovery of subscription for the year 2023-24.

Every SAS Officers desiring to become a member of DAD (SAS) Officers Association have to give in writing his/her consent as per specimen format enclosed. As per para 2.2, 2.3 &2.5 of DOP&T, Most Immediate OM No. 2/10/80-JCA dated 31st January 1994, option for DAD (SAS) Officers Association membership can be exercised by the AAOs/AOs/SAOs in the month of **April** each year and recoveries of membership subscription shall be made by the DDO in the month of **July**.

2. The option once exercised will remain valid for all the years to come unless withdrawn or changed by the concerned individual. Such withdrawal/change and option for new membership is permitted only in the month of April every year.

3. Any new member(s) in your section/office who is willing to exercise his/her option or any old member(s) willing to withdraw or change as stated above may exercise their option individually separately on the numbered form supplied by the administration on their request only.

4. Each blank form will bear a control number and these option forms will be made available w.e.f. 03/04/2023 and onwards by the nominated officer of administration to desirous members who intend to exercise their option. **Last date of submission of completed (filled) option forms to the nominated officer is 28th April, 2023.**

5. These numbered option forms issued by the Administration should only be used by every Officer and there should be no overwriting / cutting in the forms. Forms having overwriting / cutting would be treated as invalid.

6. The option form signed by the Officer should be authenticated by the authorized functionary of the concerned Association in the presence of nominated officer of the Administration.

7. The recovery of membership subscription will be made by the respective disbursing officer from the pay bill of July, 2023 for the year 2023-24.

8. Shri Bimal Rajbongshi, SAO has been nominated by the Competent Authority for dealing with the entire process of exercising option.

Cont...to P/2

09. The nominated officer will be responsible for issuing the numbered option forms to the individual and for accepting the completed forms. The nominated officer will ensure that;

- The forms submitted are numbered and the one issued by the Administration.
- The option forms are complete in all respects without any over writing / cuttings.
- Authenticated by the concerned staff Association and
- Submitted within the prescribed time schedule

10. The nominated officer shall provide a list indicating the names of the individuals who have exercised the options and the Association to which they have opted, to the local authorized functionaries of the Associations.

11. The decision of the nominated officer is binding on the Association unless & until there is any major disagreement for which the matter could be referred to HQrs office.

12. Specimen copies of Letter of Authorization, letter of Withdrawal Form, report on 'Membership as per Check Off System are enclosed for ready reference and necessary action.

13. **It is once again reiterated that necessary steps may be taken to complete the aforesaid exercise in time and all Reports, completed forms specified in Para 10 and 12 above should reach this office by 28th April 2023.**

14. In case of no information w.r.t. the above in a particular sub-office/section, 'NIL' report may be rendered so as to **reach this office by 28th April 2023**.

15. Receipt of this circular may please be acknowledged immediately latest by 24.03.2023.

No. AN/IB/ DAD/SAS/OA/Vol-V
Dated: **13th March, 2023**

(R.N Sarkar IDAS)
Deputy Controller (AN)

Copy to:

IT & SW Section (Local) : With a request to upload the contents of this circular in the CDA Guwahati Website

Ranadhir Seal
Sr. Accounts Officer (AN 1B)

LETTER OF AUTHORISATION

I, _____ (Name and Designation)
being a member of _____ Association hereby authorise
deduction of annual subscription of Rs. _____
for _____ (Year) from my salary and authorise his payment
to _____ Association.

Signature:
Name :
Designation:

TO BE FILLED IN BY THE ASSOCIATION

It is certified that Sh./Smt. _____
is a member of _____ Association.

Signature of authorised
office bearer.

LETTER OF WITHDRAWAL

I_____ **(name & designation) a member of DAD(SAS) Officers' Association intend to withdraw my candidature from the same Association.**

Signature
Name
Designation

1. Statement showing the details of number of members (office wise) & total number of membership as per check-off system (for the entire organization)

Sr No	Category	Total No.s of officers in the Grade	Name of the Association	Membership as per check off system	Remarks
1.	AO				
2.	AAO				

Break up Office Wise

Sr No	Grade	Name of the Office	Total No.s of officers in the Grade	Name of the Association	Membership as per check off system	Remarks

2. It is certified that members of the Association do not have dual membership.

GO/ DCDA (AN)