

**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
NO.1, STAFF ROAD, SECUNDERABAD - 500 009
TELEPHONE NO.040-27843385, FAX NO.040-27817275**

CIRCULAR

No.AN/I/1094/2015/Assn/Corr

Date:16.03.2015

To,

The CDA, IT&SDC, Sec'bad,
All Sections in Main Office.
All Sub-Offices of Secunderabad/ Hyderabad
(Except EME, AOC & Vizag Offices)

Sub: Verification of membership of Staff association under check off system – Reg

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As per extant orders, the staff members who are willing to become a member of a recognized staff association may give consent for joining the association in April and for deduction of membership subscription under check off system in the prescribed format. Similarly, the existing members of any recognized association may withdraw or change their membership only in the month of April. The following guidelines instructions are issued in this regard:-

1. **Shri G Ramesh Kumar, Sr.Accounts Officer** has been nominated for dealing with the process of exercising option.
2. Every staff member desiring to become a member of a particular Service Association has to give his/her consent in the prescribed format to be obtained from the above nominated officer.
3. The option should be exercised in April and before closing of the office on **30th April 2015** and the letter of authorization in the prescribed format completed in all respects has to be handed over to the nominated officer on or before **30.04.2015**.
4. The option once exercised will remain valid for all the years to come unless withdrawn or changed by the concerned individual.
5. Every individual should only use the serially numbered option form issued by the nominated officer and there should be no overwriting/cutting in the forms.
6. The numbered option form signed by the individual should be authenticated by the authorized functionary of the concerned Association.
7. In order to provide the requisite number of numbered option forms, a list indicating the names of the individuals who intends to exercise the option will be provided by the Staff Association to the nominated officer.
8. The decision of the nominated officer is binding on the Association unless there is any major disagreement.

Contd..2..

The AAOs of the sections are requested to bring this contents of the circular to the notice of all staff members serving under their control and their dated initials of having noted the contents of this circular may be obtained and recorded.

A confirmation in this regard may please be furnished by **25.03.2015**.

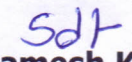
Receipt of the circular may please be acknowledged.


(G Ramesh Kumar)
Sr.Accounts Officer(AN)

Copy to:-

- 1 The General Secretary,
AIDAA(CB) Pune
Branch Main Office, Local
Secunderabad
- 2 The General Secretary,
AIDAEA, Kolkata Branch
PAO(Ors) AOC
Secunderabad

With a view to have an assessment of number of forms required, you are requested to furnish a list showing the names of the individuals intending to exercise the option to the nominated officer, by 25.03.2015


(G Ramesh Kumar)
Sr.Accounts Officer(AN)