



सं.16/54/2023/Admn/E.Office.163893

दिनांक:23/04/2026

सेवा में,

निदेशक/प्रभारी निदेशक
परिषद के सभी संस्थान/केन्द्र

विषय: CCS (Recognition of Service Association) Rules, 1993 के अंतर्गत एसोसिएशन की मान्यता एवं संबंधित दिशा-निर्देश।

महोदय/महोदया,

अधोहस्ताक्षरी को उपर्युक्त विषय पर कार्मिक एवं प्रशिक्षण विभाग (DoPT), लोक नायक भवन, नई दिल्ली द्वारा इस विषय पर समय समय पर जारी किए गए पत्रों के अंतर्गत CCS (Recognition of Service Association) Rules, 1993 के प्रावधानों के अनुरूप सभी संबंधित संस्थानों/केंद्रों को सूचना एवं अनुपालन हेतु अग्रेषित करने का निदेश हुआ है।

उपरोक्त विषय पर यह भी अवगत कराना है कि एसोसिएशन से संबंधित मामलों में आवश्यक कार्रवाई केवल CCS (Recognition of Service Association) Rules, 1993 के प्रावधानों के अनुरूप ही की जानी अपेक्षित है।

इस संदर्भ में कार्मिक एवं प्रशिक्षण विभाग (DoPT) के पत्रांक सं. 2/10/80-JCA दिनांक 09.11.1993, पत्रांक सं. 02/10/80-JCA(Vol.IV) दिनांक 05.11.1993 तथा पत्रांक सं. 2/10/80-JCA दिनांक 31.01.1994 (संलग्न) में निर्दिष्ट प्रत्येक बिंदु का विशेष रूप से अनुपालन किया जाना अपेक्षित है।

भवदीय,

Digitally signed by
Jaibir Singh

23/04/2026

सहायक महानिदेशक (प्रशासन)

अनुलग्नक:यथोक्त

प्रतिलिपि:

1. महानिदेशक/अपर महानिदेशक/वरि.उपमहानिदेशक (प्रशा.)/वरि.वित्त सलाहकार के निजी सचिव
2. परिषद के सभी प्रभाग प्रमुख
3. उपमहानिदेशक (प्रशा.)/सहा. महानिदेशक (प्रशा.)/सहायक महानिदेशक (वित्त)
4. डॉ. मनजीत सिंह चालगा, आई.सी.एम.आर. की वेबसाइट पर अपलोड करने के अनुरोध के साथ।



कार्मिक एवं प्रशिक्षण विभाग
DEPARTMENT OF
PERSONNEL & TRAINING

Central Civil Services (Recognition of Service Association) Rules, 1993 (Annexure-I)

Annexure-I

No. 2/10/80-JCA
Government of India
Department of Personnel & Training

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New Delhi, the 9th November, 1993.

OFFICE MEMORANDUM

Subject:- Central Civil Services (Recognition of Service Association) Rules, 1993

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The undersigned is directed to say that the question of framing fresh rules for recognition of Service Associations of Central Government employees has been under consideration of the Government for quite some time. Accordingly, the Government have framed the Central Civil Services (Recognition of Service Association) Rules, 1993...

2. These Rules shall apply to all Service Associations of Central Government employees including civilian employees in the Defence services, but shall not apply to industrial employees of Ministry of Railways and workers employed in Defence installation of Ministry of Defence for whom separate Rules for Recognition exist.
3. The status of existing recognized Associations / Federations including those recognized on ad-hoc basis , shall be regulated in terms of rule 4 of the said Rules.
4. Recognition will be accorded by the Ministry / Department of an Association on fulfilling the conditions prescribed in Rule 5 (d) (i) of the rules in respect of the entire Ministry / Department . The Association so recognized at the Central level may have branches in the lower formation. In respect of Secretariat staff belonging to the Central Secretariat Service, Central Secretariat Stenographers Service, Central Secretariat Clerical Service, the recognition will be on all Secretariat basis as at present. Such Associations will have branches in respective Ministries / Departments.
5. Detailed procedure regarding recovery of subscription for the associations from the pay-rolls shall be prescribed by the Controller General of Accounts.
6. 1 Relaxation of any of the provisions of the CCS (RSA) Rules, 1993 under Rule 9 of the said Rules should be done only with the prior approval of the Department of Personnel and Training.
6. 2 Doubts regarding the interpretation of CCS (RSA) Rules 1993 should be referred to the JCA Division of the Department of Personnel and Training for clarification.

To be published in part-II, Section 3 , Sub-Section (i) of the Gazette of India)

No. 2/10/ 80-JCA (Vol. IV)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

New Delhi , the 5th November, 1993.

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution, after consultation with the comptroller and Auditor General in relation to persons serving in the Indian Audit and Accounts Department, and in suppression of the Central Civil Services (Recognition of Service Associations) Rules, 1959 except as respects things done or Omitted to be done before such super session, the president hereby makes the following rules, namely :

1. Short title and commencement:

- a. These rules may be called the Central Civil Services (Recognition of Service Associations) Rules, 1993.
- b. They shall come into force on the date of their publication in the official gazette.

2. Definitions: In these rules, unless the context otherwise requires:

- a. "Government" means the Central Government.
- b. "Government servant" means any person to whom the Central Civil Services (Conduct) Rules, 1964 apply.

3. Application:

These rules shall apply to Service Associations of all Government servants including civilian Government servants in the Defence Services, but shall not apply to industrial employees of the Ministry of Railways and workers employed in Defence Installations of Ministry of Defence for whom separate Rules of Recognition exist.

4. Service Associations already recognized:

A Service Association or a federation which has been recognized by the Government before the commencement of these rules and in respect of which the recognition is subsisting at such commencement shall continue to be so recognized for a period of one year from such commencement or till the date on which the recognition is withdrawn, whichever is earlier.

5. Conditions for recognition of Service Associations:

A Service Association which fulfills the following conditions may be recognised by the Government:

- a. An application for recognition of Service Association has been made to the Government containing Memorandum of Association, Constitution, Bye-laws, names of office-bearers, total membership and other required information.
- b. The Service Association has been formed primarily with the object of promoting the common service interest of its members.
- c. Membership of the Service Association has been restricted to a distinct category of Government servants having common interest, all such Government servants being eligible for membership.
- d. 1. The Association represents minimum 35% of total number of a category of employees. Where there is only one Association with more than 35% membership, another Association with second highest membership (at least 15%) may also be recognised.
 2. The membership of the Government servant shall be automatically discontinued on his ceasing to belong to such category.
- e. Government employees who are in service shall be members or office bearers of the Service Association.
- f. The Service Association shall not be formed to represent the interests, or on the basis, of any caste, tribe, religious denomination, or section thereof.
- g. The Executive of the Service Association has been appointed from amongst the members only.
- h. The funds of the Service Association consist exclusively of subscriptions from members and grants (if any) made by the Government, and are applied only for the furtherance of its objects.

6. Conditions subject to which recognition is continued:

Every Service Association recognized under these Rules shall comply with the following:

- a. Shall not send any representation or deputation except in connection with a matter of common interest to members.
- b. Shall not espouse or support the cause of individual Government servants relating to service matters.
- c. Shall not maintain any political fund or propagate the views of any political party.
- d. All representations shall be submitted through proper channel and addressed to the appropriate authority.
- e. A list of members and office bearers, copy of rules, and audited accounts shall be furnished annually before 1st July.
- f. Shall abide by and comply with all provisions of its constitution / bye-laws.
- g. Amendments to constitution / bye-laws shall be made only with prior approval of the Government.
- h. Shall not start or publish any periodical, magazine or bulletin without previous approval.

- i. Shall cease publication if directed by Government on grounds of prejudice to national interest or public service.
- j. Shall not communicate directly with a foreign authority except through Government.
- k. Shall not do any act which would contravene the CCS (Conduct) Rules, 1964.
- l. Communications shall not contain disrespectful or improper language.

7. Verification of Membership:

1. The verification of membership for recognition shall be done by the check-off system in pay-rolls at such intervals and in such manner as Government may order.
2. Government may order a special verification of membership if it suspects the Association does not meet minimum membership requirements.

8. Withdrawal of Recognition:

If, in the opinion of the Government, a recognized Service Association fails to comply with conditions in Rule 5, 6, or 7, recognition may be withdrawn after giving it an opportunity to present its case.

9. Relaxation:

The Government may dispense with or relax requirements of any of these rules subject to such conditions as it may deem fit.

10. Interpretation:

If any question arises as to interpretation of these rules, or dispute regarding recognition, it shall be referred to the Government whose decision shall be final.

Sd/-

(J.S.Mathur)

Joint Secy. to the Govt. of India

No. 2/10/80-JCA

Government of India

Department of Personnel and Training

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New Delhi, the 31st Jan, 1994

OFFICE MEMORANDUM

Subject : Procedure for verification of membership of Associations for the purpose of recognition under the Central Civil Services (Recognition of Service Associations) Rules, 1993.

This is in continuation of this Department's O.M. of even number dated 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 Rules 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 pay-rolls.

2. 2 Check-off system is a means to verify the membership of an Association on the basis of deduction of subscription from the pay-rolls. 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 pay-roll 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 fulfillment 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 pay roll in favour of a particular Association shall be made by the DDO once a year in the month of July.

3. The conduct of the verification of Membership to be completed by 30th September, 1994. 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 pay-rolls, accounting and the consolidation of accounts, has been prescribed by the controller General of Accounts vide their O.M. No. 9 (4)/93/TA/Vol.II/4 dated 9.1.2001. Doubts regarding the above mentioned OM may be addressed to Ms.T.R.Padmavathy Sr. Accounts Officer(TA), 7th Floor, Office of the Controller General of Accounts ,Lok Nayak Bhavan , New Delhi-110003.
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.

Sd/-
(BIR DATT)
DIRECTOR (JCA)

To,

1. All Ministries/Departments of the Govt. of India.



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