



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 फ़ैक्स/FAX:0361-2640204 फ़ोन/Ph: 0361-2640394, 2641142.



IMPORTANT CIRCULAR: 17

Dated: 12th March, 2019

To

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

Through - Official Website.

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 2018-19 and 2019-20.

Every SAS Officers desiring to become a member of DAD (SAS) Officers Association has to give in writing his/her consent as per specimen format enclosed. The Defence Accounts Department (Subordinate Accounts Service) Officers Association has been recognized w.e.f 12.12.2018 vide MoD/D(JCM) Dy. No. 1613-D(JCM)/2018 dated 12.12.2018. Hence, the recovery shall be made w.e.f 12.12.2018 for the financial year 2018-19 and also for the financial year 2019-20.

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 The **option once exercised will remain valid for all the years to come unless withdrawn or changed by the concerned individual.** Such withdrawal/change and option for new membership is permitted **only in the month of April every year.**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 numbered blank form will bear a control number and these option forms will be made available **w.e.f. 01/04/2019 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 26th April, 2019.**

5. These numbered option forms issued by the Administration should only be used by every individual 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 individual 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, 2019 for the year(s) 2018-19 and 2019-20.


8. **Shri R K CHAKRABORTY, AD (OL),** has been nominated by the Competent Authority for dealing with the entire process of exercising option.

Cont...2/

10. Nominal Roll of concerned section of staff (as per available records) posted therein is enclosed for ready reference. The same may be updated, if required w.r.t. the posted strength as on date of furnishing the report and **confirm to this office by 28th April 2019 strictly.**
11. 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.
12. **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 11 above should reach this office by 28th April 2019.**
13. 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 2019.**
14. Receipt of this circular may please be acknowledged immediately latest by 01.04.2019.


No. AN/IB/CDA/JCM/Gen-XXIV

Dated: 12th March, 2019


(Dr. K Lalbiakchhunga, IDAS)
Deputy Controller (AN)

Copy to:

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


(K Bhagabati)
Accounts Officer (AN)

SL NO	NAME	DESIGNATION	ACCOUNT NO	OFFICE/SECTION
1	SHRI M H N SINGH	SAO	8328871	MO CDA GHY
2	SHRI RAJESH SINGHA	SAO	8331592	MO CDA GHY
3	SHRI MOLOY GHOSH	SAO	8328879	MO CDA GHY
4	SHRI BISWAJIT GHOSH	SAO	8335352	MO CDA GHY
5	SHRI GOPAL ROY	AO	8331739	MO CDA GHY
6	SHRI S PAUL	AO	8334121	MO CDA GHY
7	SHRI K BHAGABATI	AO	8331642	MO CDA GHY
8	SHRI U C DEY	AO	8321341	MO CDA GHY
9	SHRI M H LASKAR	SAO	8331721	MO CDA GHY
10	SHRI DEBABRATA DAS	AO	8335779	MO CDA GHY
11	SHRI M BORAH	AO	8326108	MO CDA GHY
12	SHRI A N MAZUMDAR	SAO	8325766	MO CDA GHY
13	NAJRUL ISLAM	AO	8335369	LAO (A) GUWAHATI
14	SHRI SUDAM DAS PURKAYASTHA	AO	8334128	LAO 222 ABOD
15	SHRI AMIT KUMAR	SAO	8336407	LAO (A) NARANGI
16	SHRI SWAPAN BARUAH	AO	8337453	AO GE NARANGI
17	SHRI RANJAN KUMAR	SAO	8331634	AO GE GUWAHATI
18	SHRI S DEY SARKAR	SAO	8331605	AO CCE (A) NO. 3 NARANGI
19	SHRI K NEOG	AO	8335429	LAO (A) SHILLONG
20	SHRI A K PAUL	SAO	8328823	LAO (A) SILCHAR
21	SHRI BC NATH	SAO	8328854	LAO (A) SILCHAR
22	SHRI A K NIGAM	SAO	8331286	LAO (A) TEZPUR
23	SHRI DIGANTA KUMAR GOGOI	SAO	8331728	LAO (A) JORHAT
24	SHRI PANKAJ BARMAN	SAO	8335356	AO GE (P) SHILLONG
25	SHRI NARENDRA KUMAR SHARMA	AO	8334635	AO GE SHILLONG
26	SHRI RANTU SAIKIA	SAO	8328870	AO GE (AF) BORJHAR
27	SHRI ARUNABHA BANDYOPADHYAY	AO	8335329	AO GE (I) AF SHILLONG
28	SHRI JAYANTA CHAKRABORTY	AO	8331630	AO GE (AF) CHABUA
29	SHRI B K SARKER	SAO	8331578	AO GE MISSAMARI
30	SHRI G KISPOTTA	SAO	8328517	AO GE JORHAT
31	SHRI PRAVEEN KUMAR	SAO	8336359	AO GE (AF) JORHAT
32	SHRI JAYANTA BORAH	AO	8331688	AO GE TEZPUR
33	SHRI B RAJBANGSHI	SAO	8331695	AO GE (AF) TEZPUR

34	SHRI RAMESHWAR SINGH	SAO	8316195	AO GE SILCHAR
35	SHRI SUDIP DAS	AO	8331712	AO GE DINJAN
36	SHRI P D SHARMA	SAO	8328844	AO GE 869 EWS
37	SHRI HARESWAR DEKA	AO	8331714	AO GE 859 EWS
38	SHRI SANTANU BANERJEE	AO	8333905	AO AGE (I) LEKHAPANI
39	SHRI SALIL SINGHA	SAO	8328881	AO AGE (I) KUMBHIRGRAM
40	SHRI J JAMATIA	SAO	8335348	AO AGE (I) AGARTALA
41	SHRI D K ROY	AO	8334148	AO AGE (I) RANGIYA
42	SHRI H B DUTTA	SAO	8328860	AO CCE (A) NO. 1 DINJAN
43	SHRI G DOLEY	SAO	8331648	AO CCE (A) NO. 2 MISSAMARI
44	SHRI CHANDRA PRAKASH	SAO	8328638	AO CCE (NEP) AF CHABUA
45	SHRI PIJUSH KANTI DEY	AO	8335350	NCC DTE SHILLONG
46	SMT SONILA RAJESH RAO	SAO	8329056	AAO SHILLONG
47	SHRI CHAYAN DAS	SAO	8335371	AAO SHILLONG
48	SHRI S C DAS	SAO	8331588	PAO (ORs) 58 GTC SHILLONG
49	MD HUSSAIN AHMED	SAO	8334120	PAO (ORs) 58 GTC SHILLONG
50	SHRI K K KALITA	SAO	8328910	PAO (ORs) ARC SHILLONG
51	B M SARKAR	SAO	8334162	PAO (ORs) ARC SHILLONG
52	SHRI K BASUMATARY	AAO	8331621	AN-IA & AN-IC
53	SHRI ANAND KUMAR	AAO	8320198	AN IB
54	SHRI DIWAKAR SINGH	AAO	8339356	AN II GP I
55	SHRI THOMAS TIGGA	AAO	8338667	AN II GP II
56	SHRI PORAN GOSWAMI	AAO	8334098	AN III
57	SHRI G C SAHA	AAO	8331640	AN III
58	SHRI R PACHANI	AAO	8326071	AN IV
59	SHRI PN JHA	AAO	8320343	AN IV
60	SHRI SANTANU SINGHA	AAO	8334103	AN V
61	SHRI S N TRIPATHI	AAO	8338020	AN V
62	SHRI SANJIT KUMAR	AAO	8320287	ACCOUNTS
63	SMT PINKI KUMARI	AAO	8340746	ACCOUNTS
64	MD SABIR ALAM	AAO	8320326	ACCOUNTS
65	SMT SUCHITRA PARIDA	AAO	8339767	ACCOUNTS
66	SHRI NIRAJ KUMAR	AAO	8339264	ACCOUNTS
67	SHRI MANOJ KUMAR	AAO	8320293	D SECTION

68	SHRI PRAVIR KUMAR SINHA	AAO	8321331	T SECTION
69	SHRI K T SINGH	AAO	8335441	E-I & E-II
70	SHRI BASUDEV HAZARIKA	AAO	8335354	E-III A
71	SHRI KAMAL KISHOR PRASAD	AAO	8335936	E-IIIB
72	SHRI SHANKHIL MARJU LAMKHANG	AAO	8335443	E-IIIC
73	SHRI T C DAS	AAO	8331687	IA CELL
74	SHRI ABHIJIT DEY	AAO	8339787	IA CELL
75	SHRI GAUTAM BHAUMIK	AAO	8331737	IFA CELL
76	SHRI AJAY KR MISHRA	AAO	8335964	IFA CELL
77	SHRI R DARGAWN	AAO	8335431	M-I & M-IV
78	SHRI SOMNATH BISWAS	AAO	8344381	DDP
79	SHRI SANDILYA KUMAR	AAO	8339822	M-II & M-III
80	SHRI P K SHUKLA	AAO	8316192	O&M CELL
81	SHRI L NEHSIAL	AAO	8334085	ORs CELL
82	SHRI VIKASH KUMAR SINHA	AAO	8334905	PAY TECH
83	SHRI KAMALESH MAJHI	AAO	8337065	R SECTION
84	SHRI NILOTPAL ROY MAJUMDER	AAO	8335099	SA SECTION
85	SHRI RAJENDRA PRASAD	AAO	8320083	SC-I
86	SHRI PARTHA DAS	AAO	8335365	SC-II
87	SHRI DIPANKAR GHOSHAL	AAO	8333194	SC-III
88	SHRI NILANJAN CHAKRABORTY	AAO	8340808	SC-IV
89	SHRI RAVINDRA KUMAR	AAO	8334752	SC-V
90	SHRI KRISHNA KANT SINHA	AAO	8334739	LAO 222 ABOD
91	SHRI SANJAY HAZARIKA	AAO	8334147	LAO 222 ABOD
92	SHRI VIJAY KUMAR SETH	AAO	8335938	LAO 222 ABOD
93	SHRI AMAR PREM KHARWAR	AAO	8334836	LAO 222 ABOD
94	SHRI ABODH KUMAR	AAO	8334606	LAO (A) NARANGI
95	SHRI D K KALITA	AAO	8328888	LAO (A) GUWAHATI
96	SHRI PEEYUSH KUMAR	AAO	8340253	ALAO 1 ABW
97	SHRI SUBHASISH BANERJEE	AAO	8336921	AAO BSO NARANGI
98	SHRI N K DAS	AAO	8331619	LAO (A) SILCHAR
99	SHRI DEBASHIS DAS	AAO	8334099	LAO (A) SILCHAR
100	SHRI AMIT ROY	AAO	8335778	LAO (A) JORHAT
101	SHRI S B DEURI	AAO	8331726	LAO (A) SHILLONG

102	SHRI SUBHADIP SINGHA	AAO	8339992	LAO (A) TEZPUR
103	SHRI DIPANKAR DUTTA	SUP(A/Cs)	8319809	ALAO 313 COY ASC (SUP)
104	SHRI BUDDHA LAMA	AAO	8335436	ALAO SD DIMAPUR
105	SHRI ABHIJIT CHAKRABORTY	AAO	8334170	ALAO SD SILCHAR
106	SHRI MAHENDRA PRASAD SAH	AAO	8335915	ALAO SD SHILLONG
107	SHRI K NATH	AAO	8338472	ALAO FSD MISSAMARI
108	SHRI GULAM ABEDIN	AAO	8326069	ALAO FSD RANGIYA
109	SHRI S K SUNWAR	AAO	8331713	ALAO 482 COY ASC (SUP)
110	SHRI RANJIT GOGOI	AAO	8335364	ALAO SD BHALUKMARA
111	SHRI KRISHAN PRASAD	AAO	8334780	AAO SHILLONG
112	SHRI SUMIT KUMAR MONDAL	AAO	8337389	AAO SHILLONG
113	SHRI R K LAMA	AAO	8331746	AAO SHILLONG
114	SHRI PANGER AO	AAO	8335373	AAO SHILLONG
115	SHRI L LALDUHAWMA	AAO	8346803	AAO SHILLONG
116	SHRI AMITAVA MUKHOPADHYAY	AAO	8337403	AAO SHILLONG
117	SHRI P R DEY	AAO	8331595	PAO (ORs) 58 GTC SHILLONG
118	SHRI REBATI MOHAN PRADHAN	AAO	8333256	PAO (ORs) 58 GTC SHILLONG
119	SHRI K L PAULA GANGTE	AAO	8335440	PAO (ORs) 58 GTC SHILLONG
120	SHRI H I SINGH	AAO	8334115	PAO (ORs) 58 GTC SHILLONG
121	SHRI CHINMAY CHATTERJEE	AAO	8346833	PAO (ORs) 58 GTC SHILLONG
122	SHRI C VIYOGI	SAS APP	8339817	PAO (ORs) 58 GTC SHILLONG
123	SHI NIRAJ KUMAR JHA	AAO	8343544	PAO (ORs) 58 GTC SHILLONG
124	SHRI RAJESH KR. DOLEY	AAO	8337339	PAO (ORs) ARC SHILLONG
125	SHRI SAMIRAN NAG	AAO	8339352	PAO (ORs) ARC SHILLONG
126	SHRI RAJU THAPA	AAO	8334167	PAO (ORs) ARC SHILLONG
127	SHRI S B PRASAD	AAO	8320377	PAO (ORs) ARC SHILLONG
128	SHRI P. K. JHA	AAO	8337356	PAO (ORs) ARC SHILLONG
129	SHRI L KAMBIAKLAL	AAO	8342549	PAO (ORs) ARC SHILLONG
130	SHRI A K DAS	AAO	8335355	AAO BSO (AF) JORHAT
131	SHRI SUBHASISH SINGHA	AAO	8334129	AAO BSO SILCHAR
132	SHRI M BORO (Additional charge of AAO DEO)	AAO	8331644	AAO BSO MISSAMARI
133	SHRI KHUSWAHA MANOJ PUNCHDEO	AAO	8348642	AAO BSO TEZPUR
134	SHRI DK NASKAR	AAO	8338934	AAO BSO TEZPUR
135	SHRI UDAY KUMAR	AAO	8334866	AAO BSO SHILLONG
136	SHRI SUDHIR RANJAN VERMA	AAO	8328427	AAO AGE (I) TAWANG

137	SHRI JITENDRA KUMAR	AAO	8339772	AAO GE 586 EP
138	SHRI AJIT KUMAR	AAO	8343482	AAO DEO TEZPIUR
139	SHRI RABISWAR MANDAL	AAO	8338451	AAO DEO JORHAT



Important Circular

कार्यालय, रक्षा लेखा महानियंत्रक
OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS
उलान बटार मार्ग, पालम, दिल्ली छावनी-110010
ULAN BATAR MARG, PALAM, DELHI CANTT.-110010

दूरभाष/Ph: 011-25665706, Fax: 011-25674806, ई-मेल/Email : admin 6.cgda@nic.in

No. AN/VI/17003/SAS(Officers) Association

Dated: 21.02.2019

To

The PCDA/PCA/CDA/CFA(Fys)

CDA Guwahati

AM-1B

Subject : Exercising of option by the members of the DAD(SAS) Officers Association for Association membership under the CCS (RSA) Rules 1993 and recovery of subscription for the year 2018-19 and 2019-20.

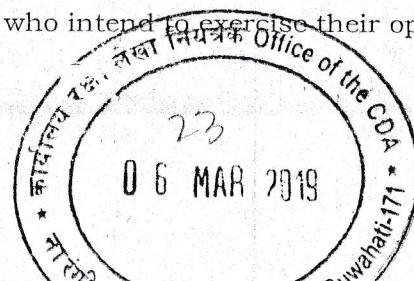
As per para 2.2, 2.3 & 2.5 of DOP&T, Most Immediate OM No. 2/10/80-JCA dated 31st January 1994, option for DAD(SAS) Officers Association membership can be exercised by the AAOs/AOs/SAOs in the month of **April** each year and recoveries of membership subscription shall be made by the DDO in the month of **July**.

2. It is pertinent to mention here that Defence Accounts Department (Subordinate Accounts Service) Officers Association has been recognized w.e.f 12.12.2018 vide MoD/D(JCM) Dy. No. 1613-D(JCM)/2018 dated 12.12.2018.

The recovery shall be made w.e.f 12.12.2018 for the financial year 2018-19 and also for the financial year 2019-20.

3. The salient features of procedure laid down for exercising of option by the staff in the month of April and subsequent recovery of their membership subscription from the pay bills for the month of July has been summarized in Annexure enclosed. All the PCsDA/PCA (Fys)/CsDA/ CsFA (Fys) are requested to ensure that the system of exercising of options and recovery of subscription is scrupulously adhered to. The schedule of events listed below may be followed and confirmation to the effect (a) and (b) is to be furnished to HQrs office by **29.3.2019:-**

- Issue of circular by your office along with option forms to all the sub-offices under your organization latest by **15.3.2019**.
- Obtain confirmation regarding receipt of your circular and option forms in all sub-offices under your administrative control latest by **25.3.2019**.
- The option forms should be made available w.e.f. **01.04.2019** and onwards to the members who intend to exercise their option.



4. The members can exercise the option in the month of **April only** and completed option forms are to be submitted to nominated officer of the Administration by **26.04.2019**.

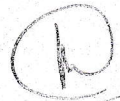
5. The process of exercise of option in all offices is to be completed by **26.04.2019** and confirmation in this regard may be sent to this HQrs. office by **29.5.2019** positively.

6. A report indicating complete details of the number of members [category wise & office wise] serving in their respective organization and total membership strength as per check off system in respect of DAD(SAS) Officers Association (as per the proforma enclosed) and total strength of the office tallied with the KMI report for January and may be submitted to HQrs. office by **30.08.2019** positively.

7. The Communications received from the members of the Association and reports received from the Controllers offices indicated that dates mentioned by HQrs. office are not strictly adhered to. Therefore, it is requested that deadlines proposed for modalities may be achieved to obviate reminders from this end.

The receipt of this circular may please be acknowledged.

This issues with the approval of Sr. Jt. CGDA(AN).



(Mustaq Ahmad)
Sr.Dy.CGDA (AN)

Copy to :-

The Secretary General
DAD(SAS)Officers Association
C/o IFA, 9 BRD/46 ED(AF),
Nagar Road, Pune-411014

} For information please.

sd/ —

(Mustaq Ahmad)
Sr. Dy.CGDA (AN)

**Annexure to circular No. No. AN/VI/17003/SAS(Officers) Association
dated 21.02.2019**

1. Every Officers desiring to become a member of a particular Association, has to give in writing his/her consent as per the specimen format enclosed.
2. The option can be exercised only in the month of **April** and has to be submitted by **26th April** or before the last working day to the nominated officer of the Administration. No other cut off date is to be fixed by the Controllers.
3. The option once exercised will remain valid for all the years to come unless withdrawn or changed by the concerned individuals. Such withdrawal/change is permitted only in the month of April every year. On the specimen format enclosed.
4. The numbered option form issued by the Administration should only to be used by every individual and there should be no overwriting/cutting in the forms. Forms having overwriting/cutting would be treated as invalid.
5. **Blank option forms may be issued to desirous Officers only and in no case the option form be handed over to Association's representatives.**
6. The numbered option form signed by the individual should be authenticated by the authorized functionary of the concerned Association in the presence of nominated officer of the Administration.
7. In respect of offices/stations where no Branch Association is functioning, the coordinating body for consultation and executing common programme of the Associations functioning in that particular office/station shall authenticate the option forms.
8. In stations where even the coordinating body of the Association is not functioning, the person authorized/nominated by the HQ Association shall authenticate the option forms. In such situations, the Secretary General of the Associations should ensure that the name of the person nominated for this purpose is intimated to the concerned Controller well in advance.
9. The Controller should nominate one officer for dealing with entire process of exercising option. The nominated officer will be responsible for issuing the numbered option forms to the individuals and for accepting the completed forms.
10. The nominated officer will ensure that (i) the forms submitted are numbered and the one issued by the Administration.
 - (ii) the option forms are complete in all respects without any over writing/cuttings.
 - (iii) authenticated by the concerned Association and
 - (iv) submitted within the prescribed time schedule.

11. 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.

12. 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.

13. The nominated officer will ensure that the entire process of exercising the option is completed by 26th April or the last working day and render a completion report to the CDA/PCDA.

Recovery of membership subscription

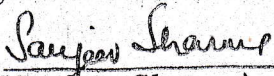
14. After completion of the entire process, the nominated officer will forward all the accepted forms to the officer/Section dealing with the disbursement of pay and allowances for eventual recovery of the annual membership subscription of the Associations.

15. The actual recovery of the annual membership subscription will be made through check-off system in the pay bill for the month of July on the basis of the option exercised in April.

16. After effecting the recovery, the Administration will send a copy of the nominal roll (in duplicate) indicating the names, rank and the amount of membership subscription recovered to the authorized functionaries of the concerned Associations by 10th August. Copy of the said nominal roll should also be sent to the concerned PCsDA/ CsDA wherever necessary.

17. In offices/stations where the Association's authorized functionaries are not available, the amount recovered together with the nominal roll (in duplicate) should be sent to the respective CsDA/PCsDA through DD, who will then pass on the amount through DD to the respective Headquarters of the Association.

18. A report indicating complete details of the staff members [category wise & office wise] serving in their respective organization, total number of membership strength as per check-off system in respect of both the Associations and amount of subscription recovered should be submitted to this office as per the proforma enclosed. The said report should reach this office by **30th August 2019** positively.


(Sanjeev Sharma)
AAO(AN)