

IMPORTANT CIRCULAR

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

No. AN/I/CDA/JCM/Gen-XXII

Dated: 7th March, 2014.

To

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

Subject: Exercising option by the staff for Association membership under CCS (RSA) Rules 1993 and recovery of subscription for the year 2014-15.

Every staff desiring to become a member of a particular Service Association, {AIDAA (CB) Pune or AIDAA (HQ) Kolkata} has to give in writing his/her consent as per specimen format enclosed.

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 The **option once exercised will remain valid for all the years to come unless withdrawn or changed by the concerned individual.** Such withdrawal/change and option for new membership is permitted **only in the month of April every year.**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 individual wise 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. 01/04/2014 and onwards** by the administration **to desirous staff members** who intend to exercise their option.

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.

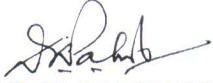
7. The recovery of membership subscription will be made by the respective disbursing officer from the pay bill of July, 2014 for the year 2014-15.

8. **Sh. Budhin Borah, Sr. Accounts Officer** has been nominated by the Competent Authority for dealing with the entire process of exercising option.

9. **Last date of submission of completed (filled) option forms to the nominated officer is 30th April, 2014.**

*** (Staff who **wants to opt for new membership** of the association or **wants to withdraw the membership only, should submit the option form.** Option forms should be filled in all respect i.e., Name, Designation and A/C No. etc. should invariably be filled)

'NIL' report also to be intimated to this office.


(D. K. PATHAK)
Assistant Controller (AN)