

F. No. 17/01/2025-R&R and DC  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel and Training  
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3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi – 110 003.

Dated, the 03<sup>rd</sup> November, 2025

**OFFICE MEMORANDUM**

**Subject: Grant of recognition to service associations belonging to CSS, CSCS and CSSS cadres under the Central Civil Services (Recognition of Service Associations) Rules, 1993-Verification of membership-reg.**

This department had invited applications from service associations belonging to Central Secretariat Service (CSS), Central Secretariat Clerical Service (CSCS) and Central Secretariat Stenographers' Service (CSSS) for grant of recognition under the Central Civil Services (Recognition of Service Associations) Rules, 1993 vide its OMs of even number dated 02.07.2025 and 13.08.2025. As a consequence, the applications of the following associations/unions are found worthy for verification of membership for the purpose of granting recognition:

- a) Central Secretariat Promotee Group B Officers Association
- b) Central Secretariat Group C Employees Association
- c) Central Secretariat Staff Car Drivers' Association
- d) Central Secretariat NG Employees Union
- e) Central Secretariat Group B Officers Union
- f) Central Secretariat Employees Association

2. In terms of Rule 7 of the CCS (RSA) rules, 1993, verification of membership for the purpose of recognition of a Service Association shall be done by the Check-off system in 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 payroll in favour of a particular Association. 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.

3. Accordingly, the DDOs of all Ministries/ Departments of the Central Secretariat, Govt. of India are requested to deduct annual membership fee for the financial year 2025-26 from the pay roll of the month of November, 2025 in respect of members of the associations mentioned at para-1 above. It is further emphasized the membership fee shall be deducted on annual basis and not on monthly basis and the entire annual subscription fee shall be deducted only once in a particular financial year.

4. It may also be noted that an employee can only be a member of one Association/ Union. Hence, it may please be ensured that membership fee of an employee be deducted only for one Association/ Union.

*Rajiv Kumar*



5. Further, DDOs are also requested to provide details of members of an Association in the proforma given below:-

Name of Ministry/ Department/ Organisation				
Membership fees deducted in favour of: <b>Name of the association/union</b>				
S.No.	Name	Designation	Employee Code	Membership fee deducted (Annual amount in Rs.)

6. Information in the aforesaid proforma may be prepared for each designation separately and the same may please be made available to this department at the earliest.

7. This issues with the approval of the competent authority.

*Rajiv Kumar*

(Rajiv Kumar)

Under Secretary to the Govt. of India  
Tel No. 011-24651898

To

1. ✓ The DDOs of all Ministries/ Departments of the Central Secretariat, Government of India.
2. ✓ Shri V.K.Chhikara, President, Central Secretariat Promotee Group 'B' Officers Association, HQ:B-32, Udyog Bhawan, New Delhi-110011, Mob: 9013314399
3. ✓ Shri Bimlesh Kumar, General Secretary, Central Secretariat (Group B) Officers Union, HQ- B 32, Udyog Bhawan, Maulana Azad Road, New Delhi-110011, Mob: 7982618129.
4. ✓ Shri Bhuwan Chander, General Secretary, Central Secretariat Staff Car Drivers' Association, Room No: 32-A, Basement, Near Gate No.14, Udyog Bhawan, New Delhi-110011.
5. ✓ Shri Sanil Kumar Patel, Asst. General Secretary, Central Secretariat NG Employees Union, B-32, Udyog Bhawan, Maulana Azad Road, New Delhi-110011, email-[scngew10@gmail.com](mailto:scngew10@gmail.com), Mob- 9891968372
6. ✓ Shri Rabindra Kumar Jha, General Secretary, Central Secretariat Employees Association, 5D Ground Floor, Shastri Bhawan, New Delhi-110001.
7. ✓ Shri Sarvoday Kumar, Central Secretariat Group C Employees' Association, HQ:B-32, Udyog Bhawan, New Delhi-110011, Mob: 9304904335

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