To

(i) All sections in Main Office, Chandigarh
(ii) All sub-offices including IFAs under PCDA (WC)

Sub.: Exercising of option by the Staff for Association Membership under CCS (RSA) Rule 1993 and recovery of subscription for the year 2021-22

Instructions: The contents of this circular may be clearly understood before starting the process and strictly complied without any deviation.

1. Blank option forms bearing Control No. .................. to .................. (as per nominal roll attached) are forwarded herewith for exercising of option by the officials posted in your office for Association membership and recovery of subscription for the year 2021-22. It is advised that the following procedure may be followed after receipt of this circular:

(i) A confirmation regarding receipt of this circular and option forms in your office may please be sent by name to the undersigned so that it should reach this office by 29.03.2021 positively on the enclosed format through Fax/NIC mail i.e. pcda.wcan4.dad@hub.nic.in/Zimbra mail pcda.wcan4@cgda.org or Speed post.

(ii) The staff members can exercise option in the month of April only. The option once exercised will remain valid for all years to come unless withdrawn/changed. Such withdrawal/change is permitted only in the month of April each year. Accordingly, the controlled numbered option forms should be made available to the staff members desiring to exercise the option or to become a member of a particular service staff Association i.e. AIDAA (CB) Pune or AIDAEE (HQ) Kolkata w.e.f. 01/04/2021 only. Their dated signature in token of having
received the option form may please be obtained in a separate register maintained
for the purpose with the complete details of the individual concerned and also the
control number of the option form issued to her/him.

(iii) **Sh. Rakesh Kumar, SAO** has been nominated by the Competent Authority
for dealing with the entire process of exercising option. The exercised option forms
complete in all respect along with the photo copy of the register, maintained for the
purpose, should be forwarded by name to the **Nominated Officer** so that it should
reach this office by **30.04.2021** positively.

(iv) **An individual desirous of becoming a member of a particular Service Staff
Association viz. AIDAA (CB) Pune or AIDAEA (HQ) Kolkata, has to give in writing
his/her consent and the Control numbered option form issued by this office should
only be used for the purpose and there should be no overwriting/cutting in the forms.
Forms having overwriting/cutting would be treated as invalid.

(v) **The Officers-in-charge of sections in Main office/sub offices are
requested that blank forms may be issued to desirous individuals only and in
no case the option form be handed over to Association’s representatives.

(vi) **An individual who is already a member of any of the association and
wants to withdraw his/her name should fill the letter of withdrawal
(proforma enclosed for the purpose).

(vii) The controlled numbered option forms signed by the individual should be
forwarded to the Nominated Officer as their authentication from the authorised
functionary of the concerned Association will be done at Main Office in the
presence of the Officer Nominated for the purpose.

(VIII) **Any individual who join your section/office on permanent posting
from other section/office (with-in-organisation/other organisation) and
he/she is desirous of becoming a member of any of the association, his/her
particulars, may be sent to the undersigned immediately through FAX/E-
mail/Speed Post, so that numbered option form can be sent for them.

2. The above exercise should be completed by **30th April 2021**
positively and the option forms duly completed in all respect along with the
unused option forms, if any, be sent to the Nominated Officer viz
Sh. Rakesh Kumar, SAO by **01/05/2021** positively for further confirmation
to HQrs office.
3. It may also be brought to the notice of all the officials that the subscription fee for membership of AIDAA (CB) Pune Association is Rs. 120 per year and that for AIDAEA (HQ) Kolkata Association also is Rs. 120 per year.

Encls: As above

(Sahil Goyal)
DCDA (AN)

Copy to:

1. Shri Rajiv Ranjan Kumar, IDAS
   Dy. CGDA (AN),
   Office of the CGDA
   Ulan Batar Road,
   PALAM,
   Delhi Cantt.- 110010

2. Ms. G Surya Kumari,
   Secretary General,
   AIDAA (CB) Pune
   Care PCDA (O), Pune

3. Shri Sondeep Mukherjee,
   Secretary General
   AIDAEA (HQ) Kolkata
   Care CIA

4. IT & S Cell
   (Local)

For kind information w.r.t. HQrs circular No. AN/Coord/17003/Staff/2021-22 dated 18.03.2021.

With a request to nominate the person(s) from the authorised functionaries at the earliest and intimate to this office so that necessary directions may be issued to him/them to visit the Nominated Officer and complete the process of authentication within time frame laid down in HQ office ibid letter.

For uploading on PCDA (WC) website.

(Sahil Goyal)
DCDA (AN)
LETTER OF WITHDRAWAL

I ___________________________ (name & designation) a member of ________________ Association intend to withdraw my candidature from the same Association.

Signature
Name
Designation & A/C No.
Name of office
To

Shri Sahil Goyal,
DCDA (AN)
Office of the Pr. CDA (WC)
Sector 9, Chandigarh

Subject: Exercising of option by the Staff for Association Membership under CCS (RSA) Rules, 1993 and recovery of subscription for the year 2021-22

Reference: Main office Most Important Circular No. AN/lV/1833/Exer Option 2021-22 dated 19.03.2021

Receipt of Main Office Circular cited under reference along with option forms bearing Sr. No. ........................ to ........................ is hereby acknowledged please. It is also confirmed that the instructions as contained in the ibid circular have been gone through and the same will be strictly complied with without any deviation.

Sr. AO/AO/AAO