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T.T.B./SPEED POST/PCDA (WC) Website
MOST IMPORTANT CIRCULAR
No. AN/IV/1833/Exer Option/2022-23
O/o the Pr.CDA (WC)
Chandigarh.
Dated : 23.03.2022

To

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- (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 2022-23

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 2022-23. 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 **28.03.2022** positively on the enclosed format through Fax/NIC mail i.e. pcdawcan4.dad@hub.nic.in /Zimbra mail pcdawc-an4@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 The option once exercised will remain valid for all years to come unless withdrawn/changed.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 AIDAEA

(HQ) Kolkata w.e.f. 01/04/2022 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. Vinit Jain, AO**, has been nominated by the Competent Authority for dealing with the entire process of exercising option. The exercised option forms complete in all respect alongwith 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 30.04.2022 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 2022 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. Vinit Jain, AO, by 02/05/2022 positively for further confirmation to HQ 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


(Anmol Amar Singh)
DCDA (AN)

Copy to:

1 Shri G K Baranwal, IDAS
Sr.Dy. CGDA (Estt),
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

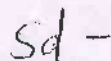
3 Shri Sondeep Mukherjee,
Secretary General
AIDAEA(HQ) Kolkata
Care CIA

4 IT & S Cell
(Local)

For kind information w.r.t. HQ's
circular No. AN/Coord/17003/Staff/
2022-23 dated **17.03.2022**.

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.


(Anmol Amar Singh)
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

FAX/E-Mail (Zimbra/NIC)/Speed Post

No.

O/o the.....

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Dated: .03.2022

To

Shri Anmol Amar Singh,
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 2022-23

Reference: Main office Most Important Circular No. AN/IV/1833/Exer Option 2022-23 **dated 23.03.2022**

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