

BUREAU OF INDIAN STANDARDS
(Establishment Department)

C I R C U L A R

It has been observed that few Associations/Unions of BIS employees are operating at BIS Headquarters and few Regional Offices without obtaining formal recognition from the Competent Authority. All the service Associations/Unions of employees are required to obtain formal recognition under CCS (RSA) Rules, 1993 for considering their representations by the Competent Authority.

2. The undersigned is directed to invite applications from existing and also newly formed/to be formed Associations/Unions of BIS employees, who wish to seek recognition under the CCS [Recognition of Service Associations] Rules, 1993. Associations which have already obtained recognition are also required to submit fresh applications.

3. The applications should be sent to this Department along-with the following documents by 07 June 2019.

- i) Memorandum of Association/Union;
- ii) Constitution of the Association/Union and bye-laws, if any;
- iii) Names of the Office-bearers of the Association/Union;
- iv) List of members [03 copies] duly signed by the authorized office bearer of the Association/Union on each page of list.
- v) Written Declaration addressed to Dir. [Estt.]/in respect of members of the Association/Union for Administration & Finance Cadre/Lab Cadre and to Head [HRD] in respect of Scientific Cadre for annual deduction of subscription from their July 2019 salary in favour of the Association/Union, strictly as per appended Annex I.

Applications received after the last date will not be entertained.

4. The crucial month for verification under the check-off system will be July, 2019. That is, only such of the employees who have paid subscription from their July, 2019 salary (payable on the last working day of the month) will be treated as member of an Association/Union for verification purposes.

5. The memberships of the Association/Union should be restricted to a distinct category of BIS Employees having common service interest. Unions/Associations would be recognized centrally in BIS, Headquarters. Such Unions/Associations may have their branches at ROs/BOs. The condition of minimum membership as laid down in Rule 5 (d) (i) of the said Rules is for the entire BIS. In other words, an Association/Union must have the minimum percentage of members amongst all employees in that distinct category/cadre in BIS.

6. This has the approval of the Competent Authority.

Encl: Annex I


[N. Ravi Shankar]
Director [Establishment]

हमारा संदर्भ: स्था- III/21:1(2)/2015

Dated: 25 April 2019

Circulated for wide publicity to:

All deptts. at Hqrs/BOs/ROs/IOs/CL/NITS/Labs through BIS Intranet.

LETTER OF AUTHORIZATION

To,

The Director [Estt.]/Head [HRD],
BIS, Headquarters,
New Delhi

I,(Name & Designation) being a Member of
.....(Name of the BIS Union/Association) hereby authorize deduction of
annual subscription of Rs..... [Rupees] for the year
..... from my July salary payable on 31 July and authorize its payment
to the above-mentioned Union:

**I hereby certify that I have not submitted authorization in favour of any
other Associations/Unions of the Bureau. If the above information is found
incorrect, I fully understand that my authorization for the Association/Union
becomes invalid.**

Station:

Dated:

Signature.....

Name.....

Employee No.....

Designation.....

(To be filled by Association/Union)

It is certified that Shri/Smt..... is a Member of
.....[Name of the BIS Union/Association].

It is further certified that the above authorization has been signed by
Shri/Smt..... in my presence.

Signature
Name (in capital).....
of authorized Office Bearer

Signature
Name (in capital)
of the Member

Attested by designated authority: Dir. [Estt.]/Head[HRD]