

**No.3/3/2004-JCA**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**( Department of Personnel & Training )**

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NEW DELHI, the 20<sup>th</sup> January, 2004.

**OFFICE MEMORANDUM**

**Subject: Effective use of JCM Scheme**

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The undersigned is directed to say that instructions have been issued from time to time for making effective use of the JCM machinery. The Staff Side have, however, highlighted that periodic meetings of JCM are not being held and that Departmental Councils have also not been re-constituted in some of the Ministries/Departments. In view of the concerns expressed by the Staff Side during the 42<sup>nd</sup> National Council meeting, the following instructions are reiterated:-

- (i) It may be ensured that appropriate steps are taken for holding timely JCM meetings.
- (ii) Attention is invited to Department of Personnel & Training O.M.No.9/13/2000-JCA dated 27<sup>th</sup> August, 2002. It is reiterated that action for completing the process of verification/re-verification should be expedited, where the same has not been done so far. This should be followed up by reconstitution of the Departmental Councils and holding of periodic JCM meeting, thereafter.
- (iii) Once a view has been taken to record disagreement in the National Council/ Departmental Council, efforts should be made to expedite the process by obtaining Cabinet approval at the earliest.
- (iv) When the Government takes a decision to move Resolutions in the Parliament for amending/rejecting an award of Board of Arbitration, the Staff Side may be informed of this decision in time.
- (v) It is reiterated that Secretary, Staff Side of National Council (JCM) may be included in the regular mailing list of Ministries/Departments so that all general unclassified orders affecting Central Government employees are received by the Staff Side at the following address:-  
  
Secretary, Staff Side, National Council (JCM),  
13-C, Ferozeshah Road, New Delhi – 110001.
- (vi) In the 42<sup>nd</sup> National Council meeting, the Staff Side also stated that instructions contained in the then Cabinet Secretary's d.o.letter No 3/3/2001-JCM (Pt.) dated, May 21, 2002, advising all the Secretaries to keep in mind the views of Staff Side while taking decisions on downsizing, are not being implemented in some Ministries.

The Ministries/Departments are, therefore, requested to keep in mind the instructions dated 21<sup>st</sup> May, 2002 issued by the Cabinet Secretary, while taking decisions on downsizing.

2. All Ministries/Departments are requested to take appropriate action as per the above.

**( VIDHU KASHYAP )**  
Director

To:

1. All Ministries/ Departments of the Government of India.
  2. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
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