The Government may recognize a Service Association, which fulfills the following conditions, namely:

- An application for the recognition of Service Association has been made to the Government containing Memorandum of Association, Constitution, Bye-laws of the Association, Names of Office Bearers, total membership and any other information as may be required by the Government;
- The service association has been formed primarily with the object of promoting the common service interests of its members;
- Membership of the service association has been restricted to a distinct category of Government servants having common interests, all such Government servants being eligible for membership of the service association;
- The association represents minimum 35 per cent of the total number of category of employees provided that where there is only one association which commands more than 35 per cent membership, another association with second highest membership, although less than 35 per cent may be recognized if it commands at least 15 per cent membership;
- The membership of the Government servant shall be automatically discontinued on his/her ceasing to belong to such category;
- Government employees who are in service shall be the members or office – bearers of the service association;
- The service association shall not be formed to represent the interests, or on the basis of any caste, tribe or religious denomination or of any group with in or section of such caste, tribe or religious denomination;
- The executive of the service association has been appointed form amongst the members only;
- The funds of the service association consists exclusively of subscriptions form members and grants, if any made by the Government and are applied only for the furtherance of the object of the service association;
The service association shall abide by and comply with all the provisions of its constitution / Bye-laws;

The amendment in the constitution / Byelaws of the service association after its recognition under these rules, shall be made only with the prior approval of the Government.