

No.125/1/2019-20-CCSCSB
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

Date: 07-02-2020

CIRCULAR

Sub: Scheme for promotion of Adventure Sports and Similar Activities amongst Central Government Employees- Programmes to be organised by Youth Hostels Association of India for the year 2020.

The undersigned is directed to refer to Department of Personnel & Training Office Memorandum No.125/1/2015-16/CCSCSB dated 04-12-2015 regarding Scheme for promotion of Adventure Sports & Similar Activities amongst Central Government Employees. (Copy enclosed) and to inform that the Youth Hostel Association of India has offered the following programmes for Central Government Employees eligible under the Scheme:

S. NO	Programme Name	Programmes Date/Date of Starting & Reporting	Duration	Fee	Base Camp	Region
1.	National Himalayan Sandakphu Gurdum Summer Trekking cum Training Expedition 2020	18 th April, 2020 To 15 th May, 2020	5N/6D	Rs.6900/-	International Youth Hostel Darjeeling	West Bengal
2.	National Individual Camping Cum Training Expedition Srinagar 2020	01 st May, 2020 to 20 th June, 2020	5N/6D	Rs.7000/-	Harwan Garden	Jammu & Kashmir
3.	National Mountain Cycling Cum Training Expedition –Prashar Lake .2020	07 th May, 2020 to 25 th May, 2020	6N/7D	Rs.6900/-	Bajaura, Kullu	Himachal Pradesh
4.	Munsiyari- Khaliya Top Trekking cum Training Expedition 2020	13 th April, 2020 to 20 th April, 2020	5N/6D	Rs.7500/-	Kathgodam Railway Station	Uttarakhand
5.	Gangotri- Dayara Bugyal Trekking Cum Training Expedition 2020	01 st June, 2020 to 10 th June, 2020	6N/7D	Rs.7850/-	Uttarkashi	Uttarakhand

- The Programme fees are tentative for some of the programmes and can be changed.

(I) SCHEDULE OF ALL PROGRAMMES:

Day 1: Reporting at Base Camp

Day2: Orientation, Acclimatization & Training

Day3: Acclimatization walk upto 5 Km, about high altitude sickness, Flora & Fauna etc.

Day 4, 5 etc.: Move to Higher Camps through trail & trek /cycling through forest, uphill, downhill, fields with night stay at every camp.

Last Day : Check out after Breakfast.

(II) INCLUSION FOR THE PROGRAM:

a) Group Insurance

b) Tented/Built accommodation on sharing basis whichever is available

c) Forest Entry

d) All meals including Buffet Breakfast, Buffet/Packed Lunch, Evening Snacks, Buffet Dinner and Milk, Nutritious Vegetarian food

e) Trained Guides all along the trekking route

- f) Rucksacks on returnable basis
- g) Blanket, sleeping sheets & sleeping bags at every camp site
- h) Bus transfers where required
- i) Participation Certificate after successful completion of the trek
- j) First Aid & Medical Assistance
- k) Equipment if required

(III) TENTATIVE SCHEDULE OF MEALS

S.No.	Particulars	Timing	Remarks
1.	Breakfast	07:30 am to 08:30am	Buffet Breakfast
2.	Lunch	01:00pm to 02:00pm	Packed Lunch during Trek day
3.	Dinner	07:30pm to 08:30pm	Buffet Dinner

(IV) THINGS TO BE BROUGHT BY PARTICIPANTS:

Wearable items: Trekking shoes, T-shirts/Dry fit (3), Track pants (2), Track suit, Woollen/Polyfill/Down Jacket (1), Wind Jacket (1), Monkey cap, Gloves, Thermals, Inner garments, Light raincoat with hood, 3 pairs of woollen socks.

Accessories: Water bottle, lunch box, enamelled, steel mug or tumbler, steel or plastic plate, spoon, water Purifying tablets, pen-knives, needle, thread, spare buttons, goggles (other than blue glasses), cold cream or Vaseline, soap, toilet paper, towel. Medicines which are normally used at home.

2. **Mr. Ankit Gupta, Marketing Officer** of YHAI will be the Nodal Officer. If there is any query, he may be contacted as per the following contact details:

Phone : 011-45999026

Email : ankit@yhaindia.org

Detailed information is also available at : www.yhaindia.org.

3. The interested and eligible Central Government Employees may submit his/her application directly to YHAI and a copy of the same may be endorsed to Secretary, CCSCSB, Room No-361-B wing, Lok Nayak Bhawan, Khan Market, New Delhi. Advance payment for the programme has to be paid directly to the organiser and reimbursement as admissible will be made after successful completion of programme. **On completion of said activity, applicant may submit expenditure details (fee receipt & Tickets in original) along with Aadhar Number and Bank Details (Name of Bank, Account Number, IFSC Code and Branch Code) for smooth reimbursement of claim.**

4. **It is mandatory to submit duly filled check list along with proforma (Annexed herewith)**



(Kulbhushan Malhotra)
Secretary (CCSCSB)

To

Director/Deputy Secretary (Administration) of all Ministries/Department.

Copy to : Shri Ankit Gupta, Marketing Officer, YHAI

MANDATORY CHECKLIST

Sr. No.	ITEM	Yes/No/Info	Page No.
1	Intimation given to CCSCSB		
2	Date and copy of circular under which programme covered		
3	Date of circular and serial number of programme in circular (attach a highlighted copy)		
4	Application form duly forwarded by Office		
5	Special Casual Leave sanction order		
6	Group ('A' 'B' or 'C')		
7	Amount of Course fee (enclosed copy/receipt) Amount		
8	Amount of Travel Expenses (ticket enclosed) Amount		
9	Details of Bank Account for reimbursement (Name of Bank, A/C number, IFSC Code)		
10	Copy of completion certificate		
11	Whether the Scheme of adventure sports is availed in the past, if yes, then mention the dates		
12	Mobile number and email ID		
13	Copy of Aadhar Card		
14	Copy of Identity Card		

Note

All fields are mandatory. Unavailability of the same may delay settlement of reimbursement claim.

Scheme for Promotion of Adventure Sports & Similar Activities amongst
Central Government Employees

Application From

Name of Programme/Institute* _____

1. Name of Applicant* _____

2. Designation* _____

3. Ministry/Department* _____

4. Group of Services with level/Grade
Pay(revised)* _____

**Paste
recent
photograph**

5. Father's Name* _____

6. Date of Birth* _____

7. Address* _____

8. Telephone No. (Mobile)*1. _____ 2. _____

9. Landline no.* _____

10. Duration of Programme/Date* _____

11. Amount Claimed* _____

12. Bank Detail:

a) Applicant Name in Bank* _____

b) Bank Name* _____

c) Bank Account Number* _____

d) IFSC Code* _____

13. Next of kin to be informed in case of emergency* _____

***Mandatory field:**

I _____ Understand that the programme may involve serious risk to me. I am undertaking the programme at my own violation cost, risk and consequence

14. I hereby undertake that I will not hold responsible Central Civil Services Culture & Sports Board/ Government of India for any untoward incident/ mis happening.

Date:

Place:

(Signature of Applicant)

Name in Block Letters _____

Ministry/Department _____

This is to certify that the applicant is a Central Government Employees working in the main Ministry/ Department and information given above is correct. The applicant is medically fit for the adventure activities opted by him/her.

(Welfare Officer)

REQUIRED DOCUMENTS FOR ADVENTURE SPORTS
REIMBURSEMENT

1. Application form forwarded by Welfare Officer
2. Special Casual leave order
3. Programme fee Receipt
4. Original Travel Ticket/ Boarding Pass
5. YHAI Admit Card
6. Completion Certificate
7. Your Programme Circular Copy
8. Copy of Aadhar Card
9. Copy of Office Identity Card
10. Bank Details (Cancel Cheque/Photocopy of passbook)

No.125/1/2015-16/CCSCSB
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi
Dated 04th December, 2015

OFFICE MEMORANDUM

Sub: Scheme for promotion of Adventure Sports and similar activities amongst Central Government Employees.

The undersigned is directed to enclose herewith a copy of the Scheme for promotion of Adventure Sports and similar activities amongst Central Government Employees with the request that the contents of the Scheme may please be disseminated amongst the employees who are eligible to avail the benefits of the Scheme.

2. The details of the programmes etc. will be circulated/placed on the website of the Department of Personnel & Training separately.


(Abhay Jain)
Under Secretary to the Govt. of India.
Tel:24646961

To

**Director/Deputy Secretary (Administration) of all
Ministries/Deptt.**

No.125/1/2015-16-CCSCSB
Department of Personnel & Training

New Delhi, the 4th December, 2015.

SCHEME FOR PROMOTION OF ADVENTURE SPORTS & SIMILAR
ACTIVITIES AMONGST CENTRAL GOVERNMENT EMPLOYEES

1. **Background:** The Department of Personnel and Training recognizes that welfare of employees is one of the prime tasks of personnel management and sports activities play an important role in improving their efficiency and morale. Participation by Central Government Employees in adventure sports and similar activities will give them a platform where they would learn lessons from nature and use the knowledge acquired for welfare of the society.
2. **Vision:** To foster spirit of risk-taking, cooperative team work, capacity of readiness, vital response to challenging situations, endurance and environmental awareness.
3. **Mission:** The Mission of the Scheme for promotion of adventure sports and similar activities is to encourage Central Government Employees working in the Ministries/Department of the Government of India to take part in these activities by giving financial assistance and other incentives. The Central Civil Services Cultural & Sports Board, a Society registered under the Society Registration Act, 1860, which is under the aegis and control of the Department of Personnel & Training will be the nodal agency for the Scheme.
4. **Objectives:**
 - (i) The Scheme would tackle the alarming situation of stress and impact of sedentary life on Government servants as highlighted in several studies conducted so far;
 - (ii) It would provide a creative outlet to Central Government Employees;
 - (iii) It would create and foster spirit of risk – taking, cooperative team work, capacity of readiness and vital response to challenging situations and of endurance;
 - (iv) Central Government Employees would be prepared for better Disaster Management; and
 - (v) Environmental awareness would be inculcated amongst the Central Government Employees.
5. **Scope of the Scheme:** The scope of the Scheme is limited to Central Government Employees working in the Ministries/Departments of Government of India. It will also be limited to the programme run

by Institutes/Organizations approved by the Department of Personnel & Training.

6. **Activities to be sponsored and Institutes:** The Department of Personnel & Training will sponsor programmes of 5-7 days duration to be organized by the Institutes/Organizations listed at **Annex-I**. The programme will have components of environmental awareness, disaster management, team spirit, capacity building, and Swachchh Bharat Campaign. The activities under the programme will be Trekking, Mountaineering, Rock-Climbing, Cycling in a difficult terrain, Skiing, Surfing, Boat Sailing, Snorkeling, Rafting, Para Sailing, Ballooning, Para Gliding, Jungle Safari/Trekking, Desert Safari/Trekking, Beach Trekking and Environmental Awareness Camps etc. A Calendar of the programmes admissible under the Scheme will be circulated by the Department of Personnel & Training from time to time.

7. Financial Assistance and other incentives:

- 7.1 The Department of Personnel & Training will provide financial assistance to the eligible Central Government Employees for the programme of approved activities and conducted by the Institutes listed in **Annex I**.
- 7.2 Financial assistance will be in the form of reimbursement of Travel Expenses, programme fee and Hiring Charges of the equipments as per the terms and conditions specified in paragraph 7.3 and with a maximum ceiling of Rs.20,000/- (Rs. Twenty thousand only) per person per camp. The assistance will be limited to one activity in a block period of two year. Financial Assistance of 100% of programme fee would be provided in a calendar year to two officials of each Ministries/Departments who have been awarded by the Ministry/Department for excellence in service and nominated for the programme.
- 7.3 The following Heads are admissible for financial assistance under the Scheme:
- i) To and fro travel expenses as per the entitlements under Leave Travel Concessions Rules with a maximum ceiling of Rs. 4,000/-;

- ii) Re-imbusement of Programme fee:
 - (a) 90% for Group 'C' Central Government Employee;
 - (b) 80% for Group 'B' Central Government Employee; and
 - (c) 75% for Group 'A' Central Government Employee.
- iii) Actual hiring charges if the necessary equipment are hired from any Government agency with adequate proof subject to maximum of Rs. 2000/-.

7.4 Special Casual Leave will be granted to eligible participants in accordance with Department of Personnel & Training Office Memorandum No. 6/1/1985-Estt.(Pay-I) dated 16th July, 1985 and No. 6/1/85-Estt(Pay-I) dated 7th November, 1988.

8. Procedure for availing benefits of the Scheme:

- 8.1 The Central Government Employee will register himself with the Institute/Organization for the approved programme and make payment for it. He/she will simultaneously also submit his/her application to Central Civil Services Cultural & Sports Board duly forwarded by the Welfare Officer of their respective Ministry/Department.
- 8.2 The Ministry/Department will forward nominations of officials who have been awarded by the Ministry/Department for excellence in service and eligible for Financial Assistance of 100% of programme fee.
- 8.3 The Welfare Officer of the Ministry/Department in each case will certify that the recommended official is a Central Government employee working in the main Ministry/Department and medically fit for the adventure activities opted by him.
- 8.4 The financial assistance will be given on successful completion of the programme and submission of participation certificate to the Central Civil Services Cultural and Sports Board.

- 9. **Flexibility to expand the scope:** The Department of Personnel & Training will reserve the rights to modify the scheme, addition or deletion of activities, Institutes/Organization, change in pattern of financial assistance and other conditions of the Scheme without any prior notice.

**LIST OF APPROVED INSTITUTES/ORGANISATIONS FOR SCHEME FOR
PROMOTION OF ADVENTURE SPORTS AND SIMILAR ACTIVITIES
AMONGST GOVERNMENT EMPLOYEES**

1. Nehru Institute of Mountaineering, Uttarkashi, Uttarakhand.
(Recognized by Ministry of Defence and Government of Uttarakhand)
2. Atal Bihari Vajpayee Institute of Mountaineering and Allied Sports,
Manali, Himachal Pradesh. (Government of Himachal Pradesh)
3. Indian Institute of Skiing & Mountaineering, Department of
Tourism, Gulmarg, Jammu & Kashmir. (Ministry of Tourism)
4. National Institute of Water Sports, Vasco da Gama, Goa. (Ministry
of Tourism)
5. Swami Vivekanand Institute of Mountaineering, Mount Abu,
Rajasthan. (Government of Gujarat)
6. Garhwal Mandal Vikas Nigam Ltd, Dehradun, Uttarakhand.
(Government of Uttarakhand)

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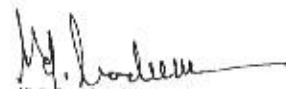
Room No.361, 'B' Wing, 3rd Floor,
Lok Nayak Bhawan, New Delhi-110 003

Dated: 08th December, 2016

OFFICE MEMORANDUM

The undersigned is directed to refer to the CCSCSB's Office Memorandum of even number dated 26th April, 2016 regarding Scheme for Promotion of Adventure Sports & Similar Activities amongst Central Government Employees and to convey that the CCSCSB, DOPT has extended the duration of adventure sports & related activities up to 10 days from the earlier of 5-7 days, subject to the following conditions:

- i. There would be no increase in the financial ceiling already approved for the scheme.
- ii. No leave other than special Casual Leave of 10 days granted for this purpose would be given under this scheme.


(Md. Nadeem)

Under Secretary to the Govt of India

To: Under Secretary/Welfare Officer to all Ministries/Departments