

No.12/1/2015-16/CCSCSB
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Central Civil Services Cultural and Sports Board

Room No.361, 'B' Wing, 3rd Floor
Lok Nayak Bhawan, New Delhi-3
Dated the 11 February, 2021

CIRCULAR

Sub: Inter-Ministry Lawn Tennis Tournament, 2020-21.

Central Civil Services Cultural and Sports Board is organizing Inter-Ministry Lawn Tennis Tournament 2020-21 from 27th & 28th February, 2021 and subsequent Saturday and Sundays at Lawn Tennis Court, Sector 13, R.K. Puram, New Delhi.

2. The team events will be played on Davis Cup Lines (2 Singles and 1 Doubles only but no reverse singles). In addition to the team events, the tournament will also be held in Open Singles and Doubles & Veterans Singles and Doubles (above 45 years). The entry fee is as under:-

Sr. No.	Event	Fee in Rs.
1.	Team Event	Rs. 300
2.	Open Singles	Rs. 50
3.	Open Doubles	Rs.100
4.	Veterans Singles	Rs.50
5.	Veterans Doubles	Rs.100

2. The Ministry /Department desirous to participate in the tournament may send their entries in the prescribed Proforma (**Annexure I**) along with the entry fee. Last date for submission of entries in the Central Civil Services Cultural & Sports Board office Room No. 361, 'B' Wing, Lok Nayak Bhavan, Khan Market, New Delhi – 110003 is **22nd February, 2021**.

3. The Ministry may include in their team persons working in the attached and subordinate offices located at Delhi/New Delhi. All teams/Individuals would be represented as a part of Ministry's Team only. Central government autonomous organization like UPSC, Election Commission, C&AG's Office, Lok Sabha Secretariat, Rajya Sabha Secretariat, Cabinet Secretariat, PMO etc. can send independent team. The entries are to be sent through the Welfare Offices of the Ministry concerned.

4. The following categories of employees are not eligible for participation in this competition:-

- (a) Uniformed personnel in Defence Services/Para Military Organisations/ Central Police Organisation/Police/RPF/CISF/BSF/ITBP/NSG etc.
- (b) Employees of Autonomous bodies/Undertakings/Public Sector Banks/ Corporations even though administratively controlled by the Central Ministries.
- (c) Casual/Daily wages workers.
- (d) Employees attached to offices on temporary duty.

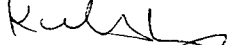
5. No entry will be accepted unless accompanied with fee. The entry should be sent in the prescribed form duly signed by the Welfare Officer concerned and should reach on or before the last date mentioned above. The entry fee may be deposited in Board's Bank account as per details mentioned below:-

Account Holder Name – Secretary CCSCSB, Bank – Syndicate Bank
Account No. 90432010052140, Branch – Khan Market, IFSC Code – SYNB0009043.

Payment can also be made by scanning the following QR Code



6. **Winners and Runners-up of team championship will be awarded cash prize of Rs. 10,000/- and Rs. 7,000/- respectively.**
7. The rules and regulations governing the eligibility conditions for participation, etc. in the Inter-Ministry Tournament are available on the website of the Department of Personnel & Training and can be accessed at (<https://dopt.gov.in/about-us/wings-or-division-in-dopt/welfare-divisions>).
8. The general instructions as per SOP/Guidelines of COVID-19 issued by Central/State Govt., are to be strictly followed by all players and supporting staff during the competition are at **Annexure-II**. If it is found that the general instructions are not followed by any player/official in the tournament he/she shall be liable to be debarred from the tournament.
9. A Screening Check List for COVID-19 (**Annexure III**) is mandatory to fill up daily at venue during the entire period of tournament.


(Kulbhushan Malhotra)
Secretary (CCSCSB)

To,
All Welfare Officers in the Ministries/Departments.
Notice Board.
Shri Naveen Kumar (9716075746)

Central Civil Services Cultural & Sports Board
(Department of Personnel & Training)
APPLICATION FORM FOR INTER MINISTRY TOURNAMENT

Year – 2020-21

1. Name of the Cultural/Sports Event : **Inter Ministry Lawn Tennis Tournament**
2. Name of the Ministry/Deptt. with :
Complete address
3. Details of the participants : Mark \surd as applicable

S.No	Name & Designation	Date of Joining	Id .Card No. (Enclose Copy of ID Card)	Single	Double	Team
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

4. Details of Manager & Captain

Details	Manager	Captain
Name & Designation		
Office Address		
Contact No.		

(Note:- As far as general safety is concerned, all the participants will take care of themselves during the game/ event. The Central Civil Services Cultural and Sports Board shall not be responsible for any injuries/ accidents/ mishappening during the game/events.)

Signature of Welfare Officer
(Rubber Stamp)



VERIFICATION CERTIFICATE

This Ministry intends to enter a team for the Inter-Ministry Tournaments/Competition. Accordingly, the entry form duly filled up is sent herewith. I hereby undertake on behalf of the Ministry to abide by the rules and instruction of the Tournament/Competition.

2. I certify that the participants mentioned in this form are employees of this Ministry/ Department. No member of the team is a casual / daily wage employee. All the players are eligible to participate in the tournament/competition as per eligibility criteria laid down by the Board. In case if it is found that any member of the team is not eligible and is included in the team, the team will be automatically disqualified from the tournament/competition without any notice to this ministry/ department.

3. I also undertake the responsibility to ensure that this Ministry's team after being entered in the Tournament/Competition will participate in the Tournament/Competition and at any stage would not refuse to participate or withdraw from the Tournament/Competition without prior approval of the Board.

Signature (Welfare Officer)
(Rubber Stamp)

Name

Tele. No (O)

e-mail if any

Full Correspondence address.....

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GENERAL INSTRUCTIONS FOR PLAYERS AND SUPPORTING STAFF

To avoid mass gathering and to follow SOP guidelines of COVID-19 issued by Central/State Govt., the following instructions will be strictly followed by all participants/officials for smooth conduct of Inter-Ministry Lawn Tennis Tournament 2020-21 from 27th and 28th February, 2021 and subsequent Saturday and Sundays at Lawn Tennis Court, Sector 13, R.K. Puram, New Delhi.

1. No extra person other than player and designated officials will be allowed inside the playing hall.
2. A Screening Check List for COVID-19 (**Annexure III**) is mandatory to fill up daily at venue during the entire period of tournament.
3. Thermal screening of all players/officials shall be checked by a non-contact thermometer (wrist/forehead).
4. **All players and supporting staff to show and carry a copy of their COVID-19 negative test report conducted 72 hours prior to their date of competition. It is further stated that all players and supporting staff is required to show and submit their Test Report at the entrance of Central Secretariat ground prior to start of their match. No entry and participation will be allowed without the test report.**
5. Physical distancing of at least 6 feet to be strictly followed except during performance.
6. Personal equipment such as gloves, face masks, mouth guard, helmet, shin guards, wrist band, head band, shoes etc. shall be used without sharing.
7. No hand shake and high five is allowed.
8. Equipment which is bound to be shared and utilised continuously during tournament must be used carefully without using such equipment to rub/ touch face, remove sweat, cover mouth while hyperventilating etc.
9. Wearing of Face masks will be mandatory at all times ~~except~~ during performance. All participants and officials must carry their own Face mask, hand sanitizer and water bottle all the times during the competition.
10. While not at field of play, wash your hands with soap even when hands are not visibly dirty. Use of alcohol based hand sanitizers can be made wherever feasible.
11. Strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
12. If any player/official or his/her family member/relative is suspected/tested positive for COVID-19 to whom the player/official has been sharing common living space or has been in contact, then it is expected from the concerned Player/Official to inform the Convenor/Covid Task Force/Office immediately and refrain from attending the tournament/office to prevent risk of exposing others in the tournament/office as has been specified in the Standard Operating Procedure (SOP) issued by M/o H&FW on 04.06.2020.
13. At venue all the players/Officials may ensure and implement the instructions strictly as issued by the MHA from time to time Vide O.M/Orders Nos. 40-3/2020-DM-I(A), dated 15.04.2020, 01.05.2020, 17.05.2020, 29.06.2020, 30.09.2020, 25.11.2020, 28.12.2020 and DoPT O.M. No. 11013/9/2014-Estt.A.III, dated 18.05.2020 respectively i.e., Social distancing, wearing mask, time to time hand sanitization, strict ban of gutka/Tobacco etc. and spitting should be strictly prohibited etc.
14. Only those players are permissible in the field of play whose events are in progress. The next lot of players and officials should wait outside the field of play and shall enter the field of play once the players from previous event will leave the field of play.
15. Use covered dustbins to manage used masks and waste materials.
16. AarogyaSetu App must be installed in the phones of all participants/officials. Entry will be allowed in the venue only if the status is found to be "Safe".
17. All players are requested to support the CovidTask Force to ensure the Covid norms are followed strictly

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CENTRAL CIVIL SERVICES CULTURAL & SPORTS BOARD

INTER-MINISTRY LAWN TENNIS TOURNAMENT 2020-21

SCREENING CHECK LIST FOR COVID-19

Name of Player/Official (in block Letter): _____

Name of Ministry/Department : _____

Designation : _____

Mobile Number : _____

S. No.	Clinical Symptoms	Please Tick if Present
1.	Fever in last 02 weeks	
2.	Cough or sore throat in last 02 weeks	
3.	Running nose or recurrent sneezing in last 02 weeks	
4.	Difficulty in breathing	
5.	Loss of Taste/ Smell	
6.	Diarrhoea	
7.	Weakness/Fatigue/Body Aches	
8.	Redness of eye or any skin lesions	
9.	Any close contact with person with above symptoms	
10.	History of travel abroad since 1 st March 2020	
11.	History of travel abroad of any family member or close contact	

***If any of the above symptoms answer is yes(or tick), then the respective player cannot be allowed to participate until he/she has undergone a complete check-up by medical doctor, which should have to be documented by the doctor and present the same to Chief Arbiter/Convener of the tournament.**

PLAYERS/OFFICIALS DECLARATION

During the current Corona Pandemic I am participating in the tournament of my own accord. I will not hold tournament organisers or Convener/Arbiters/Officials accountable for any infection happens to me. I assure you the information given by me above is correct. I will follow all mandatory protocol/precaution/guidelines during the tournament.

Date : _____ February, 2021

Signature of Player/Official