

No. 20/2/2015-16 – CCSCSB  
Government of India  
Ministry of Personnel Public Grievances and Pensions  
Department of Personnel and Training  
CENTRAL CIVIL SERVICES CULTURAL AND SPORTS BOARD

Room No.361, B-Wing, 3 rd floor,  
Lok Nayak Bhavan, New Delhi.

07.04.2017

**CIRCULAR**

The Central Civil Services Cultural and Sports Board (CCSCSB) is the Central agency for promotion of Cultural and Sports activities amongst the Central Government employees. The CCSCSB holds All India Civil Services Tournaments and sends teams in prestigious Tournaments in the country. The Board also organizes Inter-Ministry Tournaments in the following cultural and sports disciplines every year.-

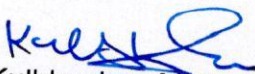
1	Athletics	2.	Badminton
3	Basketball	4	Carrom
5	Chess	6	Cricket
7	Football	8	Hockey
9	Kabaddi	10	Lawn Tennis
11	Powerlifting & Bench Press	12	Swimming
13	Shooting Ball	14	Table Tennis
15	Volleyball	16	Wrestling
17	Weight lifting & Best Physique	18	Music Dance & Short Play

2. The Board appoints dedicated volunteers amongst the Central Government employees to act as Convenor of various sports/games organized by the CCSCSB for a term of two years. The existing term of the convenors appointed in 2015 (for 2015-17) have since lapsed. The Board proposes to appoint new convenors for the years 2017-19 and accordingly nominations are invited in the prescribed proforma (**Annexure-I**), for all the above sports and cultural disciplines. Separate application should be filled for each discipline.

3. The duties and responsibilities of the Convenor are given in **Annexure-II**. The Board is looking for experienced and dedicated Convenors. Welfare Officers of the Ministries/Departments are requested to forward the names of deserving/suitable candidates (**Only one candidate for one discipline**) for taking up the task of convener. To assess the suitability of the candidates to act as Convenor of the game, the Welfare Officers should keep in mind the qualification and experience required to be possessed by the candidates in cultural and sports activities. Proficiency in the respective discipline is the basic criterion for nomination as Convenor in the Board. The prescribed proforma (**Annexure-I**) must be counter-signed by the Welfare Officer of the concerned Ministry/Department. It may be noted that the attached/subordinate offices must forward the names in prescribed proforma through the Welfare Officer of their controlling Ministry/Department and not directly to the Board.



4. The Board may, if required, invite the candidates for personal interaction to assess their suitability for the task to be assigned.
5. The applications from the suitable and deserving volunteers to act as Convenors of the Sports/ Cultural disciplines may please be sent to the Board on or before 30.04.2017.
6. All the Welfare Officers are requested to give wide publicity to the circular amongst their employees in the Ministries/Departments and attached/subordinate offices to enable the Board to select deserving candidates as Convenors.

  
(Kulbhushan Malhotra)  
Secretary (CCSCSB)

To

The Welfare Officers of all Ministries/Departments  
Notice Board of all the CCSCSB Centre



**Annexure –I**

1. Nomination for(discipline) Convener of.....  
.....  
.....
2. Name of Ministry/Department (with full address).....  
.....  
.....
3. Name of the Candidate .....
4. Date of Birth .....
5. Services/Cadre of the Candidate .....
6. Designation.....
7. Educational Qualification.....
8. Proficiency in Sports/Cultural activities (details be given in separate sheet in necessary).....  
.....  
.....
9. Organizational experience (details be given in separate sheet in necessary).....  
.....  
.....
10. Whether in possession of own transport .....
11. Office Telephone No.....
12. Residential Address with Telephone No.....  
.....  
.....



13. Any other information .....

Note : Copies of testimonials in respect of Columns 8 & 9 to be enclosed.

Dated .....

.....  
(Signature of Candidate)

.....  
(Counter signature of Welfare Officer)

No.....

Ministry/Department .....

Forwarded to :

**Secretary,**  
Central Civil Services Cultural & Sports Board  
Room No.361, B-Wing, 3<sup>rd</sup> Floor,  
Lok Nayak Bhawan,  
New Delhi -110003



### **DUTIES AND RESPONSIBILITIES OF THE CONVENOR**

1. The Convenor will be a representative of the Board and will carry out his duties as directed by the Board from time to time.
2. The services of the Convenor are absolutely voluntary and should not be considered in terms of monetary returns.
3. The Convenor shall be responsible for carrying out various activities with respect to the game/event with which he is concerned. This includes assisting the Board in getting the officials/referees/experts, etc. informing various teams/players and other concerned offices about the activities of the Board etc.
4. The Convenor shall also be responsible for ensuring regular practice/training of the teams/players, particularly before the All India Civil Services Tournaments, etc.
5. The Convenor shall settle the accounts, within 15 days of the Tournaments. All advances, if any, should be cleared within 30 days under all circumstances.
6. At the close of the financial year, the Convenor will have to submit an annual report with regard to performance of Central Secretariat Team in various tournaments. He will also submit separate report at the conclusion of Inter- Ministry and AICS Tournaments regarding conduct of these tournament and further suggestions in improving the same.
7. The Convenor will be liable for action in case of omission or commission of any act prejudice to the interests of the Board. In case, the performance of the Convenor is not found satisfactory, the Board may dispense with his services at any time without assigning any reason. The decision of the Board shall be final and binding.
8. The Convenor shall be granted special casual leave and will be paid conveyance allowance as decided by the Board for carrying out the above responsibilities/duties.
9. It is desirable that the Convenor should be matriculate. He should be able to handle correspondence with the Board, the federations and other sports bodies independently, if necessary.
10. He must be in possession of his own transport.
11. Any other tasks for the promotion of cultural/sports activities assigned by the Board shall be carried out by the Convenor.