

F.No. 20/2/2023-24/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, 3rd Floor,
Lok Nayak Bhavan, New Delhi.
Dated:10.4.2023

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. CCSCSB ensures large and effective participation of the Central government employees in the said activities for physical fitness and recreation. With these objectives in view, 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:

Sr.No.	Discipline	Sr.No.	Discipline
1	Athletics	2.	Badminton
3	Basketball	4	Carrom
5	Chess	6	Football
7	Hockey	8	Kabaddi
9	Cricket	10	Swimming
11	Table Tennis	12	Lawn Tennis
13	Volleyball	14	Shooting Ball
15	Kho-Kho	16	Wrestling
17	Powerlifting, Weight lifting	18	Best Physique
19	Music, Dance & Short Play	20	Yogasana

2. The Board invites nominations every two years from dedicated volunteers amongst the Central Government employees to act as Convenors of various sports/games organized by the CCSCSB. The term of the current convenors appointed in 2021 was up to 31.3.2023. The Board proposes to appoint new convenors for the years 2023-25 and accordingly nominations are invited in the prescribed proforma **(Annexure-I)**, for all the above sports and cultural

activities. The applicants must be posted in Delhi only. Separate application should be filled for each discipline.

3. The Board is looking for experience and dedicated convenors. The duties and responsibilities of the Convenor are given in **Annexure-II**. Welfare Officer of the Ministries/Departments are requested to forward the names of deserving/suitable candidates for taking up the role of Convenor after going through the qualification and experience required by the candidates in cultural and sports activities to assess their suitability to act as Convenor of a particular game. Proficiency in respective discipline is necessary for nomination as Convenor in the Board. 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. The Board may give preference to the person who shall not participate as a player in the tournament of the sport he is convenor of, which is organised by CCSCSB. However, it will not be the sole criterion in selection of convenor. The decision taken by the Board in this regard shall be final.

5. The applications from the suitable and deserving volunteers to act as Convenors in the Cultural and Sports discipline may please be sent to the Board on or before 08.05.2023.

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 Centres

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Annexure -I

(Application for the post of Convenor)

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

12. Residential Address:

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13. Experience as Convenor:

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14. Any other information:

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

Date.....

(Signature of Candidate)

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

Name & Designation.....

Tel. No.....

Ministry/Department

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Forwarded to :

Secretary,
Central Civil Services Cultural & Sports Board.
Room No. 361, B-Wing, 3rd Floor
Lok Nayak Bhawan
Khan Market, New Delhi.

DUTIES AND RESPONSIBILITIES OF THE CONVENOR

1. The Convenor shall be a representative of the Board and shall carry out his/her 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/she 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 shall submit an annual report with regard to performance of Central Secretariat Team in various tournaments. He/she 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 shall 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/her 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 shall 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/She 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.