

No.12/1/2015-16-CCSCSB  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
**CENTRAL CIVIL SERVICES CULTURAL & SPORTS BOARD**



Room No.361, 'B' Wing, 3<sup>rd</sup> Floor  
Lok Nayak Bhawan, New Delhi-3  
Dated the 20<sup>th</sup> September, 2021

**CIRCULAR**

**Sub : Inter-Ministry Lawn Tennis (Men and Women) Tournament 2021-22.**

On the occasion of 75 years of independence of India, Government of India is celebrating Azadi ka Amrit Mahotsav. The objective of the Mahotsav is to enhance interaction and promote mutual understanding between people of different States and Union Territories by conducting activities in the field of language and culture.

2. To commemorate the glorious history of Indian people and culture, Central Civil Services Cultural and Sports Board (CCSCSB) is organizing Inter-Ministry Lawn Tennis (Men and Women) Tournament 2021-22 on 15<sup>th</sup>-17<sup>th</sup>, 19<sup>th</sup>, 23<sup>rd</sup>-24<sup>th</sup>, 30<sup>th</sup> - 31<sup>st</sup> October and 1<sup>st</sup> November, 2021 [Total: 9 days] at CCSCSB Tennis Courts Brassey Avenue, New Delhi. The Ministry/ Department desirous to participate in the tournament may send their entries in the prescribed proforma (Annexure-I) along with the entry fee. The entry fee for Team Championship is ₹300/-, for singles and Doubles event is ₹50/- and ₹100/- respectively. 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 12<sup>th</sup> October, 2021.

3. Kindly note that there will be only one team from each Ministry. 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 sent independent teams. 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.

In case, at any time, it is found that a player included in the team is not eligible, the team would stand automatically disqualified from the tournament.

5. No entry will be accepted unless accompanied with fee. The entry should be sent in the prescribed proforma (**Annexure I**) duly signed by the Welfare Officer concerned and should reach on or before the last date i.e. **12<sup>th</sup> October, 2021**. The entry fee should be deposited in CCSCSB account as per details given below:-

Account Holder Name - Secretary CCSCSB,  
Bank - Canara Bank  
Account No. 90432010052140,  
Branch - Khan Market, New Delhi,  
IFSC Code - CNRB 0019043.

**Note:** - Kindly mention "name of player and game" in Remarks column while making the payment.

**QR Code and UPI i.e. 9717990948@upi linked with earlier banking details of CCSCSB STANDS DEACTIVATED. All concerned are requested to make payment in favour of CCSCSB on the above mentioned banking details only.**

6. The competition will be held in the following events:-


- (i) Team Championship (Men)(06 Players + 01 Manager).
- (ii) Open Singles (Men)
- (iii) Open Doubles (Men)
- (iv) Veteran Singles (Men)
- (v) Veteran Doubles (Men)
- (vi) Team Championship (Women)(04 Players + 01 Manager).
- (vii) Open Singles (Women)
- (viii) Open Doubles (Women)
- (ix) Mixed Doubles

7. Winners and runners-up of team championship will also be awarded cash prize of ₹10,000/- and ₹7000/- respectively. Cash prize and trophies will not be awarded if less than 4 (four) entries are received in Team Championship. Only Gold Medal will be awarded in case less than 4 (four) entries are received in Singles and Doubles events. Playing rules of the tournament are enclosed at **Annexure-IV**.

8. 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 (<https://dopt.gov.in/about-us/wings-or-division-in-dopt/welfare-divisions>).

9. 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 (**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.

10. 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,

1. All Welfare Officers in the Ministries/Departments.
2. Notice Board.
3. Shri Naveen Kumar, Convenor - Lawn Tennis (Mobile - 9716075746).

**Central Civil Services Cultural & Sports Board**  
**(Department of Personnel & Training)**

**APPLICATION FORM FOR INTER MINISTRY TOURNAMENT**

1. Name of the Cultural/Sports Event: **Inter Ministry Lawn Tennis (Men and Women) Tournament 2021-22**
2. Name of the Ministry/Deptt with:  
Complete Address
3. Details of the participants:
  - (a) Team Championship (Men/Women)

| S.No | Name | Age | Mobile No. | I.C. No. |
|------|------|-----|------------|----------|
| 1.   |      |     |            |          |
| 2.   |      |     |            |          |
| 3.   |      |     |            |          |
| 4.   |      |     |            |          |
| 5.   |      |     |            |          |
| 6.   |      |     |            |          |

- (b) Single/ Doubles

| S.No | Name | Age | Mobile No. | I.C. No. | Singles | Doubles |
|------|------|-----|------------|----------|---------|---------|
| 1.   |      |     |            |          |         |         |
| 2.   |      |     |            |          |         |         |
| 3.   |      |     |            |          |         |         |
| 4.   |      |     |            |          |         |         |
| 5.   |      |     |            |          |         |         |
| 6.   |      |     |            |          |         |         |
| 7.   |      |     |            |          |         |         |
| 8.   |      |     |            |          |         |         |
| 9.   |      |     |            |          |         |         |
| 10.  |      |     |            |          |         |         |

4. Details of Manager & Captain

- (a) Name of the Captain with Tele No. :
- (b) Name of the Manager with Tele No. :
- (c) Address for correspondence :

Signature (Welfare Officer) .....

(Rubber Stamp)

Name .....

Tele. No (O) .....

e-mail if any .....

**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 (Men and Women) Tournament 2021-22 on 15<sup>th</sup>-17<sup>th</sup>, 19<sup>th</sup>, 23<sup>rd</sup>-24<sup>th</sup>, 30<sup>th</sup> -31<sup>st</sup> October and 1<sup>st</sup> November, 2021 [Total: 9 days] at CCSCSB Tennis Courts Brassey Avenue, New Delhi.:-

1. No extra person other than player and designated officials will be allowed inside the playing hall/Field of Play.
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 RT-PCR 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 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 while playing.
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 while playing. 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. In 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.
13. At venue all the players/officials may ensure and implement the instructions strictly as issued by the MHA Govt. of NCT of Delhi from time to time.
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. Aarogya Setu 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 Covid Task Force to ensure the Covid norms are followed strictly.

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**CENTRAL CIVIL SERVICES CULTURAL & SPORTS BOARD**  
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**INTER-MINISTRY LAWN TENNIS (MEN AND WOMEN) TOURNAMENT 2021-22**

**SCREEING CHECK LIST FOR COVID-19**

Name of Player/Official (in block Letter): \_\_\_\_\_  
Name of Ministry/Department : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Mobile Number : \_\_\_\_\_

| <b>S.N<br/>o.</b> | <b>Clinical Symptoms</b>                                       | <b>Please Tick<br/>if Present</b> |
|-------------------|----------------------------------------------------------------|-----------------------------------|
| 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 <sup>st</sup> 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 Referee/Convenor 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 Convenor/Chief Referee/Officials accountable for any infection happen to me. I assure you the information given by me above is correct. I will take all mandatory protocol/precaution/guidelines during the tournament.

Date : \_\_\_\_\_ , 2021

Signature of Player/Official



## **RULES OF INTER-MINISTRY LAWN TENNIS TOURNAMENT**

### **1. Team Championship (Men):**

- (i) First 02 Singles will be played on Davis Cup Lines. If tied at 1-1 set, than one Doubles will be played.
- (ii) Till Quarter-Final: Best of three sets (3<sup>rd</sup> Set: Super Tie-Breaker). Best of 07 games (Tie-Breaker at 3-3).
- (iii) Semi- Final onwards: Best of three sets (3<sup>rd</sup> Set: Super Tie-Breaker).

### **2. Open Singles (Men):**

- (i) Till Quarter-Final: One set of best of 13 games (Tie-Breaker at 6-6).
- (ii) Semi- Final and Bronze Match: One set of best of 17 games (Tie-Breaker at 8-8).
- (iii) Final: Best of three sets.

### **3. Open Doubles (Men), Veteran Singles (Men) and Veteran Doubles (Men):**

- (i) Till Quarter-Final: One set of best of 13 games (Tie-Breaker at 6-6).
- (ii) Semi- Final and Bronze Match: One set of best of 15 games (Tie-Breaker at 7-7).
- (iii) Final: Best of three sets (3<sup>rd</sup> Set: Super Tie-Breaker).

### **4. Team Championship (Women):**

- (i) First 02 Singles will be played on Davis Cup Lines. If tied at 1-1 set, than one Doubles will be played.
- (ii) Best of three sets (3<sup>rd</sup> Set: Super Tie-Breaker). Best of 07 games (Tie-Breaker at 3-3).

### **5. Open Singles (Women), Open Doubles (Women), Mixed Doubles:**

- (i) Till Semi- Final and Bronze Match: One set of best of 07 games (Tie-Breaker at 3-3).
- (ii) Final: Best of three sets (3<sup>rd</sup> Set: Super Tie-Breaker). Best of 07 games (Tie-Breaker at 3-3).