

F.No. 125/1/2018-19-CCSCSB  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
Central Civil Services Cultural and Sports Board

Lok Nayak Bhawan, Khan Market  
Dated - 21.1.2021

**CIRCULAR**

**Subject : Scheme of Adventure Sports and Similar Activities amongst Central Government Employees-Programmes to be organized by Garwal Mandal Vikas Nigam Limited**

Please refer to the Department of Personnel and Training Office Memorandum No. 125/1/2015-16/CCSCSB dated 4.12.2015 regarding Scheme of Adventure Sports and Similar Activities amongst Central Government Employees (copy enclosed).

2. Garwal Mandal Vikash Nigam Limited (GMVNL) has offered the following programme for Central Government Civilian Employees eligible under the Scheme:-

**Name of the Programme** : Moderate Trekking, River Rafting, Jeep Safari etc.  
(Rishikesh, Haridwar, Neelkanth, Chilla)

**Duration** : 4 Days 4 Nights

**Pick up and Drop Point** : GMVNL Rahi motel Haridwar

**Programme Dates** : January to December 2021

**Cost** : Rs. 16000/- (per person) i.e.

**Breakup of cost is as under:**

Rs. 14000/- Programme fee

Rs. 2000/- Equipment Charges.

**Contact Persons** : Shri Rajpal Singh

P.R.O. GMVNL (Stationed at new Delhi)

9312633180, 01123350481

**Services** : 1. Transportation by 2X2 non AC Bus/Innova/Tempo Traveller  
2. Accommodation on Sharing Basis in TRH/Tent  
3. All Veg/Non veg meals.

**Important Information** : The cost of the programme includes maximum ceiling of financial assistance in the form of Programme fee and Hiring charges of equipment's as per the terms conditions specified in para 7.3, therefore, besides Programme fee and Hiring Charges only "To and Fro" i.e. travel expenses upto Rs.4000/- as per LTC rule can be claimed/reimbursable.

Details of the programmes are attached.

**The Tour will operate as per Covid-19 Guidelines of Central Govt. & State Govt.**

3. The interested and eligible Central Government Employees may submit his/her application directly to GMVNL and a copy of the same may be endorsed to Secretary, CCSCSB, Room No. 361-B Wing, Lok Nayak Bhawan, Khan Market, New Delhi. It is pertinent to mention that as per this Department's O.M. NO. 125/1/2015-16/CCSCSB dated 8.12.2016, Special Casual Leave may be granted for a period of 10 days for this purpose including journey period. Advance payment for the programme has to be paid directly to the organizer and reimbursement as admissible will be made after successful completion of programme. On completion of said activity, **applicant may submit documents as per attached checklist.**

  
(Kulbhushan Malhotra)  
Secretary (CCSCSB)  
Tele:24624204

To

Director/Deputy Secretary/Welfare Officer (Administration) of All Ministries/Departments)

REQUIRED DOCUMENTS FOR ADVENTURE SPORTS  
REIMBURSEMENT

1. Application form duly 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. Programme Circular Copy
8. Copy of Aadhar Card
9. Copy of Office Identity Card.
10. Bank Details (Cancelled Cheque/Photocopy of front page of Bank passbook)

## MANDATORY CHECKLIST

Sr. No.	ITEM	Yes/No/Info	Page No.
1	Intimation given to CCSSB		
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\***

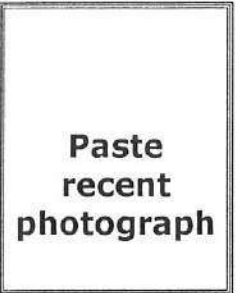
Name of Programme/Institute\* \_\_\_\_\_

1. Name of Applicant\* \_\_\_\_\_

2. Designation\* \_\_\_\_\_

3. Ministry/Department\* \_\_\_\_\_

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



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)

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

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**Lok Nayak Bhawan, New Delhi**  
**Dated 04<sup>th</sup> 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 4<sup>th</sup> 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 16<sup>th</sup> July, 1985 and No. 6/1/85-Estt(Pay-I) dated 7<sup>th</sup> 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.

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**ANNEX I**

**LIST OF APPROVED INSTITUTES/ORGANISATIONS FOR SCHEME FOR  
PROMOTION OF ADVENTURE SPORTS AND SIMILAR ACTIVITIES  
AMONGST GOVERNMENT EMPLOYEES AS ON 13.04.2016**

- ✓ 1. Nehru Institute of Mountaineering, Uttarkashi, Uttarakhand.  
(Recognized by Ministry of Defence and Government of Uttarakhand)  
<http://www.nimindia.net>
- ✓ 2. Atal Bihari Vajpayee Institute of Mountaineering and Allied Sports,  
Manali, Himachal Pradesh. (Government of Himachal Pradesh)  
<http://www.adventurehimalaya.org>
- ✓ 3. Indian Institute of Skiing & Mountaineering, Department of Tourism,  
Gulmarg, Jammu & Kashmir. (Ministry of Tourism)  
<http://www.iismgulmarg.in>
- ✓ 4. National Institute of Water Sports, Vasco da Gama, Goa. (Ministry of  
Tourism) <http://www.niws.nic.in>
- ✓ 5. Swami Vivekanand Institute of Mountaineering, Mount Abu, Rajasthan.  
(Government of Gujarat) <http://www.gujmount.com>
- ✓ 6. Garhwal Mandal Vikas Nigam Ltd, Dehradun, Uttarakhand.  
(Government of Uttarakhand) <http://www.gmvnl.com/newgmvn>
- ✓ 7. Himalayan Mountaineering Institute (HMI), Darjeeling, West Bengal.  
<http://www.hmi-darjeeling.com>
- ✓ 8. Jawahar Institute of Mountaineering (JIM), Pahalgam, J&K.  
<http://www.jawaharinstitutepahalgam.com>
- 9. National Institute of Mountaineering & Allied Sports (NIMAS), Dirang,  
Arunachal Pradesh.
- ✓ 10. Youth Hostels Association of India (YHAI), Chankyapuri, New Delhi.  
<http://www.yhaiindia.org>

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Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)

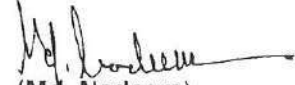
Room No.361, 'B' Wing, 3<sup>rd</sup> Floor,  
Lok Nayak Bhawan, New Delhi-110 003

Dated: 08<sup>th</sup> December, 2016

**OFFICE MEMORANDUM**

The undersigned is directed to refer to the CCSCSB's Office Memorandum of even number dated 26<sup>th</sup> 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

## Garhwal Mandal Vikas Nigam New Delhi

Ref.No. 49 /Tour

Dated: 18.12 2020

To

Kulbushan Malhotra  
Secretary CCSCSB  
New Delhi.

Dear sir,

This is in reference of our telephonic conversation regarding trekking. In Garhwal Himalaya region. We welcome your proposal and assure we will endeavor to provide best of our support and assistance in order that your group enjoys the best possible experience of Garhwal Himalayas. As per your proposal we would like to put forward you a moderate adventure trekking program leads to important trekking activity in middle Himalayan as follows

### ITINERARY 4 Night 4 Days Haridwar to Haridwar

Period	Station	Dep /Air	Time	Activities/Night Halt	Places
				All the participant Are requested to assemble at GMVN Rahi motel Haridwar Evening tea, dinner and O/Night stay at Gmvn Haridwar.	GMVN Haridwar (Pvt. Hotel)
Day 1 <sup>st</sup>	Haridwar To Neelkanth & Haridwar		8am 5pm	After b/ Fast Hot lunch at Neelkanth 25 km Drive to Prmarthniketan and 10 +10 km trek to Neelkanth and back to Haridwar Evening tea, dinner and O/Night stay at GMVN Haridwar.	GMVN Haridwar (Pvt. Hotel)
Day 2 <sup>nd</sup>	Haridwar To Phoolchatti Rafting.		8am 5pm	After b/fast hot lunch in Rishikesh 30km drive and 14km rafting at Ramjhula. Side seen at Ramjhula 25 km drive to Haridwar Evening tea, dinner and O/Night stay at GMVN Haridwar.	GMVN Haridwar (Pvt. Hotel)
Day 3 <sup>rd</sup>	Haridwar To Chilla & Haridwar		8am 5pm	After b/fast hot lunch at chilla. Jeep safari 30 km. and back to Gmvn chilla 3 km short trek in chilla Evening tea, dinner and O/night. Stay at GMVN Haridwar.	GMVN Haridwar (Pvt. Hotel)
Day4 <sup>th</sup>				After b/fast side seen at Haridwar Mansha devi harkipaidi after lunch ( <b>Tour Concludes</b> )	

**NOTE** - Itinerary is subject to change due to any natural calamities. Entrance fee for National park, sanctuaries, reserve forest, forest panchayat, shooting & filming fee will be directly paid by the participants To the concerning forest offices as per the government norms.

**Cost :- (Rs.2000.00/- Equipment Charges**

**(Rs.14000.00/- Programm Fee**

**Totqal = 16000/- Per Person( Minimum 10 Person Required**

**Services:**

- 1-Transportation by 2x1 non AC Tempo travelers / Innova Haridwar local Rishikesh / During the Rafting and Trekking
- 2- Accommodation on sharing basis in TRH.
- 3- All veg meals.
- 4- First aid,
- 5- Services of mountaineering trained tour escorts.

6- Experienced camp followers.

**COST DOES NOT INCLUDE** : Riding mules, mineral water, soft & hard drinks, expenses of personal nature like telephone & laundry, National park & forest entry fee and filming & shooting, monument fee, Ropeway charges and chairlift charges will be paid by the individual member to the concerning authorities. There is no provision of any rescue and succor at present and GMVN management will not be responsible for any mishap. In case of any evacuation or support for the group members the entire charges for airlift will be borne by the group.

**Disclaimer-** Regarding responsibilities during the trek/tour in question as you are aware that certain risks & danger may occur including but not limited to the hazards of activities such as walking along the trek, road blockage, political instability or that the forces of nature and transportation modes may cause inconvenience and delays, GMVN LTD., while every care with members and their property shall not be liable for any loss, damage or inconvenience in the handling thereof. All disputes rising due to above are subject to the jurisdiction on the courts in Dehradun only.

It is also to be acknowledge that in case of any reason either by natural calamities, Road blockage, health sickness or political instability if the days in trek/tour are extended then we will charge for each additional day on above cost break-up basis.

**6.CANCELLATION RULES:** The Cancellation shall be entertained on written information received through either email, fax or by hand to the concerning offices

- a) 15 or more days before the starting date of tour 90% refund against total cost amount
- b) 09 to 14 days before the starting date of tour 80% refund against total cost amount
- c) 06 to 08 days before the starting date of tour 60% refund against total cost amount
- d) 05 days before the starting date of tour no refund
- e) In case of Online refund 5% bank charges will be deducted.
- f) For refund of Package Tour/Additional Tour/Chartered Tour, 18% of GST shall be debited on cancellation amount and GST charged on booking amount shall be credited for refundable amount accordingly.

For endurance of the trek it is advised that for necessity and success one should keep physically fit and may undergo for some toughening physical exercise so that one can enjoy their stay in Himalaya. Good quality personal trekking gears will be beneficial in addition.

Tour will operate as per Covid-19 guidelines of Central Government. & Stat Government

For confirmation of booking as per GMVN norms it is requested to remit us full payment through RTGS/ NEFT in favor of Garhwal Mandal Vikas Nigam Ltd, payable at Rishikesh at least 40 days prior of group departure enabling us to hold all arrangements on confirmed basis. For your kind perusal we are also providing our bank details.

**Swift connectivity code** and bank details as follows –

<b>Account in the name of “</b>	<b>Garhwal Mandal Vikas Nigam Ltd.”</b>
<b>Name of bank -</b>	<b>Axis Bank Ltd.</b>
<b>A/C No -</b>	<b>156010100077677</b>
<b>I F S Code -</b>	<b>UTIB 0000156</b>

We shall be pleased to furnish any other information you may need.

Thanking you and assuring you our best of services always.

With best wishes,

Yours sincerely,

(Rajpal Singh)  
Public Relation Officer