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Ministry of Finance, Department of
Revenue
Directorate General of Human Resources
Development
Indirect Taxes & Customs
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F.No. 712/67/HRD/WF-I/18

Date : Feb, 2020

To

The Pr. Directors General/ Pr. Chief Commissioners (All)
The Directorate General/ Chief Commissioners (All)
The Pr. Commissioners/ Pr. Additional Directors General (All)
The Commissioners/ Additional Director General (All)

Madam/ Sir,

Subject: Scheme for grant of financial assistance from the Welfare Fund for promotion of Adventure sports for the Departmental officers/staff of CBIC- Guidelines: - Reg.

The Governing Body constituted to administer the customs & Central Excise Welfare Fund, on 23.01.2020 has approved the following Scheme of Adventure Sports for grant of financial assistance for participation of CBIC's employees in various outdoor adventure sports/ activities.

Scheme of Adventure Sports

- 1.1 Institutes/ Organizations:** The Scheme would cover adventure sports/activities, individually or in groups, organized by the Central/ State Government, Indian Armed Forces, Indian Coast Guard, Central Police Organizations, Central/ State Govt. recognized Sports Authorities/ Bodies/ Federations/ Associations.
- 1.2 Individual/ Group participation:** The CBIC employees may participate individually or in groups.
- 1.3 Within the country:** The Scheme would cover adventure sports/activities within the country only. The Scheme would not cover any type of adventure sports/activities in abroad.
- 1.4 Type of activities:** The Scheme would cover basic courses/ programmes of duration *maximum* up to **15 days and a cap of Rs 2.5 lakhs** on the course fee per participants in the fields of trekking, rock climbing, adventure camps/activity/course, water skiing, paragliding, parasailing, hot air ballooning, white water rafting etc. organized by institutions like:-

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S.No	Institute	Course
1	Indian Institute of Skiing & Mountaineering (IISM), Gulmarg, Srinagar	i) Trekking ii) Water skiing iii) Paragliding iv) Parasailing v) Hot air ballooning
2	Atal Bihari Vajpayee Institute of Mountaineering and Allied Sports (ABVIMAS), Manali, Himachal Pradesh	i) Trekking/Adventure camp ii) Rock climbing
3	Himalyan Mountaineering Institute, Darjeeling	Adventure course (Men/Women)
4	Nehru Institute of Mountaineering, Uttarakashi, Uttarakhand	Adventure Course (Men/Women)
5	Garhwal Mandal Vikas Nigam (GMVN) Ltd, Uttarakhand	White water rafting
6	<i>National Centre for Antarctic and Ocean Research (NCAOR), Ministry of Earth Science, Govt. of India</i>	<i>Expedition within the country</i>

(The above list is indicative and not exhaustive)

1.5 Number of participants/ expeditions: There is no bar on number of participants/expeditions at national level. The grant will be a one-time grant for departmental officials however in exceptional circumstances, it can be relaxed in following conditions:-

- An officer may be considered for financial assistance more than once if the proposed expedition involves recognized higher goals/ achievements.
- An officer may be considered for financial assistance more than once if the expedition in which he/she is participating in different field from the previous one.

1.6 Selection/ Permission for Special casual leave: Necessary approval(s) from the Competent Authorities for Selection/Admission for a course, Special Casual Leave would have to be obtained by the participants themselves. Special Casual Leave will continue to be governed by the rules existing on the subject.

1.7 Department/ Government liability: The Governing Body, Customs & Central Excise Welfare Fund/CBIC/Central Government shall not responsible/ liable in any manner, individually or collectively, to the Department's employee (participants) or their spouse and dependent family members in the event of any loss/ injury/ disability/ death during travelling/ training/ course duration.

Each employee (participant) shall furnish an Undertaking/ Indemnity Bond along with his/her application for grant of financial assistance from the Welfare Fund for

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participation in any adventure camp/activity/course mentioned at Para 1.4 above that the Governing Body, Customs & Central Excise Welfare Fund/CBIC/Central Government, individually or collectively shall not be responsible in any manner and shall not be liable to pay any compensation to the employee or his/her dependent family members in the event of any loss/ injury/ disability/ death during travelling/training/course duration.

1.8 Grant of financial assistance: Proposal for grant of financial assistance shall be considered by the Governing Body after selection/ admission to a course and necessary permissions by the Competent Authorities have been obtained by the participant(s).

1.9 Amount of financial Assistance: The amount of financial assistance shall cover the following:-

- i) Full Course Fee upto Rs. 2.5 Lakhs.
- ii) Insurance cover for an amount of Rs 1.0 lakh, if not included in Course Fee. The participants shall be free to have additional insurance cover at their own expenses.
- iii) Travelling expenses for to and fro journey by air/rail/road between the place of duty and the Base Camp, if not included in the course fee or not borne by the institute, or any other body will be reimbursed as per the officers entitlement.

1.10 Expenses not covered under financial assistance: Any expenditure not covered under para 1.9 above, shall be borne by the participant.

1.11 Submission of the Utilization certificate duly supported by Bills/vouchers: Each participant and Group Leader (in case of Group programmes), shall submit Utilization Certificate, duly supported by bills/ vouchers, to the ADG (I&W), DGHRD & Member-Secretary, Governing Body of the Welfare Fund within a month of the conclusion of the programme.

1.11 Refund of the un-utilized amount:

- (i) The un-utilized, balance amount, if any, out of financial assistance shall be refunded by each participant to the ADG (I&W), DGHRD & Member-Secretary, Governing Body of the Welfare Fund, by way of a Demand Draft in favour of the Member-Secretary, Governing Body of the Welfare Fund, within a month of the conclusion of the programme.
- (ii) For any reason, what so ever, if any, due to cancellation of the programme or the participant is unable to participate due to bad health, non availability of reservation/ tickets etc., full amount of financial assistance shall be refunded to the Member-Secretary, Governing Body of the Welfare Fund by the participants, individually within one month from the date of the commencement of the programme. *Interest @ of 12% p.a. will be payable beyond 30 days of the conclusion of the programme.*

1.12 Recovery of un-utilized/ balance amount: In cases of default in refund of outstanding un-utilized balance money of financial assistance, will be automatically recovered from the salary of the participant in lump-sum or in suitable monthly installments, depending on the amount to be recovered vis-à-vis salary drawn by the participant.

1.13 Assessment/ Review Committee: A Committee by the name of **Assessment/Review Committee of Welfare Fund for Sports**, comprised of officers having experience of adventure sports/activities has been constituted to assess/evaluate the proposals received from field formations before submission for consideration of the Governing Body. The Assessment/ Review Committee will also act as Advisory

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Committee for officers of the Rank of Commissioner and above. The present Assessment/ Review Committee of Welfare Fund for Sports comprises of the following officers:-

- 1) DG HRD (I&W), Chairman
- 2) Commissioner, Customs (General), Delhi
- 3) Commissioner, Logistics, New Delhi
- 4) ADG (Admin), NACIN, Faridabad
- 5) Commissioner, CGST, Delhi (North)
- 6) ADG (I&W), DGHRD, Member-Secretary of the Committee

The opinion/ recommendations of this committee on the proposal(s) received from the field formation shall be sought by the DGHRD by convening a meeting of the Committee as may be decided by DG (HRD).

This Committee shall also review/explore/examine and make recommendations to the Governing Body through DGHRD, for inclusion of Organizations/ Bodies other than the Government Organizations and other adventure sports like parachute jumping, advance courses in mountaineering/ trekking, scuba diving, snow skiing, water skiing, wind surfing etc. in the scope of the scheme.

1.14 Relaxation: The Governing Body reserves the right to relax any condition(s) on merit or impose any other condition as may be deemed necessary.

1.15 Check List: The proposal(s) shall invariably be accompanied by the Check list enclosed.

2. It is requested that the aforesaid Scheme may be given wide publicity amongst Departmental employees in the field formations under your charge.

Enclosure: Check List

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05/2/20

(Renu K Jagdev)

Pr. Additional Director General (I&W)

Copy to:

1. DG, CEIB, DG NCB, Commissioner, Authority of Advance Ruling, Competent Authority, SAFEMA, Narcotics Commissioner, CBN, Chief Controller of Factories, Commissioner Settlement Commission, JS (Admn), CBIC, for information to officials borne on the strength of Indirect Taxes & Customs working under their jurisdiction/charge.
2. ADG, DG Systems & Data Management, CR Building with a request to get the Scheme of Adventure Sports hoisted on CBIC website.
3. Webmaster, CBIC website (cbic.gov.in) to upload this letter on CBIC website & DGHRD website with flash information under "NEW".
4. All recognized Staff Associations/ Federations under CBIC.

Renu
05/2/20

(Renu K Jagdev)

Pr. Additional Director General (I&W)

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CHECK LIST

1. Name and Designation of Employee:
2. Place of posting:
3. Commissionerate/ Directorate General/ Directorate:
4. Age of Employee:
5. Whether the employee has earlier availed financial assistance for participation in sports/outdoor activities etc.: YES/NO
If, YES, details of date of sanction, amount sanctioned, sport/ activity for which sanction was accorded to be provided; whether utilization certificate in respect of the same has been submitted and un-utilized amount, if any, refunded to the Welfare Fund? If, NO, reasons for delay to be given.
6. Whether request of the employee for grant of financial assistance has been enclosed: YES/NO
7. Whether the Institute and Course are covered under the Scheme: YES/NO
8. Date of commencement of the course and its duration.
9. Whether a copy of the recommendations of the Advisory Committee (for all CBIC officers upto the rank of Commissioner), headed by the Commissioner and having a representative from each Group, i.e. Group-A, B, C, Multi-skilled staff (including an uniformed erstwhile Group- D official) has been enclosed : YES/NO
10. Whether the Course Fee includes insurance cover: YES/NO
If, NO, whether the applicant seeks insurance cover for an amount of Rs. 1.0 lakh from the Welfare Fund: YES/NO.
If, YES, the applicant to obtain from a Public Sector Insurance provider amount of the premium payable to be sanctioned from the Welfare Fund for insurance cover for an amount of Rs. 1.0 lakh for the period of duration of the Course, including travelling period for to and fro journeys.
The participant shall be free to have additional insurance cover at his/her own expenses.
11. Whether necessary approvals (in original) of the Competent Authority in respect of the following have been enclosed:
 - i. Selection/ admission for the Course: YES/NO
 - ii. Sanction of Special Casual Leave/ Casual Leave/ Earned Leave: YES/ NO
12. Whether a copy of Medical Fitness Certificate submitted to the Institute for seeking admission has been enclosed: YES/NO.
If NO, a Medical Fitness Certificate from a Registered Medical Practitioner to undertake the Course to be enclosed.
13. An Undertaking/Indemnity Bond from the applicant (participant) to be enclosed with the proposal that "*the Governing Body, Customs & Central Excise Welfare Fund/ Central Board of Excise & Customs/ Central Government, individually or collectively shall not*

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be responsible in any manner and shall not be liable to pay any compensation to the employee or his/her spouse or/and his/ her dependent family members in the event of any loss / injury / disability suffered or death during travelling/ training/ course duration.”

14. An Undertaking from the applicant (participant) to be enclosed with the proposal that “the applicant shall refund to the ADG (I&W), DGHRD & Member-Secretary, Governing Body of the Welfare Fund, by way of a Demand Draft in favour of the Member-Secretary, Governing Body of the Welfare Fund:

(i) un-utilized, balance amount, if any, within one month of the conclusion of the programme.

(ii) full amount of financial assistance within one month from the date of the commencement of the programme and interest @ of 12% p.a. will be payable beyond 30 days of the commencement of the programme, in case cancellation of the programme for any reason or the applicant (participant) is unable to participate due to bad health, illness, non availability of reservation/ tickets etc. or for any reason what so ever; and

(iii) in case of default in refund of outstanding un-utilized/ balance money or full amount of financial assistance including insurance premium sanctioned from the Welfare Fund, such an amount shall be recovered from the salary of the applicant (participant) in lump-sum or in suitable monthly installments.

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