



Government of India
Ministry of Finance, Department of Revenue
Directorate General of Human Resources Development
Customs & Indirect Taxes
IRCON Building, West Wing,
Ground Floor, Plot No. C-4,
District Centre, Saket,
New Delhi-110017



F. No. 712/173/HRD/WF-1/18

Dated : June, 2020

To,

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

Madam/Sir,

Sub: Revision of Guidelines for setting up/ upgradation of Departmental Gym/Recreation/Sports Facilities- reg.

The Governing Body constituted to administer the Customs and Central Excise Welfare Fund has approved the Revision of Guidelines for setting up/ upgradation of Departmental Gym/Recreation/Sports Facilities. The upper financial aid limit for setting up/ upgradation/ refurbishing of GYM has been enhanced and new environment friendly items of latest technology like Air-Conditioner, Security Locks, Lockers etc. have been added. Provision of Open Air Gym (Outdoor Fitness Equipments) have been included and installation CCTV is now possible under the revised guidelines. A copy of the revised Consolidated Guidelines as approved by the Governing Body is enclosed herewith. The revised guidelines have come into effect from 29.05.20.

2. The new proposal may be sent to this Directorate for setting up/ upgradation/ refurbishing of GYM in line with the revised guidelines.

Yours faithfully,


11/6/20

Renu K. Jagdev
Pr. Additional Director General (I&W) &
Member-Secretary Governing Body (Welfare Fund)

Encl: Revision of Guidelines for setting up/ upgradation of Departmental Gym/Recreation/Sports Facilities

Copy to:-

(i) The Joint Secretary (Admin.), CBIC, New Delhi/Director General C.E.I.B/
Director General, N.C.B/ Chief Commissioner, Authority for Advance Rulings/
Competent Authority, SAFEMA/ Narcotics Commissioner, C.B.N/ Chief Controller

Contd...2.

of Factories/Commissioner, Settlement Commission, DG Anti-Profitteering, CDR, CESTAT, Enforcement Directorate with a request to apprise the officials borne on the strength of Indirect Taxes and Customs and presently working under their jurisdiction/ charge, about new Gym guidelines.

(ii) Webmaster.cbic@icegate.gov.in with a request to place this letter on the CBIC's website. Mention may also be made of the scheme in the headlines being flashed.

Handwritten signature and date: 11/6/20

(Renu K. Jagdev)
Pr. Additional Director General (I &W) &
Member –Secretary Governing Body (Welfare Fund)



Government of India
Ministry of Finance,
Department of Revenue
Directorate General of Human Resource Development
Indirect Taxes & Customs
C-4, Ground Floor, IRCON Building, West Wing,
District Centre Saket,
New Delhi-110017



GUIDELINES/NORMS FOR SETTING UP/REFURBISHING OF GYM./RECREATION/SPORTS FACILITIES

1. Advisory Committee formed in Commissionerates for recommending financial assistance from Welfare Fund should make a survey and satisfy themselves and certify that adequate number of users availing different equipment/gadget/machine/games, particularly cost intensive, to be provided under the facility proposed to be set up will be available for a period of 5 years or more to ensure that the such infrastructure created does not fall into disuse or idle, consequent to their creation.
2. The Advisory Committee formed for recommending financial assistance from Welfare Fund should be headed by the Commissioner/HoD and should have at least one representative each from Group- 'A' to 'C' category of officials, including one official from uniformed Group 'C' category (erstwhile Group-D officials). The decisions arrived at by the Advisory Committee should be forwarded to the Governing Body as Minutes of Meeting.
3. Staff and/or their dependents should be registered individually for membership to avail one or more of the facilities separately (each indoor/outdoor games/sports and Gym.).
4. Appropriate membership fee for availing each facility should be charged on monthly/quarterly/half-yearly/yearly basis.
5. For running of a Gym., arrangements for using Gym. Equipment/gadgets under supervision of a qualified Trainer should be made to avoid/prevent and accidental injury to users who are not trained.
6. Arrangements for maintenance/repair of equipment particularly Gym. should be made.
7. Running of sports/recreational/Gym. Centre should be on self-sustaining basis.
8. For better utilization by staff and their family members, staff residential complexes/colonies should be given first priority for setting up Gym./Recreation/Sports facilities to the extent possible.
9. In Commissionerates or other places where there is no staff residential colony Gym/Recreation, facility may be set up in departmental buildings or in buildings on a long terms lease.
10. Sufficient suitable space/accommodation must be available for setting up a Gym./Recreation facility.
11. No funds will be sanctioned for creating facilities in make shift buildings or buildings on short terms rental basis.
12. No funds shall be sanctioned for any Civil/Electrical Works in connection with site preparation for the proposed facility.
13. No funds shall be sanctioned for meeting recurring expenditure such as consumables, maintenance of equipment/gadgets, or wages salary of manpower/staff for the facility.
14. Refurbishing/up gradation of the facility shall be considered after 5 years or more from the date of previous sanction. However in special circumstances, this can be relaxed by the Governing Body.
15. Details of amount received and spent during last 5 years, if any, from regular budget or/and from DOPT/CRSB/or any other agency/organization to be given.

16. Proposals for setting up of facilities like Lawn Tennis Courts, Swimming Pool, etc., involving substantial expenditure, in department's large residential complexes having flats more than 200 and where land is available for setting up such facility, shall be considered by the Governing Body on case to case basis on merit. For such proposals, the cost ceiling mentioned in para 3 would not be applicable
17. For all purchases, procedure prescribed under GFR-2017 and CVC guidelines must be followed.
18. Future expansion needs of the concerned office should be taken into consideration before a Gym is set up in the office so as this does not result into space crunch in the office.
19. Gym timing may be made flexible with strict action if anyone is found using the services during office hours except lunch time.
20. Yoga facility will be an essential part of the Gym.

Any of the above conditions may be relaxed by the Governing Body in deserving cases, as per merits of individual case.

xxxx

GUIDELINES/NORMS FOR SETTING UP/REFURBISHING OF OPEN AIR GYM/OUTDOOR FITNESS EQUIPMENTS

1. All the Outdoor Fitness Equipments shall be complied with the specified standards as per the indicative designs/ layouts defined. All the Outdoor Fitness Equipments shall be suitable, safe & durable and to be designed to withstand outdoor intense use and meeting all the relevant specifications, certifications, and shall be assembled & installed as per the manufacturer's specifications/ guidelines.
2. Outdoor Fitness Equipment shall be as per DIN / 10 ASTM / European Standard / BIS.
3. Outdoor Fitness Equipments shall be manufactured by Fitness Equipments / outdoor playing equipment 5 manufacturer ISO: 9001 / ISO: 14001 certified company.
4. Third Party Certification, if required, shall be done by reputed Agency such as 10 IPEMA, TUV, CPSC, QCI for independent testing and certification.
5. The Locations where the Outdoor Fitness Equipments are to be placed will be finalized by the respective Advisory Committee.
6. The quality of Outdoor Fitness Equipments and its foundation shall be of very high standards and sound enough and it should not spoil the look/aesthetics of the projected site.
7. After installation of the Outdoor Fitness Equipments, a safety certificate is to be issued by the Third party Quality assurance agency or reputed approved Agency for certification for safely installation of Outdoor Fitness Equipment for Open area for departmental use and the equipments are installed as per the required standard/ specifications of the manufacturer. Third Party Quality Assurance Agency may be specified by the manufacturer for their products / equipments.
8. Providing, Fabricating and fixing one instructional sign (Information Sign) board is to be fixed in cement concrete block foundation at location where the equipment needs to be fixed/installed.
9. One Instructional Sign (Information Sign) Board showing the detailed specification of each Outdoor Fitness Equipment, safe user age, safety precaution, QR Code, Emergency Contact Name & Number etc. has to be fixed at location and it shall be easily readable, in Good printing, in English language and regional language with Contrast visible colour.
10. The Instructional Sign Board is to be made ultra violet printing on ACM (Aluminum Composite Metal) sheet or equivalent sound sheet, fixed on MS table frame of minimum size 25 x 25 x 2 mm with bracing of same MS tube, supported on two Nos. Mild Steel (MS) post of size 80 x 40 x 2 mm with bottom plate, height about 2.72 m and printing, powder coating weather resistance paint finish. The instructional sign board is to be embedded in suitable cement concrete block foundation in M20 Grade concrete in accordance with the standard specification as per the satisfaction of Engineer-in-Charge.

11. The Advisory Committee formed for recommending financial assistance from Welfare Fund should be headed by the Commissioner/HoD and should have at least one representative each from Group- 'A' to 'C' category of officials, including one official from uniformed Group 'C' category (erstwhile Group-D officials). The decisions arrived at by the Advisory Committee should be forwarded to the Governing Body as Minutes of Meeting.
12. Finances for setting up of open gyms in residential colonies of the departmental official may be arranged from the respective State Government/local bodies, etc. before proposal (s) is forwarded for financial assistance from the welfare fund.
13. No fund will be sanctioned for open air gym facility to be setup in hired building as equipments are fixed to the ground.

3. List of items for Gym./Recreation/Sports facilities and their costs

S. No.	Item	Amount (upto) in Rs
1.	Stepper	24,000
2.	Treadmill (motorized)	1,60,000
3	Spin Bike*	15,000
4	Adjustable Bench*	7,000
5	Weight Lifting Rod	16,000
	Chest Rod (08 ft)	
	Shoulder Rod (05 ft)	
	Bicep Rod (03-04ft)	
	Curl Rod	
6	Dumbbell*	10,000 (Rs 50/Kg)
	2.5 Kgs (01 Set)	
	05 Kg (02 Set)	
	7.5 Kg (1 Set)	
	10 Kg (02 Set)	
	12.5 Kg (01 Set)	
	15 Kg (01 Set)	
	20 Kg (01 Set)	
	25 Kg (01 Set)	
7	Dumbbell Rack*	8,000
8	Squat Rack*	5,000
9	Free Weights (plates) (250 Kgs @ Rs 50/Kg)	12,000
10	Multi gym/ station (6-8 Station)*	1,50,000
11	Bench*	3,000
12	Adjustable bench*	10,000
13	Height/Weight measuring equipment	4,000
14	Seated Rowing	16,000
15	Flat Bench with support	10,000
16	Weight Lifting Rod	16,000
17	Dumb-bell	4,000
18	Bench Press	20,000
19	Z-Bar	2,000

20	Vertical Knee (raise & dipping)	10,000
21	Wrist curl	14,000
22	Punching Bag* (Qty 01)	5,000
23	Weight Lifting Belt* (Qty 02)	3,500
24	Skipping Rope* (Qty 02)	1,000
25	Sit up Bench*	3,500
26	Yoga Mattress* (Qty 03)	2,500
27	High Let-pull down	20,000
28	Rubber sheet	30,000
29	Table-Tennis table	40,000
30	Billiard Table	2,00,000
31	Carrom, Chess Board etc.	20,000
32	Badminton Set	10,000
33	Volley Ball	10,000
34	Basket Ball with Hoop*	20,000
35	Cards Table & Chairs	20,000
36	Swings	20,000
37	Slides	40,000
38	Music System	20,000
39	TV/LED	40,000
40	Air Conditioner*	50,000
41	Water Purifier/ RO*	20,000
42	CCTV*	25,000
43	Security Locks*	2,000
44	Lockers*	15,000
45	Water Cooler	20,000
46	Miscellaneous	50,000
	Total	12,03,500
	rounded off to	12,00,000

[*New inclusion]

Amount of financial assistance

Purpose	Amount (upto) (in Rs)
For setting up	Rs. 10,00,000/- or actual whichever is less
For refurbishing /up-gradation after 5 years or more	Rs. 5,00,000/-or actual whichever is less

Note:- The price list mentioned above is indicative and all out efforts should be made to get the lowest possible price. However for reasons to be recorded in writing and in exceptional cases with approval of the committee, the purchases can be made above the price list mentioned above. However at no point of time the overall ceiling of Rs 10 lacks and 5 lacks will be breached.

List of items for Open Air Gym/ Outdoor Fitness Equipments

S.No	Name of Equipment	Amount
1	Air Walker/ Health walker	As available on GeM
2	AB crunch	As available on GeM
3	Waist Twister for two person	As available on GeM
4	Big Shoulder wheeler spinner	As available on GeM
5	Double Leg Press	As available on GeM
6	Pull Down Challenger- Double	As available on GeM
7	Knee hip raise on parallel bar/ Push up and DIP Station	As available on GeM
8	Rowing/ self weighted rower	As available on GeM
9	Seated chest press double chair	As available on GeM
10	Leg Stretch	As available on GeM
11	HD Mini Ski	As available on GeM
12	HD Hanging Wheels	As available on GeM
13	Bicycle	As available on GeM
14	Cross Walker	As available on GeM
15	Leg Press	As available on GeM
16	Arm and Leg Strengthen	As available on GeM
17	Rowing Station	As available on GeM
18	Twister Tripple	As available on GeM
19	Power Rider (Kids)	As available on GeM
20	Air Walker (Kids)	As available on GeM

4. The place within the office premise where gymnasium would be set up must have a carpet area of at least 500 sqft. for up to 1000 employees and 1000 sqft. for more than 1000 employees. However, Governing Body may consider lesser area depending on the needs. The place should be clean, well lighted with adequate ventilation. Fans/ACs for summer should also be installed. The place must also have clean toilet and sanitation facility nearby. There should preferably be adequate space for moving around within the Gym. The safety norms including fire fighting should be strictly adhered to.
5. In case of existing Gym, individual Commissionerate/ Directorate may consider up gradation/replacement of the existing equipment. A period of 5 years is considered appropriate for replacement of equipment.
6. The Commissionerate/Directorate may at its discretion decide on the functioning of the Gym. However, trained and experience Gym Instructor need to be engaged for guiding the users and teaching them how to use various equipment installed in the Gym. Remuneration to be paid to instructor may be decided by individual Commissionerate/Directorate. The payment may be made from their own budgetary provision or from the fees charged from users, if any. For women employees a separate time slot should be fixed for their exclusive use and women instructor would need to be engaged.
7. The use of Gym facilities by employees may be allowed after office hours. The Gym should be run on self-sustaining financial model.
8. For effective running of the Gyms, individual Commissionerate/ Directorate shall monitor the Gyms under them at periodic interval and ensure that all basic elements of the scheme reach the beneficiaries. A committee under Additional Commissioner/Additional Director who is in charge of the Administration should be formed (comprising of officer/staff from all grades) for supervision and smooth running of the Gym. The Committee should have a representative from the women employees using the Gym facility.

Check List for Gym./Recreation/Sports Centre

(A) For setting up a new Gym./Recreation/Sports Centre

1. Date of establishment of office.
2. Total staff strength. Number of staff who will avail the facility at least for 5 years or more.
3. Whether facility is proposed to be set up in Office/Residential Complex?
4. In case of office building, whether building where facility is required is department's owned building or rented on long term lease (period of lease)?
5. Details of departmental offices and others with their staff strength in the same Building/Block or in the immediate vicinity.
6. Is there some other such facility functioning in the immediate vicinity or in the same Building/Block?
7. Whether suitable accommodation/space is available for setting up of facility?
8. Enclose a sketch lay out plan of the accommodation/space where facility is proposed.
9. What is the present arrangement for such facility?
10. What are the pressing reasons that the present arrangement cannot be continued?
11. If there is any change in the sanctioned strength or relocation of other offices in the same Building/Block, or increase in number of staff quarters/number of occupants, in case of up gradation?
12. Details of arrangements how facility will be run. Whether by outsourcing or by Commissionerate's own arrangements?
13. Whether a Committee has been formed for running/supervision of the facility? If so details to be given.
14. What is the one time expenditure required to set up the facility?
15. What is the estimated recurring expenditure and how it is proposed to be met?
16. What are safety measure/fire fighting arrangements?
17. What are the arrangements proposed for supervision of a qualified trainer?
18. How the maintenance/repair of machines/gadgets will be taken care of?

XXXX

(B) For up gradation/refurbishing of existing Gym./Recreation/Sports Centre

1. Details of previous sanction(s)
 - (a) Amount of sanction,
 - (b) Date of sanction,
 - (c) List of items/gadgets purchased from the Welfare Fund or regular budget,
 - (d) List of items available presently.
2. Whether utilization certificates of earlier sanction has been forwarded?
3. Whether Feedback report on assessment of functioning/utilization of facility enclosed?
4. Whether Internal Audit/CAG Audit of the facility carried out? If yes, a copy of report to be enclosed.
5. Increase in number of children, in case of up gradation.
6. Whether a list of items along with cost, proposed to be purchased enclosed?
7. Whether above lists is as per the requirement of increase in the number of users, in case of up gradation?
8. Whether cost of items is competitive based on quotations/tenders? Copies of quotations/tenders to be enclosed.

XXXX

Points to be covered during internal audit of Gym./ Recreation/ Sports Centre set up/ refurbished by grants from Welfare Fund

1. Whether utilization certificate of earlier sanction. If any, has been sent? Yes/ No/ Not applicable. If yes, attach a copy. If not, reason for delay.
2. Whether purchase/ procurement procedure has been as per GFR, 2017.
3. Whether an official has been made officer-in-charge for receipt/ accounting/ custody of goods and materials purchased for Canteen? If no, an official may be designated so for this purpose.
4. Whether a separate dead-stock register for fixed assets such as furniture, fixtures, gadgets etc. purchased for Gym./ Recreation/ Sports Centre from sanctioned amount from Welfare Fund or from other funds in maintained? If No, a separate dead-stock registers to be made.
5. Whether a record of items of perishable nature like etc. is maintained in a separate register? If No, a separate register for perishable shuttle cocks/ balls etc items should be made.
6. Whether inventory for fixed assets is being verified at least once in a year? If Yes, whether goods/ material found in good conditions during physical verification and deficiencies/ surpluses, if any, noticed? Deficiencies/ surpluses investigated and brought to account? Copy of physical verification report carried out previously should be forwarded with the Internal audit report. If No, system of physical verification should be started.
7. Disposal of goods: If any item declared surplus or obsolete or unserviceable? If Yes, How disposal of the same has been done? Any amount recovered by way of auction/sale of obsolete/ surplus items should be refunded to the Welfare Fund.
8. A membership register should be maintained and receipts of fee being charged issued?
9. Whether the facility is underutilized/ optimally utilized or the facility over stressed due to high/over utilization?
 - a. In case of under utilization, for continuation of the facility what measures are proposed to be taken to improve utilization of the existing facility?
 - b. If the continuation of the existing facility is being reviewed? If so, when report of review is likely to be ready?
 - c. In case the facility is over stressed due to high/over utilization what steps need to be taken up gradation/ capacity enhancement for easing the stress on the facility?
10. Any other comments/ matter required to be brought to the notice.
11. Internal audit report should contain a para on overall functioning/ performance of the Gym./ Recreation/ Sports Centre including total number of members who availed the facilities during the year and suggestions for bringing further improvement.
12. Copy of Internal audit report to be sent to Directorate General of Human Resource Development by 31st March every year for inclusion in the Annual Report on the performance of Welfare funds being submitted to the Governing Body.

XXXX