

No.26/2/2025-Admn.(Coord.)/Welfare/105

Government of India
Central Electricity Authority
(Admn.Coord/Welfare Section)



5th Floor(N), Sewa Bhawan,
R.K. Puram, New Delhi- 110 066.

Dated the, 07th March, 2025 February, 2025

OFFICE ORDER

Sub: Reconstitution of a committee for Sports and Cultural activities in CEA.

In supersession of office order No. 29/14/2015-Admn.Coord.(Welfare), dated 30th August, 2023 on the above cited subject, a committee for participation of CEA officers/officials in various sports and cultural activities in CEA as well as utilization of allotted budget for recreational activities in CEA, a committee has been reconstituted comprising the following members:

S.No.	Name & Designation	Division/Section	Committee Post
1.	Shri Rai Singh Tomar, Dir	TPM Division	Chairman
2.	Sh. Pradeep Kumar, DD	OPM Division	Member (Sports)
3.	Shri Dinesh Kumar, SO	Adm.(Coord.) Sec.	Member (Sports)
4.	Ms. Jyoti Singh, DD	PSETD Division	Female Member (Sports)
5.	Ms. Rita Nagdev, DD	TE&TD Division	Female Member (Gym)
6.	Ms. K. Neetu, PS	CD Division	Female Member (Cultural)
7.	Sh. Ashwani Kumar, Consultant(Welfare)	Adm.(Coord.)/Welfare	Convener

2. The Terms of Reference of the Committee is detailed as under:

- i) To obtain the funds available for sports/cultural activities from Admn.(Coord.)/Welfare and decide allocation of funds for each sports/activities.
- ii) To decide the items, consumes, instruments etc., with specification which are required to be purchased.
- iii) To recommend selection of team Captain, Coach, Manager etc. on the basis of selection-trials/performance. Manager should be selected with the consultation with Director(Admn.), CEA.
- iv) To identify the items to be returned and/or to be retained by individual after the events by the participants.
- v) To explore the feasibility of creation of recreation club along with timings of the club so as to ensure that it does not hamper official output.
- vi) To ensure that the kits, equipment's costumes etc., are properly accounted for in the register/records maintained by Administration.
- vii) The committee will survey the market to ascertain the reasonableness of rate with quality and submit the proposal to Adm.(Coord.)/Welfare Section, CEA well in time to procure the same through purchase committee of CEA.

viii) Selection-Trials for participation in the Inter-Ministry and Inter-CPSU Sports/Cultural Tournaments/Competitions should be done well prior the respective tournament (**approximately prior to one Month**).

ix) For improvement of the standard of various sports team of CEA, after selecting of team/individual, **at least 10 working days coaching/training/practice camp from 2.30 PM daily** for intensive practice of respective team/individual prior commencement of the tournament should be organized.

x) It is decided that for Inter-CPSU, one person be allowed to participate only in any two games. This decision may be strictly followed by the Adm.(Coord.)/Welfare Section, CEA at the time of issue of selection letters. If suitable players are not available, then such person can be allowed to participate in the third game subject to good players and having knowledgeable about that game.

xi) Sports and Cultural Laurels function should be organized every year and officers/officials of CEA should be selected for Laurels on the basis of performance at AICS/Inter-Ministry/PSCB or any other recognized tournament by respective Federations/Association at State, National or International level.

3. The recommendation(s) of the above committee will be placed before Competent Authority for consideration & approval.

4. The tenure of the Committee will be for a period of two year from the date of order or till further orders, whichever is earlier.

5. Follow the:

- i) Rules & Regulations and other conditions to participate in the ICPSU Sports Tournament issued vide office order No.29/5/2018-Sports(Coordination)/212, dated 27.06.2024 (copy enclosed).
- ii) Guidelines to utilize CEA/BEE Recreation Club facilities issued vide office order No. 29/2/2024-Welfare (Admn.Coord.)/223, dated 04.07.2024(copy enclosed).
- iii) SOP for issuance of sports items and its inventory in CWC(HQ) issued vide order No. 29/5/2018-Sports (Coordination), dated 06.09.2024(copy enclosed).

6. This issues with the approval of the Competent Authority of CEA.

Encls: As above.

Neerja
(Neerja Verma)
Director (Admn.)

To:

All Members of the Committee.

Copy for information to:

1. PPS to Chairperson, CEA.
2. PS to All Members, CEA.
3. PS to PCE-I/II, CEA.
4. PS to Secretary, CEA.
5. Director (Admn.), CEA.
6. Member of purchase committee of CEA (IT & Procurement Cell).
7. Deputy Secretary (B&A), CEA.
8. Upload the same in the CEA web portal/intranet.



No. 29/5/2018-Sports(Coordination) 2/2,
Government of India
Central Electricity Authority
(Admn.Coord/Welfare Section)

5th Floor(N), Sewa Bhawan,
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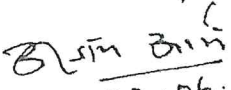
Dated the, 27th June, 2024

OFFICE ORDER

Sub: **Rules & Regulations and other conditions to participate in the Inter CPSU Sports Tournaments.**

Reference to this Section's Office Order of even number, dated 07.12.2018, the following instructions and other terms & conditions towards participation in the Inter-CPSU Tournaments are revised for strict adhered:

1. Each player can participate only in two Inter-CPSU Tournaments in a year. Manager/Coach can be selected only for one of the Inter-CPSU Tournaments in a year. Nomination/request exceeding the said numbers will not be entertained for any further Inter-CPSU Tournaments of that financial year.
2. A report of the Inter-CPSU Sports Tournament is required to be submitted by the Team Manager/Coach (Men & Women respectively) to the Welfare Section, CEA within 07 days of conclusion of the tournament, failing which, the respective Manager/Coach at fault would not be considered as Manager/Coach for further 02 years.
3. Family members/relatives/friends are generally not allowed to accompany the player. If so, the respective players will not be allowed to accommodate with the team in respect of Boarding and lodging and the respective players shall bear cost of their accommodation and food etc. and not be a burden on the organizers.
4. Before proceeding for the Inter-CPSU Sports Tournament, the Men Team Manager must obtain the 02 flags from Welfare Section, failing which, he may be recalled from the tournament and debarred further for 02 years from his selection in any sports team of CEA. The Manager shall obtain the 02 flags from Welfare Section and shall duly return it after completion of the tournament. In case of no return, a sum of Rs. 1000/- shall be deducted from the salary of the Manager/Coach.
5. The Players must participate in the tournament in their respective events, and if it is found that he/she gave walkover, he/she shall submit explanation & be debarred from their selection for further 2 years.
6. This issues with the approval of competent authority.


27.06.24
(Ajay Kumar Arya)
Director (Admn.)

To:

- 1, All the officers/officials of CEA.
- 2, All the members of Cultural & Sports Committee of CEA.
- 3, Through web portal/Intranet of CEA.



File No.: CEA-SY-13-39/1/2024-Adm. Coord. (E-No. 14313)

No. 29/2/2024-Welfare(Admn.Coord.) 223
Government of India
Ministry of Power
Central Electricity Authority
(Admn.Coord./Welfare) Section

**FIT
INDIA**

5th Floor(N), Sewa Bhawan,
R.K. Puram, New Delhi- 110 066.

Dated the, 4th July, 2024.

OFFICE ORDER

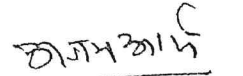
Sub: **GUIDELINES TO UTILIZE CEA/BEE RECREATION CLUB FACILITIES – REGARDING.**

All Officers/Officials of CEA/BEE are advised to strictly adhere to following directions/Rules & Regulation while utilizing the CEA/BEE Recreation Club to maintain the office decorum:

Only CEA and BEE employees are allowed to use the CEA/BEE Recreation Club located at West Block-II, R.K. Puram, New Delhi -110066. Officers/Officials of Others Organizations are strictly prohibited to enter CEA/BEE Recreation Club. If found suitable disciplinary action will be taken against such employees:

1. CEA/BEE employees may only utilize the recreation facilities strictly during the lunch hour. If found, that club is being utilized/open other than lunch hours without any special permission of the Authorities i.e. during sports selection trials/tournament practice etc., disciplinary action shall be taken against such employees. Further, such employees of CEA shall be debarred to participate in the Inter-CPSU Sports Tournaments/other Tournaments for 2 years.
2. The Key of Club is available with Welfare Section of CEA & BEE office. If any other employees, excluding designated custodian, found with unauthorized key, he/she is liable for disciplinary action. Any such extra key of club may deposited to Welfare Section, CEA.
3. Consumption of alcohol and smoking is strictly prohibited in the club.
4. Any debarred employees of BEE/CEA are restricted to use the Club.
5. Sports materials in the club shall not be moved from its place or taken outside the club.
6. After playing the Carrom, coin shall be collected and placed in box & Carrom cover should be kept on the Carrom Board. Similarly, after playing the Chess, Chess pieces and board should also be kept properly at designated place.
7. This is the duty of employees, who are playing in the club, to keep it clean. Eatable items are not allowed inside the Club,

This issues with the approval of the competent authority.


4/7/24
(Ajay Kumar Arya)
Director (Admn.)

To:

1. All the officers/officials of CEA.
2. Shri Anil Rai, Administrative Officer, BEE.
3. All the Members of Sports & Cultural Committee of CEA.
4. Section Officer/Consultant (Welfare), CEA. – with a direction to look after CEA/BEE Recreation Club time to time to maintain the above said directions/guidelines.
5. Through CEA E-Office Notice Board of CEA.



No. 29/5/2018-Sports(Coordination)/
Government of India
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5th Floor(N), Sewa Bhawan,
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Dated the, 06th September, 2024

ORDER

Sub: **SOP for issuance of Sports items and Management of inventory in CEA(HQ).**

The following SOP/instructions are framed and concerned in Welfare Section, Members of Sports & Cultural Committee & Recreation Club CEA may follow same in respect of procurement requisitions, management of inventory, issue of sports/gym items and write-off etc. as below:

7. Welfare section /Admin. Coordination under Director (Admin) to work as facilitator / record keeper of Sports/gym items and Sports & Cultural Committee CEA shall have responsibility of day to day management of Recreation Club CEA, requisition/distribution of sports/gym items, declaration of same as non-useable/obsolete etc. as per Govt./DoPT guidelines/GFR etc.

8. Sports & Cultural Committee / Recreation Club CEA may propose/submit requisition in respect of procurement of Sports items/gym items etc. mentioning justification/distribution criteria to Welfare Section at the beginning of Financial Year as per the Budget Allocation and considering the inventory/availability of useable sports/gym items etc.


9. The Procurement Requisition may put up by welfare section for procurement along with the status of available / useable inventory for IFD concurrence & approval of competent Authority. After approval, the procurement process may initiated by IT & Procurement Division through GEM or Local Purchase Committee, Welfare Section shall be receiver of these goods.

10. On receipt of these items Welfare Section may enter same in stock cum issue register, update the inventory and handover these goods to Sports & Cultural Committee for distribution to team captains / individuals sportsman for their intensive practice & ensure availability of practice items in Gym/Recreation Club like TT Racquets & Ball, Badminton Racquets & Shuttles, Carrom Board & Striker, Chess Board & Clock shall also be placed at the recreation club or allotted any other inventory room. Welfare Section will ensure that all sports of goods are accessible to all employees of CEA, so that any interested employees can practice it during lunch time or after office hours.

11. If such items are not in a useable condition, the Sports & Cultural Committee of CEA with the consultation of respective sports team shall declare these as obsolete items and handover the same to welfare section for approval regarding disposal/write-off by competent authority as per provisions of GFR 2017.

12. Physical verification of sports items inventory shall also be done by the Sports & Cultural Committee of CEA on quarterly basis and report may submitted to Welfare Section for inventory updates. At the time of selection of team in any discipline an objective assessment in transparent manner should be ensured before finalizing of team, who will represent CEA.

This issues with the approval of competent authority.


(Arun Aggarwal)
Under Secretary (Admn. Coord.)

To:

1. PSO to Chairperson, CEA.
2. PS to Secretary, CEA.
3. Under Secretary, Admn.(Coord.) Section, CEA.
4. All the members of Cultural & Sports Committee of CEA.
5. Director (B&A), CEA.
6. Chairman of Procurement Committee, CEA.