



परमाणु ऊर्जा विभाग

क्रीडा एवं सांस्कृतिक परिषद

DEPARTMENT OF ATOMIC ENERGY

**Sports And Cultural Council**

Office : New Community Centre, Opp. Post Office, Anushaktinagar, Mumbai-400 094. Telephone/Fax : 2555 4486

Ref. No.: DAE S&CC/Game Guideline/JSY/2021-1

Nov 23 , 2021

**XXXVI ANNUAL DAE SPORTS AND CULTURAL MEET – 2021-22**  
**GUIDELINES FOR GAMES AND EVENTS**

**A: GENERAL:**

- 1. ELIGIBILITY:** Employees and trainees (to be absorbed on completion of training) in various Units of the Department, Public Sector Undertakings, Aided Institutions of the Department and staff members of the Atomic Energy Education Society are eligible to participate in the Meet. Canteen staff, whose salaries are fully borne by the concerned Units/Undertakings/Institutions are also eligible to take part in the Meet. The date of eligibility shall be the date of the selection trials in the concerned Unit.
- 2. GROUPING:** The Eight groups, their names, their Leader units and the constituent units of each group are as per Annexure I. (It also includes details about the color of the kit and the Council Emblem).
- 3. SELECTION TRIALS:** The Leader Units are required to coordinate selection trials as per Council's guidelines issued earlier. A spirit of cooperation, adjustment and goodwill is expected from all the groups (and their constituent Units) in this respect.
- 4. GAMES, EVENTS & DATES FOR THE MEET:** These shall be as per the Calendar of Events, detailed in Annexure 2.
- 5. NUMBER OF EVENTS, ENTRIES AND PRIZES:** These will be as per the Annexure 3. For Badminton; it is estimated that to complete all the events as detailed in the annexure within five days; minimum two courts would be needed. The host unit may reduce the number of entries per group for individual events depending upon the facilities available. However, the aim should be to accommodate maximum no. of entries.
- 6. GENERAL FORMAT AND RULES:** These will be as per Annexure 4.
- 7. FLAGS FOR THE MEET:** Flags for the Eight groups & also for the DAE Sports & Cultural Council shall be supplied by the Council for the XXXVI Annual DAE Sports & Cultural Meet 2019- 2020 at all the sites.
- 8. MEET REPORTS:** Convenor of the Organizing Committee of the Host Unit for the meet shall submit a report on the respective events as per the format enclosed (Annexure -5). The report shall be forwarded through the Chairman of the Organizing Committee. In athletics & swimming meet record, Inter DAE record for various events in the background of national records may be included.

9. **Event Observer for the Meet:** Governing Council member of DAE S&CC or his authorize representative from the host group or from the unit nearest to the host group will be nominated as an observer to ensure that the meet is conducted as per the approved guidelines. The observer shall actively participate in the manager's meet and ensure the implementation of the game guidelines.

**B. GENERAL GUIDELINES :**

- 1.a) Host unit shall conduct the Team Events only if **minimum of 5 groups** have sent their entries by the date specified by the Host Unit. In case the number of participating teams at the time of Meet is less than 8, then in such case Host Unit can field an additional team.
- 1.b) Host Unit shall conduct individual events, only if minimum number of entries has been received at the time of the Meet. (This shall be maximum number of entries allowed per group multiplied by 4 for singles as well as doubles. Here also, the Host Unit can field an extra set of entries, if required).
- 1.c) In case, even after fielding an extra entry/an extra set of entries from the Host Unit, the number is still less than the minimum number of entries required to conduct the event (as specified on 1.a above); then the event be conducted but **ONLY THE FIRST PRIZE** would be given. (In such cases, the Host Unit shall not be allowed to field the extra entry/an extra set of entries).
2. Minimum age limit for veterans is above **50 years as on January 01.01.2021** (i.e. for persons born on or before 31.12.1970). Veterans can participate in veterans/open events but not in both.
3. **Managers:** For all events, there is a separate provision for the Manager. Hence, the Manager **WOULD NOT PARTICIPATE** in the Events/Matches. However, in games where the provision is for manager cum player or if a Group has not deputed any separate Manager and one of the participants is also designated as the Manager; in that case the participant concerned would be allowed to take part in various competitions.
4. Draws for the Fixtures shall be taken by the Tournament Committee, in the Managers meeting.
5. **Trophies** shall be given to the **Winner and Runners-up** as detailed in the Annexure 3. These Trophies, along with the Trophy for the **Fair Play**, shall be supplied by DAE Sports & Cultural Council. These are being given on **permanent basis** and **shall be retained by the Units/Groups who are awarded these Trophies**.
6. **Fair play** shield shall be awarded to the Group whose conduct, on and off the field, is found to be best throughout the Meet and adherence to all the Guidelines including the Kit. This shall be decided by the Chairman of the Organizing Committee, Convener of the Meet and their representative on the basis of feedback and observation.
7. Person of the Meet prize shall be awarded (in team games only) to an individual whose overall performance in the game is found to be the best. This shall be decided by the umpires/judges and Convener of the meet.
8. i) Prizes shall be given to only those participants whose names have been given to the organizers in advance and are present at the Meet.

ii) The nature of the prizes shall be decided by the Host Unit and the value should be around the amount mentioned in financial guidelines. No cash prizes shall be awarded.

iii) There shall be **NO OTHER PRIZES** than those mentioned in the guidelines. This point must be specifically noted by the Host Units.

**9. For Cultural Only:**

a. Accompanists and other supporting personnel for make-up, light, sound etc. will be provided by the host unit on specific requests from individual groups made well in advance. However, individual groups may field make-up, accompanists/supporting personnel **from within their own team without exceeding the number specified.**

b. The host unit shall provide the requisite facilities on/behind the stage, including Spotlight & Dimmers etc.

c. Penalty for exceeding time limits for different events shall be specified by the team of judges beforehand.

d. **No trophy/shield shall be awarded for any of the individual events.**

10. In case of Cultural; the overall trophies (First position/Second Position) will be awarded to Groups on the basis of total points earned by a group, as per the chart given below. In case of tie, First position will be awarded to the team championship. Similarly, the prizes for the Manager (Both in case of different games and as well as in Cultural) will be awarded to Groups on the basis of total points earned by a group as per the Chart given below:

Event/Item	<u>1st.Position</u>	<u>2nd.Position</u>	<u>3rd.Position/Semis</u>
Team Championship/ One Act Play/Fair Play	10	5	2
Individual Events/Items	6	3	1
Man of the Meet Prize	6	-	-

11. **EXCELLENCE IN SPORTSMANSHIP AND DISCIPLINE IS EXPECTED FROM ALL THE PARTICIPANTS. ANY ACT OF INDISCIPLINE MAY LEAD TO DEBARRING AN INDIVIDUAL OR THE ENTIRE TEAM FOR THE FUTURE MEETS.**

  
(J.S. YADAV)

Secretary

जे. एस. यादव (J.S. YADAV)  
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DIRECTOR, ESG, BARC,  
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SECRETARY, DAE SPORTS & CULTURAL COUNCIL  
नया सामुदायिक केन्द्र, अणुशक्तिनगर, मुंबई  
NEW COMMUNITY CENTRE, ANUSHAKTINAGAR, MUMBAI-400085.

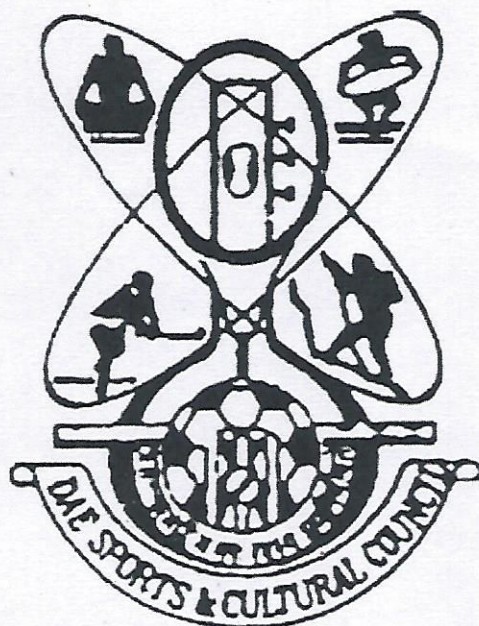
To:  
All Leaders Units/ Host Units/ Council Members.

**ANNEXURE-1**

**XXXV ANNUAL DAE SPORTS AND CULTURAL MEET – 2021-22**  
**GROUPING OF THE UNITS**

Sr. No.	NAME OF GROUP	CONSTITUENT UNIT*	LEADER UNIT	REPRESENTATIVE COLOUR
1.	AJANTA	BARC	BARC	RED
2.	ELLORA	AERB, BRIT, DCS &EM, DAE, DPS, HWB, IRE, TIFR, TMC, NPC , ECIL, ACTREC AND AEES/AECS	DAE	PINK
3.	DWARKA	AMD(BARODA), AMD(NAGPUR), AFFF, RRCAT, HWP(BARODA), HWP(HAZIRA), IPR, KAPP(KAKRAPAR), PREFRE, WIP, TAPS, TAPS(3&4), AECS, IRP AHEMDABAD & OTHER DAE UNITS AT TARAPUR & BARODA	TAPS	ORANGE
4.	PUSHKAR	AMD(DELHI), LAB (SRINAGAR & GULMARG) AMD(JAIPUR), DAE (DELHI), HWP(KOTA), AECS, SIRI ,NAPS, RAPS, RAPP(3-4) & OTHER UNITS OF DAE AT RAWATBHATA & NARORA MRI&MP(ALAHABAD), GCNEP, HANLE LADAKH.	RAPS	YELLOW
5.	KONARK	AMD(KOLKATA), AMD(SHILLONG), HWP(TALCHER), IOP(B), IRE(OSCOM), SINP, UCIL, VECC & OTHER DAE UNITS IN EASTERN REGION, NISER BHUBANESHWAR	UCIL	GREEN
6.	GOLCONDA	AMD(HYDERABAD), AMD(HQ), ODS, KAPP(KAIGA), NFC, AECS,RPUM,DAE UNITS OTHER THAN ECIL(HYD), BARC VIZAG	NFC	BLUE
7.	NAGARJUNA	ECIL, HWP(MANUGURU), AECS	HWP (MANUGURU)	INDIGO
8.	RAMESWARAM	AMD(BANGALORE), CWHF, HWP(TUTICORIN), ICGA, GSO, KAPP(K), MAPS & ALL OTHER IRE UNITS IN SOUTHERN REGION, NRB KALPAKKAM, BARC FACILITIES, KALPAKKAM	MAPS	VIOLET

\* Names of Constituent Units as indicated are not exhaustive. Individual Units (as also employee officially posted ) at different locations may contact the nearest leader Unit and DAE Sports and Cultural Council for inclusion of their names.



#### COLOUR OF THE KIT AND COUNCIL EMBLEM :


1. Colour of the T-shirt/upper garment shall be the same as the colour allotted to the Group and colour of the Council emblem and the Group name shall be of a matching colour to be decided by the Group. However, in case of non-availability of T-shirts etc. of the specified colour, the concerned Group may opt for white colour for the T-shirt and the Council emblem and the Group name shall be printed in the colour that has been allotted to that Group. (This should be taken as an exception and not the rule).
2. Games requiring white dress shall have white T-shirts/upper garment and colour of the Council emblem and Group name shall be of the colour allotted to the Group.
3. Individual Groups may choose their own colour for the shorts/skirts/pants etc. Needless to say that the colour of the shorts/skirts/pants etc. shall be white for games requiring white dress.
4. Dress purchased as kit for cultural meet shall have the Council emblem tucked in/printed at a location where it is prominently visible. It is preferable that the colour of the dress is the same as that allotted to the Group so that the Groups will have their individual identity.
5. The Council emblem (Xerox copy enclosed as sample) shall be printed on the front left hand side of the shirt/upper garment where normally chest-pocket comes. Name of the Group shall be printed below the emblem.
6. The size of the Council emblem shall be the same as that of the enclosed sample. Size and type of lettering of Group name shall be selected by the Group matching with the emblem size and pattern.
7. Guidelines on kit already included in "Guidelines for Expenditure" for this Meet are also to be followed.

**ANNEXURE-2**

**XXXVI ANNUAL DAE SPORTS AND CULTURAL MEET – 2021-22**  
**CALENDER OF EVENTS**

S. No	EVENT	VENUE	HOST GROUP	SUGGESTED DATES	
				FROM	TO
1.	Athletics	-----	-----	-----	-----
2.	Badminton	RAPS, Kota	PUSHKAR	28.02.2022	04.03.2022
3.	Ball Badminton	DCSEM, Mumbai	ELLORA	31.01.2022	04.02.2022
4.	Basketball	-----	-----	-----	-----
5.	Bridge	-----	-----	-----	-----
6.	Carom	KAPS, Kakrapara	DWARKA	07.03.2022	11.03.2022
7.	Chess	NAPS, Narora	PUSHKAR	14.02.2022	18.02.2022
8.	Cricket	RRCAT, Indore	DWARKA	14.03.2022	18.03.2022
9.	Cutural	HMP, Manuguru	NAGARJUNA	21.03.2022	25.03.2022
10.	Football.	NFC, Hyderabad	GOLCONDA	14.02.2022	18.02.2022
11.	Hockey	-----	-----	-----	-----
12.	Kabaddi	-----	-----	-----	-----
13.	Lawn Tennis	BARC, Mumbai	AJANTA	07.02.2022	11.02.2022
14.	Table Tennis	Kalpakkam	RAMESWARAM	21.02.2022	25.02.2022
15.	Swimming	-----	-----	-----	-----
16.	Volley Ball	TAPS, Tarapur	DWARKA	27.03.2022	31.03.2022

Change, if any, in the given venues shall be communicated to all the Leader Units by the DAE Sports and Cultural Council and the exact dates for the respective events shall be communicated to all the Leader Units by the Organizing Units after getting it cleared from DAE Sports & Cultural Council.

  
23/11/2021

(J.S.Yadav)

Secretary, DAE Sports & Cultural Council

जे. एस. यादव (उत्कृष्ट वैज्ञानिक) / J. S. YADAV (OS)

निदेशक, इंजीनियरिंग सेवा वर्ग, भापअ केन्द्र

DIRECTOR, ESG, BARC,

सचिव, पर्याप्त खेल एवं सांस्कृतिक परिषद  
SECRETARY, DAE SPORTS & CULTURAL COUNCIL

नया सामुदायिक केन्द्र, अणुशांतिनगर, मुंबई

NEW COMMUNITY CENTRE, ANUSHAKTINAGAR, MUMBAI-400085.

To: All Leader Units/Host Units/Council Members

**ANNEXURE-3**  
**XXXVI ANNUAL DAE SPORTS AND CULTURAL MEET – 2021-22**  
**DETAILS FOR VARIOUS GAMES AND EVENTS**

Sl.	Game Participants/Group	Events	Max No. of Entries from each group	Max Prizes		Shields			Remark
				1 <sup>st</sup>	2 <sup>nd</sup>	Win	R/up	Fair Play Shield	
1.	<b>BADMINTON</b> (6 Gents, 4 Veterans, 4 Ladies One Manager) Total = 15	Team Championship (Men)	One	6	6	1	1	1	
		Team Championship (Veterans)	One	4	4	1	1		
		Team Championship (Ladies)	One	4	4	1	1		
		Individual Championship (Men Singles)	6	1	1				
		Individual Championship (Men Doubles)	3	2	2				
		Individual Championship (Veterans Singles)	4	1	1				
		Individual Championship (Veterans Doubles)	2	2	2				
		Individual Championship (Ladies Singles)	4	1	1				
		Individual Championship (Ladies Doubles)	2	2	2				
						Manager	Manager		
			Total	24	24				
2.	<b>BALL BADMINTON</b> (5+2 R & One Manager) Total = 8	Team Championship	One	8	8	1	1	1	
		Individual Championship (Doubles)	3	2	2				
			Total	10	10				
3.	<b>CARROM</b> (4 Gents & 4 Ladies Total = 8 including one player manager)	Team Championship (Men)	One	4	4	1	1	1	
		Team Championship (Ladies)	One	4	4	1	1		
		Individual Championship (Men Singles)	4	1	1				
		Individual Championship (Men Doubles)	2	2	2				
		Individual Championship (Ladies Singles)	4	1	1				
		Individual Championship (Ladies Doubles)	2	2	2				
		Total	14	14	1	1	1		
4.	<b>CHESS</b> (Total 5 including 01 player cum manager)	Team Championship	One	5	5	1	1	1	
		Individual Championship	5	1	1				
				1	1				
		Total	7	7	1	1	1		
5.	<b>CRICKET</b> (14 + 1 Manager) Total = 15	Team Championship (One Additional First Prize is for "Man of the Meet")	One	15	15	1	1	1	
				+1 Man of meet					
			Total	16	15	1	1	1	

6.	<b>CUTURAL Music &amp; dance</b> (16 + 1 Manager. Total = 15)	<u>VOCAL-LIGHT</u>	1	1	1			1	
		• Solo • Group song (Minimum 3 & maximum 5 participant without exceeding the total of 17)	1	5	5				
		<u>VOCAL-CLASSICAL MUSIC</u>							
		• Hindustani	1	1	1				
		• Carnatak	1	1	1				
		<u>INSTRUMENTAL</u>							
		• Hindustani & Western	1	1	1				
		• Carnatak & Percussion	1	1	1				
		<u>GROUP DANCE</u> (maximum participants are limited to 8 including accompanists)	1	8	8				
				+1 Manager	+1 Manager				
				19	19			1	
7.	<b>FOOTBALL</b> (11+3 R & 1 Manager) Total = 15	Team Championship (One Additional First Prize is for "Man of the Meet")	One	15 1 (Man of meet)	15	1	1	1	
			Total	16	15	1	1	1	
8.	<b>LAWN TENNIS</b> (6 Gents, 4 Veterans, One Manager) Total = 11	Team Championship (Men)	1	6	6	1	1	1F/P	
		Team Championship (Veterans)	1	4	4	1	1		
		Individual Championship (Men Singles)	6	1	1				
		Individual Championship (Men Doubles)	3	2	2				
		Individual Championship (Veterans Singles)	4	1	1				
		Individual Championship (Veterans Doubles)	2	2	2				
					1	1			
				Manager	Manager				
			Total	17	17	2	2	1	
9.	<b>TABLE-TENNIS</b> (4 Gents, 4 Ladies, 4 Veterans & 1 Manager) Total = 13	Team Championship (Men)	One	4	4	1	1	1F/P	
		Team Championship (Ladies)	One	4	4	1	1		
		Team Championship (Veterans)	One	4	4	1	1		
		Individual Championship (Men Singles)	4	1	1				
		Individual Championship (Men Doubles)	2	2	2				
		Individual Championship (Ladies Singles)	4	1	1				
		Individual Championship (Ladies Doubles)	2	2	2				
		Individual Championship (Veterans Singles)	4	1	1				
		Individual Championship (Veterans Doubles)	2	2	2				
						1	1		
				(Manager)	(Manager)				
			Total	22	22				



10.	<b>VOLLEYBALL</b> (6+3 R & 1 Manager) Total = 10	Team Championship	One	10 1 Man of meet	10	1	1	1	
			Total	11	10	1	1	1	

**Notes:**

1. For Cricket, Football, Kabaddi, the no. of Prizes are inclusive of the Prize for the Manager.
2. For Athletics, Badminton, Bridge, Chess, Table-Tennis, Swimming, Lawn tennis and Cultural, the Prize for the Manager, will be awarded to Group ; on the basis of total points earned by a Group as per the Chart given separately.
3. "Man of the Meet" Prize will also earn same points as equal to the points for the Individual First Prize.
4. Overall Shield for the Complete Meet, will also be awarded on the basis of Positions based on the total Points earned as per the Chart.
5. In case of tie, the winner in Team events shall be considered as overall champion.

IT IS IMPORTANT AND EXPECTED THAT EVERY INDIVIDUAL SHALL MAINTAIN DISCIPLINE AND EXHIBIT EXCELLENCE IN SPORTSMANSHIP ON AND OFF THE FIELD. THE MANAGER HAS TO PLAY A PIVOTAL ROLE IN THIS RESPECT. HENCE, THE CHOICE OF MANAGER MUST BE DONE KEEPING THIS OBJECTIVE IN MIND.

All Leader Units/Host Units/Council Members.

(J.S.Yadav)

Secretary

जे. एस. यादव (ज्येष्ठ वैज्ञानिक) DAE Sports & Cultural Council

निदेशक, इंजीनियरिंग सेवा वर्ग, भापअ केंद्र

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NEW COMMUNITY CENTRE, ANUSHAKTINAGAR, MUMBAI-400085.

**ANNEXURE-4**  
**XXXVI ANNUAL DAE SPORTS AND CULTURAL MEET – 2021-22**  
**GENERAL FORMAT AND RULES ETC. FOR VARIOUS GAMES AND EVENTS**

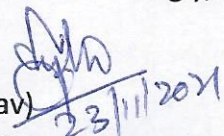
Sl.	Game	Format	Rules of the tournament	Referees/Umpires
1.	<b>BADMINTON</b>	Best of 5 Matches(3 Singles & 2 Doubles) for Gents and best of 3 Matches(2 Singles and 1 Double) For Veterans & Ladies; for Team Championships(League Matches in 2 halves and Knockout for Semi-Finals & Finals).Only Knock-out basis for Individual Events.	As per the Badminton Federation of India.	Drawn from Participating Teams and Volunteers from Local DAE Units.
2.	<b>BALL BADMINTON</b>	League Matches (in 2 halves) cum knockout for Semi-Finals and as well as for the Final Match for Team event and on Knockout basis for the individual events.	As per the Rules of the National Federation of ball-Badminton	Drawn from Participating Teams and Volunteers from Local DAE Units.
3.	<b>CAROM</b>	League Matches (in 2 halves) cum knockout for Semi-Finals and as well as for the Final Match for Team event and on Knockout basis for the individual events.	As per the Rules of the National CARROM Association.	Drawn from Participating Teams and Volunteers from Local DAE Units.
4.	<b>CHESS</b>	Team Events played on league basis amongst 8 teams with 04 players from each team playing simultaneously and Individual event will be played on SWISS League basis.	As per National Chess Association	Drawn from Participating Teams and Volunteers from Local DAE Units.
5.	<b>CRICKET</b>	Knockout/league Matches (in 2 halves)of 20 over's each. Semifinals on Knockout basis of 25 over's each. Finals of 30 over's will be played.(If minor changes are required for the operational purpose, the same may be carried out during the manager's meet). Detailed Format will be circulated by the Host Unit.	As per the Rules of BCCI.	In-house Qualified Referees from DAE Units located at the venue. However, in case such referees/umpires are not available, the same may be arranged from outside by the Host Unit.
6.	<b>CUTURAL</b>	Event <b>Vocal Light Music</b> Solo Group song <b>Classical Music</b> Hindustan Carnataki <b>Instrumental</b> Hindustani & Western Carnatak & Percussion <b>Group dance</b>	Time 3 - 4 minutes 4 - 6 minutes 7 - 8 minutes 7 - 8 minutes 6 - 8 minutes 6 - 8 minutes 8 - 12 minutes	Panel of Judges for each events should comprise of Three members (Two outside judges and one representative from the participation team to be selected just before the start of a particular event). The Final judgment shall be decided by average evaluation points obtained by each group. In case of a tie, outside judges will give final decision.

7.	<b>FOOTBALL.</b>	League Matches (in 2 halves) cum knockout for Semi-Finals and as well as for the Final Match.	As per the rules of (AAFF) All India Football Federation	In-house qualified referees from DAE Units located at the venue. However, in case such referees/umpires are not available, the same may be arranged from outside by the Host unit.
8.	<b>LAWN TENNIS</b>	Individual events on knockout basis only Team championship: <u>Men:</u> Best of Five matches (03 Singles and 02 doubles matches). <u>Veteran:</u> Best of Three matches (02 Singles and 01 doubles match) Knockout basis	As per the rules of AILTA	Drawn from participating teams and volunteers from Local DAE Units
9.	<b>TABLE TENNIS</b>	Best of 5 Matches ( Five Singles Only) for Gents and Best of Five Matches( 2 Singles, 1 Double and 2 Singles) for Veterans & Ladies Team Championships (League Basis in Two halves and Knockout for Semi-Finals & Finals). And only on Knockout Basis for Individual Events. Semi-finals & finals for gents shall be of 7 games.	As per the rules of Table-Tennis Federation of India	Drawn from Participating Teams and Volunteers from Local DAE Units.
10.	<b>VOLLEY BALL</b>	League Matches (in 2 halves) cum knockout for Semi-Finals and as well as for the Final Match.	As per the rules of National Volleyball Federation	In-house qualified referees from DAE Units located at the venue. However, in case such referees/umpires are not available, the same may be arranged from outside by the Host unit.

**Note :**

1. For all the Team Events/Individual events (either knockout or league) Group 'A' will have winner of the previous meet and the semi-finalist which lost to the runner-up; while Group 'B' will have the runner-up team and the semi-finalist which lost to the winning team. Other teams/participants will be placed by draw of lot.
2. IT IS IMPORTANT AND EXPECTED THAT EVERY INDIVIDUAL SHALL MAINTAIN DISCIPLINE AND EXHIBIT EXCELLENCE IN SPORTSMANSHIP ON AND OFF THE FIELD. THE MANAGER HAS TO PLAY A PIVOTAL ROLE IN THIS RESPECT. HENCE, THE CHOICE OF MANAGER MUST BE DONE KEEPING THIS OBJECTIVE IN MIND.
3. However, for team events for men in Badminton; the host unit may decide to reduce the format to Best of Three matches (1st. single, Doubles & 2nd. Single), depending upon the facilities available. In such case, the no. of players for Men Team Championship shall be reduced to Four. Accordingly, the no. of 1st & 2nd. Prizes shall also be reduced to four.

All Leader Units /Host Units/Council Members.

  
 (J.S.Yadav)  
 Secretary  
 चे. एस. यादव (उत्कृष्ट वैज्ञानिक) / J. S. YADAV (OS)  
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 NEW COMMUNITY CENTRE, ANUSHAKTINAGAR, MUMBAI-400085.

**ANNEXURE-5**  
**XXXVI ANNUAL DAE SPORTS AND CULTURAL MEET – 2021-22**

**MEET REPORTS**

After the completion of the Meet, The Convener of the Organizing Committee shall submit a Report to the DAE Sports & Cultural Council, as per the format detailed below.

(As per the Guidelines, a meeting of the Managers of various Groups would have been conducted for general briefing and for taking out the fixtures/draws. It would be desirable if another meeting with the Group Managers is also at the end of the Meet in order to have their feedback and to include their various suggestions in the Meet Report itself).

1. The Report should give the summary of the Results, salient features and special highlights of the Meet, including a few photographs. The Report should be sent in a folder.
2. Annexure to the Report should include:
  - 2.1. Names of the participants (Group-wise along with the names of their respective Units.
  - 2.2. A separate set of photographs posted in the Report.
  - 2.3. Shortcomings, if any, in the Guidelines of the Sports council and suggestions for the future Meets.
  - 2.4. Shortcomings, if any, in conducting the Meet/event at your place and suggestions for the future Meets
  - 2.5. Level of performance of the Participants and suggestions for improving the standard. It is desirable that some quantitative input with regard to performance levels be indicated.
  - 2.6. General behaviour of the Participants. In case some Participants or a particular Group/Unit warrant any disciplinary action, the same may be mentioned.
  - 2.7. Difficulties encountered by your Unit in organizing this Meet.
  - 2.8. Spin-offs to your Unit as a result of conducting this and the previous Meets.

**XXXVI ANNUAL DAE SPORTS AND CULTURAL MEET – 2021-22**  
**GUIDE-LINES FOR EXPENDITURE**

**A. EXPENDITURE BY HOST UNITS:**

**1. BOARDING AND LODGING:**

(Provision may be made for one day more than the duration of the meet i.e. starting from the Lunch of one day prior to the meet and up to the Breakfast of one day after the meet).

**1.1 For Outstation Participants:**

The Total Expenditure towards Boarding (Bed Tea, Breakfast, Lunch, Evening Tea & Snacks and Dinner) and Lodging shall not exceed Rs.400/- per head per day.(inclusive of Rs. 100/- per head per day to be collected from the participants).

**1.2 For Local Participants & Volunteers:**

The expenditure shall not exceed Rs.200/-per head per day. There shall be no charge for Local Participants and Volunteers. Number of volunteers shall be decided based on the requirements of the meet. However, the number of volunteers; on whom the expenditure as per the above rate will be made; shall not exceed 20 nos. or 25% of the participants, whichever is higher.

**1.3** In case the expenditure on this item is high due to hiring of cots/mattresses etc., the excess expenditure can be adjusted in miscellaneous expenditure (item no. 6).

**2. SPORTS/STAGE EQUIPMENT, MATERIALS & ACCESSORIES etc.:**

These shall be as per the minimum requirements for conducting the meet.

**3. PRIZES (in kind only):**

**3.1** 1<sup>st</sup>. Prize: Rs. 1200/-; 2<sup>nd</sup>. Prize: Rs. 1000/- and "Man of the Meet" Prize: Rs.1200/-. (Prizes to be given strictly as per the specified Guide-lines for each Game/Event).

**3.2 Mementoes:** Suitable mementos may be given to participants and volunteers/contributors by the DAE Sports and Cultural Council as a mark of appreciation. The Host Units shall not incur any expenditure on this account. Number of mementoes shall be limited to no. of actual participants plus 65 for volunteers ( if no. of participants are more than 65) / 40 for volunteers if participants are less than 65.

**4. REFRESHMENTS:**

**4.1 For Opening and Closing Functions:** Amount shall not exceed Rs.150/-per head for both the functions put together. The total no. of persons attending the functions shall also not exceed twice the no. of participants.

**4.2 Refreshments during the Matches:** For Players, Referees & VIPs, if any, shall not exceed Rs.25/- per head per match.

**5. HONORARIUM TO JUDGES AND REFEREES:**

All the events shall be supervised by Referees/Judges/Umpires/Linesmen from within the DAE Units as far as possible and there shall be no honorarium paid. However, if no qualified Referees/Judges etc. are available from DAE Units located at the venue, they may be appointed from outside and paid appropriate Honorarium/Fee as applicable or on case to case basis.(Refer

Guide-Lines for the Games/Cultural Events, being issued separately by the DAE Sports & Cultural Council).

**6. MISCELLANEOUS:**

This shall include printing of cards, certificates, program sheets, photography, Video-recording, ground marking and other miscellaneous items. (Additional expenses for item no.1 above can also be included here). The expenses under the Miscellaneous Head should be kept to the minimum and **in no case shall exceed 15% of the expenses being incurred on items 1 to 5.** (In case, it does exceed 15%, then it should be with sufficient justification).

**7. CAMP-FIRE DINNER/CULTURAL PROGRAMME ETC.:**

In case the Host Unit decides to organize these, it may do so, but the total expenditure on these shall **not exceed Rs 400 /-per head, restricted to twice the number of the Participants.**

**8. NON-RECURRING EXPENSES i.e. PERMANENT FACILITIES:**

Expenditure on this account shall be made keeping in mind that the facilities developed would be put to proper use in the subsequent years. Separate approval of the competent authority as per the normal procedures of the respective Units is required to be obtained for such expenditure.

**9. GENERAL:**

**9.1** Budget estimates for the Meet shall be made by a Steering Committee, constituted by the Head of the Host Unit, as per the Guide-Lines mentioned above. The Host Unit shall make suitable Budget provision for the same and obtain the sanction from the Head of Unit/Corporate Office as the case may be.

**9.2** Copies of the Budget Estimates and also of the Actual Expenditure shall be sent by the Host Unit to Additional Secretary, DAE (President, DAE Sports & Cultural Council) and also to the Secretary, DAE Sports and Cultural Council for information.

**B. SUBSIDY TOWARDS PERSONAL KIT AND GENERAL EXPENSES FOR CULTURAL EVENTS:**

(To be provided by the Concerned Units of the Group as per the number of participants from their Units).

1.	TOTAL ALLOCATION PER GROUP (for 116 Participants)	No. of Persons	Subsidy amount not to exceed Rs. 2,00,000/- (for the Full contingent from any unit)
1.1	<b>Events requiring Full Kit</b>		Rs.1,500/-per participant
	Table Tennis	13	Rs. 19,500 /-
	Cricket	15	Rs. 22,500 /-
	Ball Badminton	08	Rs. 12,000 /-
	Badminton	15	Rs. 22,500 /-
	Volleyball	10	Rs. 15,000 /-
	Football	15	Rs. 22,500 /-
	Lawn Tennis	11	Rs. 16,500 /-
	Total	87	Rs. 1,30,500 /-
1.2	<b>Events NOT requiring Full Kit</b>		Rs 1, 000/- per participant
	Cultural	15	Rs. 15,000 /-
	Carom	09	Rs. 9,000 /-
	Chess	05	Rs. 5,000 /-
	Total	29	Rs. 19,000 /-
1.3	Additional expenditure on Items like costumes, sets, make up, instruments etc.		Not Exceeding Rs. 15,000/- per group. This also includes other Miscellanies expenses like hiring and transportation

**2. GENERAL NOTES RELATED TO KIT:**

- 2.1 The Concerned Units of the Group shall sanction subsidy towards kit etc., for the participants from the respective Units as per the amount mentioned above. If the Host Unit fields an additional team, as provided in the Game Guidelines, the expenditure for the increased no. of participants shall also be allowed. Provision for the subsidy shall be made by the concerned Unit/Units to which the participants of a Group belong.
- 2.2 All the participants from a Group for the same event shall have similar Kit. Leader Unit shall coordinate to ensure the same. Further, each participant from the same Group shall have a T-Shirt/Upper Garment compulsorily, with the monogram of the Council, in the specified colour for the Group.
- 2.3 There shall be **no special dress for March Past**, even if the Host Unit chooses to hold the same.
- 2.4 For the sake of uniformity, the Leader Units/Constituting Units are requested **not to sanction more subsidy than that one mentioned above.**
- 2.5 If a participant is selected for more than one Game (or a Game and the Cultural Event), and is permitted by the Unit concerned to participate in them, then he/she shall also be allowed subsidy towards Kit for that additional Game/Event also.

**C. EXPENDITURE ON SELECTION TRIALS:**

Selection Trials for the Group shall be conducted by different Groups as per the procedures indicated in the Guide-Lines circulated and being followed in the earlier years. However, the following points are being emphasized again:

1. There shall be no subsidy for boarding and lodging or Kit etc. for conducting the Selection Trials.
2. The Expenditure on Selection Trials within the Group shall be met by the Unit which has been given the responsibility of conducting the selection Trials (as defined in the Guide-Lines for these trials) or any of the constituent Units as decided in their Pre-selection Trials meeting. The expenditure during these trials should be restricted to items such as the necessary sports materials, nominal refreshments and other miscellaneous expenses needed for conducting the Selection trials.
3. Expenditure for the Selection Trials within the Individual Units will preferably be borne by the respective Staff/Sports Clubs of the Units within their Grant-in-aid. However, the Head of the Unit may examine the financial situation of the respective Staff/Sports Club to decide whether additional grant has to be sanctioned by the Unit for this purpose.

**D. TA/DA AND SPECIAL CASUAL LEAVE FOR THE MEET AND THE SELECTION TRIALS:**

1. **No TA/DA shall be admissible for the local participants for the Selection Trials as well as for the Meet for Sports & Cultural events.**
2. **TA/DA for Out-Station Participants:**
  - 2.1 Travel limited to III tier AC class Train Fare & DA at the rate of Rs.150/- per day shall be admissible for the Selection Trials as well for the Meet for the Sports & Cultural events.
  - 2.2 Journey Allowance of Rs.150/- for 24 Hours and Incidental Charges of Rs.50/- (Lump sum).
3. **Leave for the Selection Trials as well as for the Meet is admissible as detailed below; under the Special Casual Leave provision which is limited to maximum of 30 days in a calendar year for participation in**

all such and other allied activities subject to following condition:

- 3.1 The players can participate in two sports meet of Annual DAE Meet in a year (except Cultural, Mountaineering/Trekking expeditions, training). **Special Casual Leave** will be limited to **20 days** (out of maximum 30days allowed as per CCS rules) which include pre-selections, zonal selection, sports meet and travel time. For Cultural, Mountaineering/Trekking expeditions and training, the overall limit of 30days will continue to apply which includes participation in National/International events.
- 3.2 **For the Selection Trials:** Maximum 3 days PLUS the Travel Time for the out-station participants.
- 3.3 **For the Meet :** Number of days of the Meet PLUS Travel Time for the out-station participants.
- 3.4 In case of injury or sickness during the Meet or the Selection Trials, the participants would be entitled to Medical leave, as otherwise admissible under normal circumstances.
- 3.5 Trainee can participant in only one event per year and subjected to sanction of special leave by competent authority.


Above Guide-Lines for TA/DA and Special Casual Leave shall be followed uniformly by all the Units.

**E. GENERAL:**

In case the Units have not made provision for the expenditure for hosting the Meet/conducting the Selection Trials and for participation in the Meet; the Unit Heads may kindly make necessary funds available by suitable adjustments within their approved budget.

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All Leader Units/Host Units/Council Members.

  
(J.S. Yadav)  
Secretary  
DAE Sports & Cultural Council  
जे. एस. यादव (ज्येष्ठ वैज्ञानिक) / J. S. YADAV (J.S.)  
निदेशक, इंजीनियरिंग सेवा ब्रेग, पाईडल केंद्र  
DIRECTOR, ESG, BARC,  
सचिव, पऊवि खेल एवं सांस्कृतिक परिषद  
SECRETARY, DAE SPORTS & CULTURAL COUNCIL  
नया सामुदायिक केंद्र, अणुशक्तिनगर, मुंबई  
NEW COMMUNITY CENTRE, ANUSHAKTINAGAR, MUMBAI-400005.

Note: The above Guideline is with reference to DAES&CC Guideline with Reference No.: DAE S&CC/Game Guideline/JSY/2019 issued on July 29, 2019