

**GOVERNMENT OF INDIA**

**NATIONAL SPORTS DEVELOPMENT**

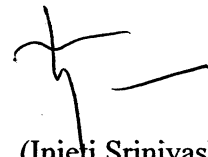
**CODE OF INDIA, 2011**

**MINISTRY OF YOUTH AFFAIRS AND SPORTS  
DEPARTMENT OF SPORTS**

GOVERNMENT OF INDIA  
MINISTRY OF YOUTH AFFAIRS AND SPORTS  
DEPARTMENT OF SPORTS

New Delhi, the 31<sup>st</sup> January, 2011

No.F.23-2/2011-SP-I - The adoption of good governance practices by National Sports Federations (NSFs), including the Indian Olympic Association (IOA), is essential for healthy sports development in the country. Toward this end, the Government had issued comprehensive guidelines in 1975, 1988, 1997 and 2001. Post 2001 also several major initiatives were taken by the Government such as declaration of NSFs availing of government grant as public authorities under the Right To Information Act, 2005, introduction of annual recognition for National Sports Federations, implementation of age and tenure limits in respect of office bearers of National Sports Federations, notification of NADA Anti Doping Rules, introduction of guidelines for prevention of age fraud in sports, prevention of the sexual harassment in sports, and the holding of fair and transparent elections in National Sports Federations. With a view to bringing together all orders/ notifications/ instructions/ circulars issued post 2001 guidelines and the 2001 guidelines, these are now amalgamated with necessary modifications, into one comprehensive Code entitled "National Sports Development Code of India (NSCI), 2011, which is hereby notified in supersession of all earlier instructions on this subject matter. The NSCI 2011 shall come into force with immediate effect.



(Injeti Srinivas)

Joint Secretary to the Government of India

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INDIA, 2011**

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# **NATIONAL SPORTS DEVELOPMENT CODE OF INDIA, 2011**

## **1. Statement of Purpose:**

1.1 Sport development is a national priority, as it promotes active lifestyle, child and youth development, social inclusiveness, employment opportunities, peace and development, and above all a sense of belongingness and national pride. While as state subject, sports development comes within the purview of the States up to the state level; at the national and international level, (including meeting international treaty obligations), it falls within the realm and remit of the Union Government under its residuary powers and within the ambit of Entries 10 and 13 of the Union List in the Seventh Schedule of the Constitution of India.

1.2. At the national policy level, sport is at par with public education and public health, and like them sport is a public good and sport development is a public function. It is for this reason that even though national sports bodies are autonomous in nature both, the Supreme Court of India and several High Courts have, in various judgments, maintained that although national sports bodies are not 'State' within the meaning of Article 12 of the Constitution of India, they come within the writ jurisdiction of High Courts under Article 226 of the Constitution of India because they perform state-like functions such as the selection of national teams and representing the country in international sports events and forums.

1.3. Globally, countries across the world have enacted laws or enunciated guidelines for the regulation of sports in public interest and in national interest. The need to regulate sports arises out of several considerations such as the need to prevent racism in sports, eradicate doping in sports, prevent age fraud in sports, protect athletes' rights, prevent child abuse and sexual harassment in sports, protect gender equality in sports, prevent betting and gambling in sports, ban dangerous sports, promote professional management and managerial and financial accountability in sports, address anti-trust and competition policy issues related to sports, regulate sports broadcasting rights, regulate the price and entry to sports events, etc.

1.4. Government of India also has been, from time to time, taking various steps and initiatives to promote good governance practices in the management of sports at the national level in pursuance of successive National Sports Policies. These policies are based on the

Basic Universal Principles of Good Governance of Olympic and Sports movement and do not, in any manner, contradict or interfere with the autonomy of the national sports bodies in discharging their functions and duties in accordance with the International Olympic Committee Charter.

1.5. Accordingly, after the notification of the 2001 National Sports Policy the Government notified revised Guidelines for Assistance to National Sports Federations (NSFs) in August 2001 and issued subsequent guidelines from time to time, which are legally binding on the National Olympic Committee (NOC), i.e., the Indian Olympic Association (IOA), and the National Sports Federations (NSFs) if they are desirous of regulating and controlling sports in India, or using the name of India or representing India within or outside India, or availing themselves of various benefits and concessions, including financial benefits such as customs duty exemption or income tax exemption that are available to NSFs, including the NOC. Although these bodies may be registered in different states under the Societies Registration Act or the Companies Act, their authority to function as the NOC or NSF will be dependent on compliance with the government guidelines.

1.6. In the recent past Government has taken various steps to further improve the management of NSFs and sports in the country such as notification of the Anti-Doping Code; introduction of annual recognition of NSFs to ensure transparency and accountability of NSFs; enforcement of age and tenure limit in respect of office bearers of NSFs, including the Indian Olympic Association; bringing NSFs under the purview of Right to Information Act; measures to ensure free, fair and transparent elections by the NSFs; and measures to combat age fraud in sports; and guidelines for the prevention of sexual harassment of women in sports.

1.7. The various orders/ circulars issued by the Government from time to time are amalgamated under this National Sports Development Code of India, 2011.

## 2. **Introduction**

2.1 Sports and games form an essential part of human resource development. Government of India attaches utmost importance to sports for development and sports for excellence. It has been the endeavor of the Government to lay down procedures for effective coordination among various agencies involved in the promotion of sports and extend required infrastructure, training and other facilities to

the sportspersons for achieving excellence in the international events.

2.2 Over the years a number of Nationals Sports Federations (NSFs) have come up for development of specific games/ sports disciplines. Government of India has been actively supporting these Federations in achieving their objectives.

2.3 Guidelines of 2001 laid down the following principles, which now stand subsumed in the National Sports Development Code of India (NSCI) 2011:

- i. A clear role delineation between NSFs, SAI and the Government.
- ii. Grouping of sport disciplines into “priority”, “general” and “others” for the purpose of determining the entitlement for government assistance.
- iii. Detailed guidelines for preparation of Long Term Development Plans (4-year cycle). Provision made for annual sanction budgets of development plans.
- iv. Binding tripartite agreements between NSFs, the Department and the SAI to be drawn up.
- v. An emphasis on professionalizing and upgrading the administrative and financial management of Federations.
- vi. An emphasis on systems to handle players’ grievance.
- vii. The appointment of registered chartered accountants to ensure maintenance of proper and transparent accounts.
- viii. Recognition of the role of sports promoters, particularly in event management.

### 3. **Recent Developments**

3.1 Hon’ble High Court of Delhi, in Civil Writ Petition No.7868 of 2005, in the matter of Indian Hockey Federation, while disposing off the matter vide Order dated 02.03.2010, categorically observed that the Government guidelines governing the NSFs are valid, binding and enforceable; and the tenure clause is not in violation of the International Olympic Charter. The Hon’ble Court also observed that the Government of India is fully competent to make regulations on NSFs and IOA. The Hon’ble Delhi High Court further cited entry 10 and 13 of List I (Union List) which read as under:-

Entry 10: Foreign affairs, all matters which bring the Union into

relation with any foreign country.

Entry 13: Participation in international conferences, associations and other bodies and implementing of decisions made thereat.”

Based on the above, the Hon’ble Court observed that while an NSF has autonomy in the actual conduct of sports, Government recognition is necessary to represent the country. It further observed that international sporting events are an essential part of diplomatic relations of the nations, and several considerations like security concerns of players, apartheid, and perceived human rights violations have guided nations in decisions to participate or not to participate in sporting events in different countries. Political and diplomatic clearances are, therefore, required by the Indian teams before participation in the international tournaments and forums. The Court pointed out that no State Government has the competence or the jurisdiction to undertake such exercise, which is the sole prerogative of the Union Government.

3.2 In another Public Interest Litigation No.195/2010 in the matter of Rahul Mehra Vs. UoI and Others, the Hon’ble Delhi High Court took a serious view on the mismanagement of the Sports Sector in the country and expressed deep concern at the inaction on the part of the Government in implementing and enforcing its own guidelines, particularly those relating to age and tenure.

3.3 During the XIII Olympic Congress held at Copenhagen in 2009, it was resolved that each National Olympic Committee is required to be fully compliant with the laws of the land. Since the High court of Delhi, while hearing the matter of government guidelines, including those on age and tenure limit, has refused to accept the prayer of National Sports Federations (NSFs), including IOA, to stay the operation of the said guidelines, they automatically become legally enforceable and the NSFs, including IOA are legally bound by it. Further, the International Olympic Committee (IOC) has informed the Government that the IOA is in the process of amending its constitution by adopting the principles of good governance and ensuring voting majority of NSFs to become compliant with the IOC Charter. IOA has also indicated that they are in the process of amending their Constitution in line with the IOC suggestions.

3.4 The gist of important new initiatives taken by the Government is indicated hereunder. These have been suitably incorporated in the subsequent paragraphs of Guidelines by replacing the existing

provisions and/or adding the new provisions. The new provisions supersede the earlier provisions in the 2001 Guidelines.

### 3.5 Gist of new initiatives taken by Government in the recent past:

- Restoring the limits on duration of tenure of office bearers of Indian Olympic Association and all recognized National Sports Federations. (**Annexure-XIII**)
- Guidelines for Good governance in the context of ‘Basic Universal Principle of Good Governance of Olympic and Sports Movement’. (**Annexure-XIV**)
- Annual recognition of National Sports Federations. (**Annexure-XV**)
- Measures to combat fraud in age of players. (**Annexure-XVI**)
- Prevention of sexual harassment of women in sports, etc. (**Annexure-XVII**)
- Notifying IOA and NSFs as Public Authority under Right to Information Act. (**Annexure –XVIII**)
- Drawal of advance calendar of sporting events both national and international. (**Annexure-XIX**)
- National Anti-Doping Rules notified vide gazette notification no 21-4/2008-ID dated 5<sup>th</sup> February, 2010 (**Annexure-XX**)
- Guidelines for efficient management of Coaching Camps, Selection of Coaches, Selection of Athletes, etc. (**Annexure-XXI**)
- Representation of Indian Nationals only, in National Teams (**Annexure-XXII**)

3.6. The National Sports Federations who have the recognition including the annual recognition of Government of India in the Ministry of Youth Affairs and Sports, enjoy various facilities/concessions provided by the Government of India. However, failure to comply with the Government Guidelines issued from time to time could result in one or more of the following consequences for the NSF concerned:-

- 1) Shall not be able to select the national teams and represent India in any international event or international forum

(Reference: entry 10 and 13 of Union List in the Seventh Schedule of the Constitution of India and observation of Hon'ble High Court in the case referred to above)

- 2) Shall not be allowed to use the word "India" in its name since inclusion of the word "India" suggests the patronage of Government of India. (Reference: The Emblems and Names (Prevention of Improper Use) Act, 1950 which prohibits the use of India in the name of any entity without prior approval of the Government, as it may suggest or be construed to suggest the patronage of the Government)
- 3) Shall lose its All India character and may not be able to regulate and control the concerned sports discipline in the country. (Reference: Most of the NSFs are registered under the Societies Registration Act, 1860 or under a State Societies Registration Act which are operative in a particular State and as such without the recognition of Central Government, the NSF cannot operate beyond the boundaries of the State concerned where it is registered).
- 4) Shall not be able to avail itself of Custom Duty Exemption for import of sports goods, sports equipment, sports requisites as an NSF/Apex Body. (Reference: Department of Revenue's Notification No.5/2010-Customs dated 19.10.2010 read with Notification No.146/94-Customs dated 13.07.1994 allows the custom duty exemption to NSF under a certificate issued by SAI; further Notification No.21/2002-Customs provides custom duty exemption for import of Requisites for games and sports for Apex body in relation to the concerned game or sport).
- 5) Shall not be able to avail itself of Income Tax exemptions under relevant provisions of the Act (e.g. as per the Section 80(G) (2)(viii) (c) any sum paid by the assessee, being a company, in the previous year as donations to the Indian Olympic Association or to any other association or institutions established in India, as the Central Government may, having regard to the prescribed guidelines, by notification in the official gazette specify in this behalf for (i) the development of infrastructure for sports and games; (ii) the sponsorship of sports and games; is exempted from tax).
- 6) Shall not be able to avail itself of the special dispensation available to NSFs to remit funds towards sponsorship, prize money for activities abroad (Reference: FEMA (Current

Transaction) Rules 2000 – Schedule II section 9)

- 7) Participation in national and international events organised by NSFs that are not recognised by Government of India in the Ministry of Youth Affairs and Sports shall not be considered for appointment to government jobs under sports quota.(Ref: DOPT's orders)
- 8) The sportspersons of the unrecognised NSFs may not be able to get admissions under sports quota in schools and colleges.
- 9) The sportspersons participating in national championships organised by NSFs not recognised by Government of India in the Ministry of Youth Affairs and Sports shall not be entitled for railway concession or other concessions granted for this purpose.

4. **Various other orders/circulars issued from time to time for betterment of sports in the country:**

- 1) The scope of Custom Duty Exemptions notification has been enlarged by including new items, beneficiaries and purposes. A detailed orders issued vide letter No.F.52-12/2000-SP-I dated 04.02.2010 along with concerned notifications is placed at **Annexure-XXIII**.
- 2) Definition of Renowned Shooters has been revised by MHA vide notification No.SO.1864(E) dated 19.10.2007 according to which a “Renowned Shooter means a person who has participated in a National Shooting Championship in an open Men’s Event or Open Women’s Event or Open Civilian’s Event whether through Qualifying Tournaments or Wild Card Entry conducted in accordance with the rules of the International Shooting Union and has attained the Minimum Qualifying Scores Prescribed by the National Rifle Association. A copy of the notification is placed at **Annexure-XXIV**.
- 3) Procedure for getting import license for arms by Renowned Shooters has been liberalized and rationalized now. Renowned Shooters are required to apply directly to DGFT after obtaining the recommendation of NRAI and custom duty exemption is also allowed on self-certification by Renowned Shooter. Copy of Policy Circular No.31/2009-2014 dated 26.4.2010 and Notification No.101/2010-Customs dated 1.10.2010 issued by DGFT and Department of Revenue

respectively are placed at **Annexure-XXV**.

- 4) All the Renowned Shooters are to submit annual return for holding/sale of weapon through NRAI as communicated vide letter No.52-22/2009-SP-III dated 12.05.2009 – **Annexure-XXVI**.
- 5) A comprehensive O.M. suggesting liberalization and rationalization of procedures by renowned shooters for (i) import of weapons & ammunition; (ii) resale of used weapons; (iii) increasing the ceiling for import of ammunition by renowned shooters; (iv) number of weapons on which custom duty exemption can be availed; (v) Disposal of Weapons by renowned shooters issued to MOF, MHA & DGFT vide No.F.53-37/2009-SP-I dated 28.01.2010 is placed at **Annexure-XXVII**.
- 6) Import of arms and ammunition by SAI/State Sports Authorities/NRAI/State Units has also been proposed to be further liberalized. Copies of the communications sent to DGFT are placed at **Annexure-XXVIII**.
- 7) Ministry of Finance, Department of Revenue vide Notification No.120/2008-customs dated 4<sup>th</sup> November, 2008 have allowed custom duty exemption on import of Air pellets of Air rifles or air pistols of 0.177 caliber. **Annexure-XXIX**.
- 8) The definition of sportspersons of eminence was defined vide Office Orders No.1-9/92-SP-IV dated 13.07.1993. According to which (i) Medal winners in International Sports Events which are recognized by corresponding international bodies; (ii) Arjuna Awardees; (iii) Sportspersons who have achieved upto 8<sup>th</sup> position in individual events or upto 4<sup>th</sup> position in team events in the open National Championship/National Games; and (iv) in case of Junior Players, the sportspersons who have achieved upto 8<sup>th</sup> position in individual events or upto 4<sup>th</sup> position in team events in the National Championship (open for Junior) are defined as sportspersons of eminence. A copy of the Office Order is placed at **Annexure-XXX**.
- 9) Paralympic Sports – Conditions for allowing escorts – No.F.94-11/2007-SP-I dated 31<sup>st</sup> August, 2010 is placed at **Annexure-XXXI**.
- 10) Instruction regarding holding of elective office in any sports/association/Federation by the officers/employees working with MoYAS and organizations under its



administrative control issued vide O.M. No.14-82/2009-SP-IV dated 18.1.2009 is placed at **Annexure-XXXII**.

- 11) Letter issued to State/UTs requesting for incorporating and framing the rules in respective of their officers for holding the elective posts in NSFs in consonance of Rule 12 and 15 of CCS (Conduct) Rules and DOPT's O.M. No.11013/3/93-Estt (A) dated 22.04.1994. **Annexure-XXXIII**.
- 12) Convergence of information with regard to assistance being provided by different agencies to national athletes. **Annexure-XXXIV**.
- 13) Copy of the Agreement entered between MoYAS and the Delhi Lawn Tennis Association and the All India Tennis Association on use of facilities at the R.K. Khanna Stadium, New Delhi. **Annexure-XXXV**.
- 14) The procedure for release of grant in aid has been further simplified and now grantee institutions are required to submit bond and authorization along with the proposal. The requirement of PSR has been dispensed with. **Annexure-XXXVI**.
- 15) Model Election Guidelines as per **Annexure-XXXVII**.

## **5. Objectives of Guidelines**

5.1 The objective of these Guidelines are three fold:

5.1.1 Firstly to define the areas of responsibility of the various agencies involved in the promotion and development of sports.

5.1.2 Secondly, to identify NSFs eligible for coverage under these guidelines, to set priorities, and to detail the procedures to be followed by the Federations, to avail of Government sponsorship and assistance.

5.1.3 Thirdly, to state the conditions for eligibility to receive government recognition and grant.

## **6. Role and responsibility of the MYAS, National Sports Federation and the SAI.**

6.1 The roles and responsibilities of the agencies involved in implementation of the guidelines are as follows:

(a) **Ministry of Youth Affairs and Sports**

- (i) To determine the eligibility conditions for recognition of NSFs.
- (ii) To determine quantum and scale of assistance to NSFs and others
- (iii) To lay down conditionalities which NSFs and others will have to fulfill if they wish to avail themselves of Government support.
- (iv) To provide assistance to NSF against agreed long term development programme.

(b) **National Sports Federations**

NSFs are fully responsible and accountable for the overall management, direction, control, regulation, promotion, development and sponsorship of the discipline for which they are recognized by the concerned International Federation. They are expected to discharge these responsibilities in consonance with the principles laid down in the Olympic Charter or in the charter of the Indian Olympic Association or the relevant International Federation, as the case may be while being compliant with Government guidelines applicable to NSFs.

(c) **Sports Authority of India**

Will provide the necessary support to NSF for the identification, training and coaching of sportspersons, including provision of infrastructure, equipment and such other assistance as may be agreed to under the LTDPs. Further SAI will also be responsible to release funds to NSFs against proposals approved by the Government. Release of funds to IOA shall, however continue to be made by the Ministry.

**7. Categorisation of Sports**

7.1 In July, 2005 Government adopted dynamic criteria for categorization of sports disciplines which was based on the performance of disciplines in recognized international events like Olympic/Asian and Commonwealth Games, etc. so as to motivate recognized NSFs for better preparedness. In 2008 the mass base/participation was also kept in view for upgrading various disciplines. The Orders issued vide No.F.6-6/94-SP-III dated 28.07.2005, 06.10.2005, 26.10.2005 and No.8-22/2006-SP-III dated 07.05.2007 & 22.04.2008 are at **Annexure-XXXVIII**.

7.2 The Long Term development Plan (LTDP) should be for a period of four years and categorization of sport disciplines shall be reviewed at the end of each cycle. Ministry of Youth Affairs and Sports shall issue suitable guidelines and set procedures for categorization of various sports from time to time to ensure objectivity and transparency.

## **8. Recognition of National Sports Federations**

8.1 The purpose of this is to ensure that NSFs maintain certain basic standards, norms and procedures with regard to their internal functioning, which conform to the high principles and objectives laid down by the concerned International Federation, and which are also in complete consonance with the principles laid down in the Olympic Charter or in the constitution of the Indian Olympic Association while being compliant with Government guidelines applicable to NSFs.

8.2 From the year December, 2009, a new system of annual recognition was notified under which NSFs are required to submit detailed documentation for grant of recognition, which would get automatically renewed in the subsequent years subject to submission of prescribed documents such as annual report, audited accounts, details of national championships held, utilization certificate in respect of Government grants. Copies of relevant circulars issued vide No.F.9-69/2009-SP-I dated 12.11.2009, 02.12.2009 & 29.11.2010 are placed at Annexure-XV. Federations not availing of grants from the Government will receive permanent recognition instead of annual recognition.

8.3 NSFs seeking recognition will have to apply as per Guidelines given at Annexure-II. While considering the proposals for recognition, the Ministry, inter alia, will be guided by the following:

- i. The current legal status of the Organization
- ii. Recognition by the International Federation and the Asian Federation.
- iii. Recognition by the IOA in respect of Olympic Sports
- iv. Undisputed status as an Apex Body in India
- v. All India spread.
- vi. The role and contribution of the organization in promoting and developing Sports in India.
- vii. Conduct of national championships across age groups and gender

- viii. Financial and managerial accountability.
- ix. Fair, transparent and democratic elections.
- x. Compliance with age and tenure limit guidelines.
- xi. Protection and promotion of players' interests and welfare.

8.4 For determining the eligibility for recognition of NSFs dealing with disciplines which are not included in Olympics, Commonwealth Games or Asian Games, the Government has further notified additional conditions. Now while considering the proposal of such disciplines following criteria will be taken into consideration:-

- i. Popular Indigenous Games with All India spread
- ii. Popular School, College and University Sports
- iii. Likelihood of inclusion in major international games like Olympics, Commonwealth Games, Asian Games, etc.
- iv. Availability of required infrastructure
- v. Affordability of the game
- vi. Availability of coaches

A copy O.M. issued vide No.F.9-6/98-SP-II/SP-I (Vol.II) dated 11.06.2010 is placed at **Annexure-XXXIX**.

8.5 The Ministry reserves the right to suspend or withdraw the recognition of NSF, in the event of serious irregularities being detected in their internal functioning. The procedure and consequences of suspension and de-recognition are indicated at **Annexure III**.

## **9. Conditions of eligibility**

9.1 For NSFs to be eligible for financial assistance and sponsorship, organizations must maintain their recognized status with the Department and should obtain the Annual recognition on year-to-year basis.

9.2 In addition to National Sports Federations, financial assistance will be continued to be provided to non-Government Organizations like Jawaharlal Nehru Hockey Tournament Society, Subroto Mukherjee Educational Society, and other tournaments, as may be recognized by the Ministry of Youth Affairs & Sports from time to time. However, financial assistance to these Societies will only be given in the disciplines of hockey and football for junior and sub-junior category as per admissibility. Government has also recognized Association of Indian University (AIU) as a National Sports Promotion

Organization (NSPO). AIU shall be eligible to receive government assistance at par with NSFs in “priority” category. Government has the right of recognizing other bodies doing commendable work in sports development at the national level as NSPOs.

9.3 Further in order to be eligible for assistance and continuing the recognition of Government the national sporting organizations must meet the following criteria/provisions:

- i. Follow proper, democratic and healthy management practices which provide for greater accountability and transparency at all levels.
- ii. Maintain the recognition of the International Federation, Asian Federation, and IOA wherever applicable.
- iii. Adhere to Limits on duration of tenure of office bearers of Indian Olympic Association and all recognized National Sports Federations as notified vide letter No.F.8-17/2009-SP-III dated 01.05.2010. (**Annexure-XIII**)
- iv. Follow Guidelines on Good governance in the context of ‘Basic Universal Principle of Good Governance of Olympic and Sports Movement’ as issued vide Letter No.8-17/2009-SP-III dated 17.05.2010. (**Annexure-XIV**)
- v. Adopt proper accounting procedures at all levels and produce annual financial statements,
- vi. Adopt impartial and transparent selection procedures.
- vii. Provide a positive exposure to the Department of Youth Affairs and Sports as a major sponsor of sport in India.
- viii. Ensure that the dope tests of all its players are conducted regularly as per norms/ standards laid by the International Federation of the concerned discipline, National Anti-Doping Code notified vide gazette notification no 21-4/2008-ID dated 5<sup>th</sup> Feb, 2010 and detailed guidelines issued in this regard vide No.F.49-3-/2008-SP-II dated 18.09.2008 and letter No.9.19/2009-SP-II dated 30.10.2009. (**Annexure-XX**)
- ix. Take measures against age fraud in Sports as indicated in letter No.F.32-18/209-SP-III dated 25.11.2009. (**Annexure-XVI**)
- x. Comply with the provisions of Right to Information Act and orders issued vide letter No.36-2/2010-SP-II dated 21.04.2010 and 30.3.2010. (**Annexure XVIII**)
- xi. Hold of regular national championships in all categories both

for men and women.

xii. Include of sportspersons (say 25%) with voting rights in the management of NSFs

xiii. Hold the elections as per Model election guidelines.  
**(Annexure-XXXVII)**

## **10. Grants to National Sports Federations**

10.1 National Sports Federation under "Priority" and "General" category may avail assistance as indicated below. National Sports Federations in "Others" category shall, however, be entitled for assistance for holding National Championships only as per provisions of para 10.8.

### **10.2 Coaching Camps**

10.2.1 Financial assistance will be provided to athletes, coaches and support personnel for approved coaching camps at scales to be notified by SAI in consultation with the Ministry. This will cover journey expenses from place of residence to the coaching camp and back to the place of residence, board and lodging, training kits, medical coverage and insurance. Scales of ration will also be decided by SAI in consultation with Government of India on the basis of actual requirement.

10.2.3 Shri T.S. Krishna Murthy Committee made various recommendations about the efficient management of Coaching Camps, Selection of Coaches, Selection of Athletes, etc. The Guidelines issued vide letter No.F.49-3/2008-SP-II dated 18.09.2008 are placed at **Annexure-XXI**.

10.2.4 The Government has also issued instructions for board and lodging facilities to the National campers during transit National Camps at Delhi vide letter No.F.63-3/2007-SP-III dated 20.02.2008.  
**(Annexure-XL)**

10.2.5 In order to obviate procedural delay in import of consumable items for holding the National Camps, SAI is authorised to allow the concerned NSFs to import/ procure such consumables. SAI is to reimburse the cost, as per actuals from the National Coaching Camp Head. Letter issued vide No.52-12/2000-SP-III/SP-I dated 05.11.2007 is placed at **Annexure-XLI**.

### **10.3 EQUIPMENT**

10.3.1 Assistance will be provided by the SAI for required sports infrastructure/ equipment for national camps. The sports infrastructure/ equipment will be owned and maintained by the SAI.

10.3.2 National Sports Federations may also be assisted for purchase of sports equipment/sports sciences equipment for training/competition up to 75 per cent of the cost. Requests for purchase of equipment may be made in the prescribed revised proforma which is placed at **Annexure-XLII**. (**Annexure V** stands deleted). These should be accompanied by a list of equipment to be purchased. In case the equipment is to be purchased from indigenous suppliers it should be purchased from suppliers on the rate contract of SAI. In case it is to be imported, it should be from firms recommended by International Federations. Government has also issued instructions vide letter No.9-1/2008-SP-I dated 10.04.2010 indicating the procedure for procurement of such equipments which is placed at **Annexure-XLIII**.

### **10.4 For participation in international competition and training abroad**

10.4.1 Subject to availability of funds, assistance for participation in international tournaments and for training abroad in case of teams/sportspersons may cover the following:

#### **10.4.2 AIR PASSAGE COST:**

This will include to and from international/ domestic travel by excursion/ economy class, visa fees, airport tax, incidentals on account of inter-airport transfers, and insurance. After taking into account the representations of various NSFs and in order to ensure that the national teams are put to least physical strain related to travel while still maintaining the priority that needs to be accorded to the national carrier, the Government has laid down the detailed guidelines for the travel of national teams vide letter No.F.8-2/2010-SP-III dated 12.02.2010 and 11.05.2010. (**Annexure-XLIV**)

#### **10.4.3 Board and Lodging for Teams including Coaches**

##### **Senior Teams**

##### **Priority Category Sports**

For participation in Olympics, World, Asian, Commonwealth,

SAF and Afro-Asian Championships/ Games or mandatory required international pre-qualifying tournaments, full assistance may be provided. In addition, free board and lodging as per the approved norms may be provided for two other training-cum-competition exposures to be agreed upon in the Long Term Development Plan (LTDP) meetings per year. Allowances for board and lodging will be provided on the recommendation of Federation supported by details of rates for boarding and lodging indicated by the organizers. For remaining exposures limited to a maximum of four only in a year, air passage cost may be provided as at para 10.4.1 above.

### **General Category Sports**

Board and lodging for participation in Olympics, World, Asian, Commonwealth SAF and Afro-Asian Championships/Games or pre-qualifying tournament may be provided in case the teams qualify for such participation, two exposures at air passage cost may be allowed.

### **Junior Teams**

**Priority Category:** For the junior teams, in addition to participation in World/Asian Cups/Championships for which financial assistance may be provided, two exposures with all costs paid may be allowed. In addition, one exposure at air passage cost only be allowed.

**General Category:** For the junior teams two exposures with all costs paid may be allowed.

**Sub Junior Teams :** For the Sub-Junior teams two exposures with all costs paid and one exposure at air passage cost may be allowed.

10.4.4 For hiring of equipment locally, actual amount required wherever necessary may be advanced. Horses along with their diet for equestrian events and boats/yachts etc. shall be treated as equipment for reimbursement of hiring/transportation.

10.4.5 Out of pocket allowance up to USD 25 per day is to be provided to players and other members of the contingent whose visit is supported at full cost to Government for participating in major International events like Olympics, Asian, Commonwealth and SAF Games. The circular issued vide No.8-2/2009-SP-III dated 10.11.2009 is at **Annexure-XLV**.

10.4.6 Government has also agreed to permit the deputation of Managers along with National Teams for overseas international competitions at Government Cost with certain conditions. For this purpose a NSF's is to provide a panel of names for consideration/approval



by Government. Detailed letter issued to all NSFs vide No.F.8-4/2009-SP-III dated 23rd February, 2009 is placed at **Annexure-XLVI**.

10.5 For Proposal at "No Cost to Government" National Federation will not be required to obtain prior approval of the Government unless it is a major multi-discipline international sports events like Asian Games/Commonwealth Games and Olympic Games. The selection procedures as laid down in the guidelines shall apply.

10.5.2 It has further been decided not to consider the request for issue of NOC at no cost to Government to the proposals received from entities other than recognized NSFs for deputation of teams abroad vide communication No.13-26/2007-SP-III dated 10.10.2007. (**Annexure-XLVII**)

10.6 For Proposal "At Cost to the Government": National Federations should forward proposals in the prescribed proforma (**Annexure VI**) to the Ministry of Youth Affairs and Sports at least three months prior to the event along-with selection committee minutes. These proposals should be in consonance with the LTDP already approved. Generally speaking, and subject to the availability of funds and the standards achieved by the team, the Government will clear all proposals which have been previously agreed upon in the meetings between the MYAS and the NSF at the time of the LTDP discussions.

10.6.1 While submitting proposals for teams to go abroad for training or competition, detailed justification for the inclusion of officials including doctor, physiotherapist, masseur, referee, umpire, etc., in each case is to be given. Final clearance will depend upon the duties assigned to these persons in the context of their responsibilities during the tour abroad.

10.6.2 The Federations are required to draw the advance calendar for participation of Indian Teams in competition and training abroad and holding of international events in India as per instructions issued vide letter No.9-68/2009-SP-I dated 11.10.2009. (**Annexure-XIX**)

10.6.3 The Federations are also required to submit the details about prominent individual players in various national and international events alongwith the proposal for participation/training abroad as detailed in letter No13-27/2007-SP-III dated 10.01.2008. (**Annexure-XLVIII**)

## 10.7 Coaches

10.7.1 The Government of India may approve appointment of foreign coaches and meet the expenditure on salary and other benefits as per contract. Wherever the foreign coaches are training the sportspersons, these shall be included as members of the team when being sent for foreign exposure.

10.7.2 SAI may prepare a scheme after obtaining the approval of Government for imparting training to support personnel like masseurs, GTMT experts and doctors.

10.7.2 SAI will appoint a National coach/ Assistant coaches in consultation with the NSF and the Government of India will reimburse the salary of the National Coach up to Rs.50,000/-per month and Assistant Coach up to Rs. 30, 000 per month. Similarly, support staff may also be engaged at rates approved by the Government. The National Coach and Assistant Coaches will be selected by a Committee as per composition indicated in para 13.5.

10.8 National Sports Federations will be assisted for organizing one National level Championship @ Rs. 2.00 lakh for seniors, Rs. 4.00 lakh for Junior Championship and Rs. 6.00 lakh for sub-junior championship in a year. In addition, NSFs will also be assisted for upto six regional championships as preparatory to nationals @ Rs. 1.00 lakh per championship. In case the federations organize the championship for men and women separately, only 50% of the admissible grant will be sanctioned for each category. These rates will be subject to review based on the cost of living index.

10.8.1 The assistance indicated above shall be primarily for provision of boarding and lodging and transportation of the participants. Assistance at the rate of Rs.300/-per head per day for 'A' class cities and at the rate of Rs.200/- per head per day in other venues will be reimbursed, subject to the ceilings of 90% pf the admissible grant. Balance amount will be utilized for hiring of infrastructure and cost of consumables, provision of certificates and medals for conducting tournaments. Federations shall take steps for mobilizing resources from sponsors and other sources for meeting other expenditure for organization of the tournament. These rates will be subject to review based on the cost of living index.

10.8.2 The Federations shall take steps to ensure participation of all the affiliated units in the national level championship. In case less than 75%

of the affiliated units participate, the scale assistance will be reduced by 25% and no grant shall be provided in case less than 50% of the affiliated units participate. Federations who will fail to organize championship for junior and sub-junior categories will not be entitled for grant for Senior category.

10.8.3 Application on the prescribed proforma (**Annexure VII**) will be sent to MYAS with a copy to ED (Teams), SAI, three months before the date of the championship.

10.8.4 For maintaining the recognized status with Government and getting financial assistance for various activities, the NSFs are expected to hold the National Championships regularly and notify them well in advance, before commencement of the relevant calendar year, thus enabling the players/ States to plan their participation. This will also help the Association of Indian Universities (AIU) and the School Games Federation of India (SGFI) & Central Board of Secondary Education (CBSE) in planning their sports events. As such NSFs have been requested to draw the advance calendar and send to Government by December of the preceding year along with details of venue, arrangements for boarding, lodging, name and telephone number of contact persons, etc. The NSFs are also required to provide copies of the confirmation letter of bookings of boarding and lodging arrangement and copy of receipts towards advance paid along with proposal for advance grant/approval for holding the National Championship. The NSFs are also to indicate the procedure and schedule of sending the entries by State Units, methodology for issue of participation and merit certificate on completion of the event and maintain of records thereof.

10.8.5 IN ORDER TO AVOID IMPERSONATION, THE NSFs ARE ADVISED TO AFFIX THE PHOTOGRAPH OF THE PLAYERS ON THE ENTRY FORM ALONG WITH PLAYER'S SIGNATURE ON PHOTOGRAPH & ENTRY FORM.

#### 10.9 **International Tournaments:**

10.9.1 National Sports Federations will be assisted for holding of international tournaments in India as per the following scales:

- |  |                       |
|--|-----------------------|
| (i) World Cup/World/Commonwealth/<br>Asian Championship: | <b>Rs.10.00 lakhs</b> |
| (ii) Other International tournaments:                    | <b>Rs.6.00 lakhs</b>  |

These rates will be subject to review based on the cost of living index.

10.9.2 The application for financial assistance in prescribed proforma (**Annexure VII**) will have to be submitted to MYAS with a copy to ED (Teams), SAI three months before the date of the championship.

10.9.3 The reimbursement of expenditure on boarding, lodging and transportation will be @ Rs.1,000/-per head per day in 'A' class cities and Rs.700/-per head per day in other cities subject to ceiling of Rs.9.00 lakhs for tournament at (i) and Rs.5.40 lakhs for tournaments at (ii) above. In addition, Rs. 1,00,000/- in case of category (i) and Rs.60,000/-in case of category (ii) above will be given to Federation/Association for actual rent of playfields and cost of consumable equipment including certificate and medals. The application for financial assistance will have to be submitted to Government three months prior to the event along-with details indicating the number of countries, players and officials expected to participate in the event.

10.9.4 75% of the amount indicated at paras 10.8 and 10.9 above will be released before the event. The balance will be released on receipt of a report from the National Sports Federation/Association giving a statement of actual expenditure certified by a practicing Chartered Accountant on the basis of participation of sportspersons per day in the event. The accounts of Associations/Federations shall be open to scrutiny by Government Agency or person designated by it in this behalf.

10.9.5 However, in the past it has been noted that NSFs are bidding for holding the international events in India without consulting the Ministry and requesting for financial assistance to support the organization of such events. Since such organization involves huge expenditure and large scale preparations including infrastructure development and security arrangements, it becomes difficult for the Government to consider giving financial assistance in the absence of proper ground work being done. Accordingly, the Government issued the detailed guidelines vide letter No.8-29/2008-SP-III dated 23.12.2008 (**Annexure-XLIX**) which are now to be followed in addition to above guidelines for holding an international event in India.

10.9.6 Further the guidelines for security clearance for holding international Conference/seminar/workshop, etc. in India issued by Government vide letter No.8-6/2010-SP-III dated 29.03.2010 are placed at **Annexure-L**.

10.9.7 The Government has issued following instructions from time to time for submission of proposals for financial assistance and :-

- i) Detailed guidelines issued vide No.F.8-14/2007-SP-III dated 10.07.2010.
- ii) Submission of Minutes of the Selection Committee vide No.F.8-3/2009-SP-III dated 30.01.2009
- iii) Prior intimation to Indian Missions about visits of Indian Teams vide No.F8-8/2009-SP-III dated 13.08.2009.
- iv) Instructions regarding timely submission of proposal along with required documents vide letter No.9-49/2009-SP-I dated 18.08.2010.

A compilation of these is placed at **Annexure-LI.**

10.9.9 All proposals for financial assistance to NSFs, including IOA, shall be considered and recommended by a Departmental Committee chaired by Joint Secretary (Sports) with representatives of SAI and IOA as members. The Committee shall be competent to make special relaxations if necessary subject to adequate justification. The composition of the DCM is at **Annexure-LII.** After Government approves the recommendations of the Committee, SAI will perform the function of release of fund to NSFs and settlement of accounts with the NSFs as an agent of the Government. For this purpose the funds will be placed with SAI from the Scheme of Assistance to NSFs as it stands modified under the National Sports Development Code 2011. However, the funds for activities of IOA will continue to be routed through the Government. All funds meant for conduct of national coaching camps shall also be released to SAI.

10.9.10 The scales and components of assistance adopted under the Scheme for Preparation of the Indian Team for 2010 Commonwealth Games shall be applicable for preparation of the national teams upto 2012 London Olympics or further orders whichever may be earlier, including qualifiers and other important events in the run up to the London Olympics.

## **11. Cultural Exchange:**

11.1 Subject to availability of funds, assistance may be provided to SAI/ NSFs for meeting expenses on local hospitality of foreign teams visiting India under Cultural exchange Programme on quid pro-quo basis i.e. similar facilities being extended to Indian teams

while visiting the said country. Local hospitality shall cover boarding, lodging, internal travel and such other expenses as are provided for in the Cultural Exchange Programme. Expenditure for holding conferences, workshops and implementing Bilateral Cooperation Agreements shall also be met under this dispensation. Application in respect of NSFs may be submitted in the proforma at **Annexure VI** for teams going abroad and in proforma at **Annexure VIII** for teams coming to India, under such programmes. These applications will be submitted to MYAS three months before the event with a copy to SAI.

## 12. **Administrative:**

12.1 Government shall provide financial assistance to the Federations to meet the pay and allowances of Joint Secretaries/Assistant Secretaries as per Guidelines issued vide department of Youth Affairs and Sports letter No.1-27/86-D(SP) dated 3<sup>rd</sup> September, 1998 and No.1/28/88-SP-IV dated 21<sup>st</sup> February, 1989 (Annexure IX).

10.2 The pay scale of Assistant/Joint Secretaries of NSFs have been revised to Rs.9300-34800 + Grade pay of Rs.4200 plus dearness allowance vide No.6-1/97-SP-III dated 28.04.2009. (**Annexure LIII**)

## 13. **Selection Procedure:**

13.1 NSFs are primarily responsible for judicious selection of national teams for participation in major international events bases on merit and with the objective of enhancing national prestige and bringing glory to the country. As such the best sportspersons/team has to be chosen for representing the country.

13.2 The Selection Committee will be constituted by the Federation comprising of the President, the National Coach and eminent ex-sportspersons. The Government will appoint an Observer for priority and general category disciplines receiving financial grant, who will be associated with all the activities of the National Federation. It will be mandatory for the Federation to inform him or her about Selection Committee Meetings, important national and international competitions. The Government Observer will have to oversee the selection process in order to ensure that it is fair and transparent.

13.4 SAI and the NSFs concerned shall make the following selections:

- (a) Core Probables for intensive coaching for major competitions

like Olympic, World, Asian and Commonwealth Games/Championships and other important international events. Final selection of the teams shall be done by the NSFs

- (b) International qualified officials including referees/judges etc. to assist in the preparation of the national teams
- (c) Medical personnel and sports scientists to assist in the preparation of the teams on continuous and systematic basis.
- (d) Federations not availing government grant for holding coaching camps and having their own procedures for training and selections are not bound by the above three sub-clauses.

The recommendations made by Shri T.S. Krishan Murty Committee about the efficient management of Coaching Camps, Selection of Coaches, Selection of Athletes, etc. issued vide letter No.F.49-3/2008-SP-II dated 18.09.2008 placed at **Annexure-XLI** are to be followed scrupulously.

13.5 The National Coach and Assistant Coaches will be jointly selected by a Committee with President of the concerned NSF as its Chairman, DG, SAI, ED (TEAMS), one ex-international (preferably an Arjuna Awardee or an international medal winner) to be nominated by the Government and a nominee of IOA as its member from a panel prepared by SAI. The National Coach and Assistant Coaches will be appointed by SAI after careful consideration of the name recommended by the Selection Committee. The support staff will be selected and appointed by SAI in consultation with the NSFs concerned.

13.6 The Selection Committee, in consultation with the Coach will chose other members of the Coaching Team.

13.7 The Team of Coaches, sports sciences experts etc. shall not normally be changed or modified once chosen until the Asian/Olympics Games are over.

13.8 The National Coach will evaluate the progress and performance of the sportspersons in the coaching camps and make recommendations to the Selection Committee regarding elimination of sportspersons who show unsatisfactory performance. He may also recommend inclusion of new probables. The Selection Committee will decide the elimination/inclusion of sportspersons as recommended by the National

Coach.

13.9 The SAI shall reimburse TA/DA to the National Coach and Government observer for attending the meetings of the Selection Committee. All Government Observers shall be paid an honorarium @ Rs. 10,000 per month.

#### **14. Long Terms Development Plans:**

14.1 To avail of Government assistance, a National Sports Federation will be required to prepare detailed Long Term Development Plans, based on a 4 (four) years cycle. Detailed Guidelines for drawing of LTDPs have already been issued to the National Federations for the Olympic/Asian Games disciplines, which are at **Annexure X**.

14.2 These plans are to cover all aspects of the sports, and will be expected to incorporate detailed plans covering the following specific aspects:

- Development of Sportsperson
- Coaching
- Officiating
- Participation and Broadbasing
- Development of Clubs
- Domestic Tournament Schedule
- Participation in International Tournaments
- Hosting of Major events
- Professionalization of Management
- Financial Management
- Marketing and Promotion
- Sports sciences
- Facilities and equipment
- Special Projects

#### 14.3 Structure of the Plan

Structure of the Plan would include the following:

- (i) A statement of specific and measurable objectives against each of the items mentioned above.
- (ii) A statement of the long term perspective for the sport



- (iii) A special 8 year plan for the XII Plan period i.e. 2011-12 to 2019-2020
- (iv) A detailed annual plan for the Calendar year
- (v) A detailed financial statement of the cost involved and the projected income.
- (vi) Detailed proposals for introducing professional management practices.

14.4 As most NSFs may require expert assistance to prepare detailed plans and also to follow-up in implementation, the NSFs may consider appointing committee of technical experts or a qualified professional for this work.

#### 14.5 Procedure for approval and monitoring the Plan:

The Plans as drawn up by the National Federations will be discussed in meeting of the Federation, the Ministry and SAI and an agreed programme will be finalised and concluded. This programme will include the following commitments:

- (i) The concerned National Federation will implement the provisions of the agreement and achieve the targets as set.
- (ii) That the Ministry will commit its share of financial assistance.
- (iii) That the SAI will make its facilities available according to the schedule approved.

14.6 To monitor compliance or non-compliance, a Committee consisting of representative of the National Federations, the Ministry and the SAI will review the progress made against the targets set every quarter and will suggest corrective steps to be taken by the three agencies involved. Corrective measures as agreed upon will be taken immediately by the concerned parties.

14.7 In formulating their plans NSFs should also give due consideration to the following issues:-

- (i) Democratic and healthy management practices, which provide for greater accountability and transparency at all levels.
- (ii) Proper accounting procedures at all levels.
- (iii) Proper functioning of affiliated units.
- (iv) Measures for the protection of players' interests, both during their playing careers and thereafter.

- (v) Introduction of an impartial machinery for the redressal of player's grievances.
- (vi) Organization of tournaments at all levels.
- (vii) Measures to broad base and popularizes sports, especially through the establishment of clubs, the organization of local tournaments, and the creation of infrastructure.

14.8 The Ministry will provide necessary support and assistance to the proposals of various NSFs for the following items, with the concerned agencies, in order to ensure that the LTDPs, as agreed upon, are fully implemented:-

- (i) For foreign exchange as required.
- (ii) For import of all sports equipment, as required.
- (iii) For customs duty exemption for these imports.
- (iv) Sponsorship e.g. commercial T.V. sponsorship.
- (v) To upgrade the technical qualification and standards of tournament officials to enable them to do duty in major international tournaments.
- (vi) For training of athletes and coaches abroad under Cultural Exchange Programmes.
- (vii) For holding and hosting of major international tournaments in India.
- (viii) For investments in infrastructure, sports promotion and sports sponsorship.

## **15. Miscellaneous:**

15.1 While drawing up the LTDPs, NSFs, may also keep in mind Ministry's broad approach on the views mentioned below:-

### **(a) PROMOTION OF SPORTSPERSONS' INTEREST AND MEASURES FOR THEIR WELFARE:**

The MYAS recognizes that all the measures contained in the Guidelines, though they may pertain to plans and programmes of NSFs, are essentially meant to provide the right sort of environment in which a sportsperson or an athlete is able to perform to his maximum capability. Hence, an essential feature of the conditionalities included in the Guidelines will relate to the protection of sportspersons' interests and their welfare, and for the quick and impartial redressal of their

grievances.

The major issues involved have been identified as follows:-

- (i) Introduction of transparent selection procedures at all levels. Where possible and practical, NSF will be required to introduce seeding and ranking systems which will provide an automatic and transparent system of selection. The selection criteria as notified by the NSF, shall be circulated and explained to all the athletes concerned at least two to three years in advances as far as major competitions such as Commonwealth/Asian/Olympic Games is concerned and in respect of other important championships, this shall be done at least six months in advance. In all cases selection procedures as laid down in Para X shall be invariably followed.
- (ii) Each NSF will be required to introduce machinery for the redressal of players' grievances. This machinery will be required to be vested with the authority to redress grievances speedily. Appeal and other procedures are therefore to be codified and circulated.
- (iii) NSFs will be required to evolve a system by which players on the verge of retirement may opt for any specialized training required to become coaches, referees, umpires, technical officials, judges etc. as the case may be. Financial assistance to assist in this programme will be provided by the Ministry.

(b) HOLDING OF INTERNATIONAL TOURNAMENTS IN INDIA:

The Ministry recognises the importance of attracting international tournaments to India. The impact of such events on the spread, popularity and general development of a sport can be considerable, and far outweighs any direct expenditure involved.

However, it is equally important to ensure that these events are properly and professionally managed, so that India develops a credible image abroad as a reliable venue to host and hold such tournaments.

From the state of bidding, upto the actual conduct of the tournament itself, it is important for all the agencies involved to work in the closest possible coordination, especially considering the large number of clearances and approvals required both at the State and Central levels.

On being informed of an NSF's interest in hosting any major international tournament in India a Special Task Force to be constituted by the National Sports Federation in each case to coordinate all follow-up action to be taken.

Separately, the Ministry will consider in detail, requests for financial assistance against specific items of expenditure for equipment or infrastructure development. In doing so, the Ministry will be guided by the following points:-

- (i) The importance of the event.
- (ii) Profile of the sport in India
- (iii) Total budget of the event, including foreign exchange outflow/earnings.
- (iv) Extent to which the tournament is compatible with the objectives stated in the LTDP.
- (v) Potential for TV coverage, and hence sponsorship.
- (vi) Whether it involves the construction of an international level facility.
- (vii) Whether the management and organization of the tournament is in professional hands.

The Ministry also recognises the vital role of reputed sports sponsors play in assisting NSFs in hosting and conducting such tournaments, especially as bigger and more prestigious tournaments are allotted to India in the years to come.

The Ministry also recognises the crucial importance of commercial TV coverage, both as a source of income for the organizers, and also as a means of spreading the popularity of a sport, and will, therefore, pursue all related matters with the Ministry of Information and Broadcasting.

(c) NATIONAL TOURNAMENT SCHEDULES:

The Ministry realizes that a strong domestic tournament schedule, with the widest possible spread throughout the country, if properly organized and managed is the best way to popularize a sport, while simultaneously raising standards.

While preparing their Long Term Development programmes, NSFs will be required to commit themselves to developing a properly coordinated and comprehensive domestic Tournament Schedule,

identifying clearly the organizers at each level, costs involved.

The NSFs organizing the tournaments should take care to make good arrangements for the boarding and lodging of players so that the players are able to perform in a congenial environment.

(d) UPGRADING AND PROFESSIONALISING MANAGING PRACTICES:

One of the most striking and debilitating elements of sports management in India is the lack of professional skills available to National Federations to plan and implement detailed programmes for the long term improvement of sports.

The Ministry of Sports also recognises the importance of introducing professional practices in Indian Sports Federations, and would like the National Federations to upgrade their administrative and technical set up by appointment of qualified personnel in Finance, Administration and Coaching. MY AS may consider partially reimbursing the NSFs for meeting the cost of qualified personnel provided the norms laid down by the department are followed. Normally Federations will be advised to employ persons only on contract basis.

(e) REGISTERED CHARTERED ACCOUNTANTS TO BE APPOINTED:

One of the conditions which the Ministry will insist upon before committing themselves to providing extensive financial assistance to a NSF against agreed items of expenditure will be the appointment of a registered chartered accountant and submission of annual audited statement of account for all Federations receiving grants. These accounts will have to be submitted to the Government along-with the annual plan.

(f) TOWARDS FINANCIAL SELF-SUFFICIENCY:

Should any NSF wish to become completely self-financing, and therefore autonomous in the true sense of the word, they may be considered for partial one time assistance to meet the cost of any consultant or professional agency, selected to help them achieve this objective. The only condition in these cases is that the prior approval of the Ministry would be required to the terms and conditions of the consultancy.

(g) PLANS FOR BROADBASING:

The lack of an extensive and organized playing base has been rightly

identified as one of the main reasons for India's poor sporting standards.

While preparing their Long Term Development Plans, National Federations will be expected to identify the specific measures they propose to initiate to broaden the playing base.

This exercise is to be done with specific reference to the following:-

- (i) School and Colleges.
- (ii) Network of clubs
- (iii) System of extensive local competitions.

Although the requirements and plans for each Federation will differ substantially, specific and achievable targets are to be projected by each Federation.

(h) SPECIAL TRAINING OF ATHLETES:

The requirements of the Federations in this sector would need to be distinctly and separately worked out for Seniors, Juniors and Sub-Juniors. Depending on the current standard, and other factors, due priority would be given at the appropriate level. For example, where current domestic standards are far below international standards, emphasis would be placed on the Junior and Sub-Junior programmes.

In order that the SAI can also develop and build its expertise in specific disciplines, it would be necessary to identify a specific training center for each discipline so as to ensure that the best in coaching, equipment support, and scientific and medical support is available for that discipline at that venue. This would not mean that athletes cannot be trained at other venues (for altitude, winter training and other purposes) but that one center alone will maintain all their records.

(i) IMPROVEMENT IN COACHING STANDARDS:

The standards, utilization and development of coaches in respect of each discipline, is basic to any long term plan to improve sports. The specific requirements of each Federation in respect of each aspect of coaching would therefore need to be worked out in detail. While undertaking this exercise, Federations are advised to consider the following:

- (i) Making better use of ex-Olympians and senior players, who have the potential for becoming a coach, by giving

them the added responsibility of coaching.

- (ii) Using the various facilities offered by International Federations and the IOC to significantly improve coaching standards.
- (iii) Suggesting different coaching grades on the international pattern to make the best use of coaching skills.
- (iv) Introducing a system of accountability for the performance of coaches at every level.

It is acknowledged that the management of coaching is a complex problem requiring a detailed exercise in respect of each Federation. It is for this reason that proposals to enable Federation to make use of professional advice have been included in the section on improving management standards.

(j) PLANS FOR UPGRADING OFFICIATING STANDARDS:

Officiating standards in India, with a few exceptions, have yet to come up to internationally accepted levels.

A concerted effort now needs to be made to upgrade the standards of all categories of officials in each discipline. The objective, at the highest levels, should be to create a cadre of internationally accredited and recognized officials, who would be available for international duty.

The specific plans of each Federation, in this important area would need to be worked out in detail.

Where Necessary and required, the assistance of the concerned International Federation itself should be taken.

(k) SPORTS AS BUSINESS-PROMOTION AND MARKETING:

The Ministry recognises the significant commercial potential in organized sports, particularly at the senior level, and would like to see Federations develop making full use of this potential. To do so will require promotional and marketing skills of a high order.

The Ministry would therefore consider endorsing projects, which are basically commercial and self financing, which are implanted through reputed sports promoters or other commercial agencies.

In this endeavor, the Ministry would give particular priority to

the hosting and holding of international tournaments which are recognized by the concerned Asian or International Federations.

(j) TRANSPARENCY IN ITS FUNCTIONING

The Ministry recognizes the need for introducing more transparency in the functioning of NSFs. All NSFs receiving funding of Rs Ten Lakhs or more in a financial year have been declared as Public Authority under RTI act 2005. All NSFs getting covered by this provision are required to designate Central Public Information Officers and Appellate Authorities as per **Section 5** of the Right to Information Act, 2005. They are further requested to fulfil their obligations of being a Public Authority, as per **Section 4** of the Right to Information Act, 2005.



**ANNEXURE-I**

CATEGORISATION OF SPORTS DISCIPLINES

**Replaced with Annexure-XXXVIII**

**GUIDELINES FOR RECOGNITION OF NATIONAL SPORTS  
FEDERATIONS**

**1. Introduction**

- 1.1 It has always been the policy of Government of India to support and encourage the voluntary organizations for development of games and sports in the country.
- 1.2 Over the years, a flexible and federal structure of autonomous sports bodies has already emerged for several sports disciplines.
- 1.3 Generally, the voluntary sports body at National level (hereinafter referred to as Federation) has a corresponding State/UT level body affiliated to it which in turn, has affiliated District level/local level voluntary sports bodies.
- 1.4 Several National level Federations have already been recognised by the Union Government for the development of a particular sport in each case. They are also being assisted financially and otherwise.
- 1.5 Informally, the criteria for recognition of such Federations were based on experience gained in the process over a period of time.
- 1.6 The present Guidelines are being issued, with a view to codify the requirements for granting recognition at the discretion of the Government to National level Federation.

**2. Nomenclature and Meaning:**

- 2.1 The Guidelines shall be called "The Guidelines for Recognition of National Sports Federations".
- 2.2 Recognition shall mean recognition of the leadership of the Federation in the development of a particular sport in the country.

**3. Eligibility:**

- 3.1 The Federation should have a legal status as a voluntary registered body, not being a proprietary concern or partnership firm and should exist and function for the sole purpose of the development of that discipline of sports whose name it bears.
- 3.2 The Federation should have an exhaustive written Constitution in unambiguous terms providing for its efficient functioning, in particular, election of office bearers, truly representative character of the General Body, protection of the interest of players, promotion of the Game, maintenance and audit of accounts, moving of no confidence resolutions etc.

- 3.3 The Federation must have actively existed for more than three years on the date of application for recognition. Its various business meetings, as required under its Constitution, should have been duly held.
- 3.4 At the time of applying for recognition, the Federation/Association should have affiliated Units in atleast 2/3rd of total States/UTs of India.
- 3.5 Tenure of the Office-bearers:— The tenure of office-bearers shall be in accordance with the Government Orders issued under letter No. 11-4/74-SP.I dated 20th September, 1975 (copy placed at Annexure-XI) read with the **Annexure-XIII**
- 3.6 No office bearer of a National Federation shall hold office simultaneously, in any other National Federation, excepting the Indian Olympic Association.
- 3.7 The Federation should have the accepted Mercantile system of accounting. The accounts should be maintained properly and audited annually by registered Chartered Accountants.
- 3.8 The Federation should have held, unless exempted for technical reasons, annual National Championships for specified age-group at the Senior, Junior and Sub-Junior levels, consecutively for the three years preceding the year in which recognition is sought. These competitions should be organised through Inter-District Competitions in each State/UT.
- 3.9 The membership of the Federation should be confined to the corresponding State/UT and other special units affiliated (like Sports Control Boards etc.) and where Federation grant membership to individual clubs or individual persons, such membership does not confer on such members the right to vote in any of the Federation's meetings.
- 3.10 At the National level, there will be only one recognised federation for each discipline of sport. Only the duly recognised National Sports Federation would be entitled to financial grants as admissible. Only one State/UT Association from each State/UT shall be admitted as a member of the Federation, provided it has a minimum of 50% of the District level Associations affiliated to it. Any organisation of an all India standing and connected with the Sport may be given the status as that of a State or that of a U.T. and admitted as affiliated Member. Other categories of membership may also be given, but while each affiliated State/UT Unit shall have a right to cast vote in the General Body Meetings, no other class of Member(s) shall have any right to vote, in the Federation's meetings. While granting recognition/affiliation to a State /UT Association, the National Federation should take into consideration the representative character of the State/UT Association so as to ensure that only truly representative body of the game gets the recognition/affiliation.

- 3.11 Federations are required to have the headquarters of the paid Joint Secretary/ Assistant Secretary at Delhi or the place of registration, to avail themselves of the reimbursement of his salary/ allowances. For this purpose, the Federation should have a proper office at Delhi.
- 3.12 There would be only one recognised Federation for each discipline of sport, irrespective of the fact that the particular sport caters to youngsters, men, women or veterans. However, this condition shall not apply to Federations already recognised by the Department.
- 3.13 The Federations are required to intimate Government well in advance about its General Body Meeting and other Meetings where election of office bearers and other important decisions are to be taken. Wherever considered necessary, the Government will have the right to send its observer to the above meetings. The election guidelines notified by the Government will apply. **(Annexure-XXXVII)**
- 3.14 The Federation shall update their accounts immediately after completion of the financial year and bring out annual report covering salient features of their activities during the year. The Federation shall appoint a practicing Chartered Accountant to audit their accounts. The records and accounts of the Federation will be accessible to the Government and these shall have to be produced as and when asked to do so.
- 3.15 Where an international federation for the sports exists, the National Federation must be affiliated to the respective international federation.
- 3.16 Wherever the National Federation is affiliated to an international federation, it must provide the Department with an attestation from the international federation certifying that the National Federation is a member in good standing.
- 3.17 The Federation must be autonomous and resist all pressures of any kind, whatsoever, whether of a political, religious, racial or economic nature.
- 3.18 The federation must hold a General Body Meeting at least once in a year and a special meeting convened over four years (or earlier as required under the tenure of office bearers) to elect the members of the Executive Body including the President!, Secretary etc.
- 3.19 The State level associations which are affiliated to the National Federation should in turn have a minimum number of affiliated district-level associations (say 50% of the districts in the State).
- 3.20 Inclusion of prominent sportspersons of outstanding merit as members of the respective sports federations on a tenure basis. The strength of such prominent sportspersons with voting rights should be a certain minimum

percentage (say 25%) of the total members representing the federation and selection of such sportspersons should be in consultation with this Department.

3.21 The National Federation shall comply with all conditions laid down in the Code, including anti-doping code, prevention of age fraud code, citizenship criteria for selection of national team, prevention of sexual harassment, etc.

#### **4. Application:**

4.1 The Application for recognition should be submitted in duplicate in the prescribed proforma given at Annexure XII to the Department of Youth Affairs & Sports, Government of India. All the columns of application should be filled up in all respects. Attested/ true copies of all the required documents must be enclosed.

4.2 All other material information relevant to the issue of recognition should be submitted along with the Application. Nothing should be concealed which, if revealed later, would render the Federation liable for cancellation or withdrawal of its recognition.

#### **5. Granting of Recognition:**

5.1 Recognition of a federation shall not be a matter of right and shall be purely at the discretion of the Govt. of India who may grant recognition subject to such terms and conditions as it deems fit.

#### **6. General:**

6.1 All correspondence shall be made at the address of the Federation, as mentioned in the Application. Any change of address shall be promptly notified in writing to the Department of Youth Affairs & Sports, Government of India.

6.2 The Federation shall abide by all the Guidelines of the Department of Youth Affairs & Sports, Government of India as issued from time to time.

**PROCEDURE FOR SUSPENSION/WITHDRAWAL OF  
RECOGNITION AND CONSEQUENCES THEREOF**

**I. SUSPENSION**

In the event that serious irregularities in the functioning of a National Sports Federation are detected, the recognition of a Federation will be suspended as an interim measure until a complete and full inquiry is completed. The grounds for suspension will be as follows:

- (i) Suspension by the concerned International or Asian Federation on any grounds whatsoever.
- (ii) Suspension by the IOA.
- (iii) Legal action taken against a NSF by the concerned Registrar of Societies or other legal authority.
- (iv) Failure to hold elections as prescribed in the Constitution of the NSF or in accordance with the government guidelines or gross irregularities in election procedures.
- (v) Failure to submit annual audited accounts, as prescribed.
- (vi) Misuse, or unauthorised diversion, of Government assistance.
- (vii) Failure to provide accurate information to the Department as and when called for.
- (viii) Failure to abide by the conditions upon which recognition has been granted.
- (ix) Non-compliance with the conditionalities laid down by the Government.
- (x) On a report from the concerned Registrar of Societies alleging gross irregularities in the internal functioning of NSF.
- (xi) In the public interest, in the event of any other serious irregularities being detected.
- (xii) Non-renewal of annual recognition due to default on the part of the NSF

**II. WITHDRAWAL OF RECOGNITION:**

Recognition may be withdrawn in case of any of the following:

- (i) the same has been obtained by misrepresentation of material information or by fraudulent means;

- (ii) violation of the terms and conditions of recognition or of Government Guidelines or of the provisions of their own constitution;
- (iii) in the judgment of the Government of India, the Federation is not functioning in the best interest of development of sports for which the Federation was granted recognition;
- (iv) an inquiry confirms serious irregularities regarding the functioning of the Federation;
- (v) the concerned International or Asian Federation permanently derecognises or disaffiliates a National Federation. Similarly, derecognition may take place in the event that the IOA permanently derecognises or disaffiliates National Federation.

Before withdrawal of recognition, the concerned NSF will however, be given reasonable opportunity to present their defence.

### **III. CONSEQUENCES OF SUSPENSION/WITHDRAWAL OF RECOGNITION**

Upon withdrawal of recognition the NSF will cease to exercise the functions of the NSF for the concerned sport discipline. It shall forego the right to regulate and control the sport in India and select the national teams and represent India in international sports events and forums. It will also become ineligible to use India in its name or receive any benefit or concession meant for an NSF as detailed in clause 3.6 of the National Sports Development Code 2011.

**FORM OF APPUCATION FOR FINANCIAL ASSISTANCE TO  
THE NATIONAL SPORTS FEDERATION/ASSOCIATION FOR  
HOLDING COACHING CAMPS**

1. Name of Sponsoring Authority
2. Name with dates of the international meet for which camp(s) is proposed.
3. Dates of the camp(s) from — to — (duration).
  - (i) First
  - (ii) Second
  - (iii) Third
4. Number of probables proposed for the camps with justification:
  - (i) First
  - (ii) Second
  - (iii) Third
5. Location of the camp(s).
6. Number and names of coaches to be engaged for the camp(s) (Give names of those whom Federation/Association will depute).  
Also please state if the coaches nominated are qualified coaches.
7. Procedure adopted for selecting probables.
8. Procedure for selection of final team/competitors.
9. Total estimated expenditure with break-up on the following items:
  - (a) TA and DA for trainees and coaches.
  - (b) Boarding and lodging for trainees and coaches.
  - (c) Ground preparation and purchase of sport equipment of expendable nature.
  - (d) Medical aid.
10. Any other relevant information and justification that may be necessary.
11. Details of residential accommodation if the camp is not being held at NSNIS, Patiala:
  - (a) If the accommodation is not at the camp site, how far is it from there and what are the transport arrangements for the trainees.



- (b) Details of availability of essential facilities like water, furniture, medical aid and sanitary arrangements. (Please say if you are satisfied with the facilities available).
- (c) Details of playfields or covered hall available at camp site. (Please say if those would be adequate in your opinion for the number of trainees attending the camps).
- (d) Details of boarding arrangements and whether these are considered satisfactory.
- (e) Reasons for non-inclusion of the proposal in the coaching plan.

(Normally the proposals for holding of ad hoc coaching camps are likely to be rejected. Therefore, kindly give details and cogent reasons,)

NAME AND DESIGNATION OF APPLICANT

Date .....

Note: An advance copy of this proposal be sent direct to the SAI

Application form for purchase of Sports equipments

**Replaced with Annexure-XLII**

**APPLICATION FORM FOR OBTAINING APPROVAL FOR  
SENDING SPORTS TEAMS/PERSONS ABROAD**

- I. (Please submit this in duplicate atleast 3 months before the event to the Deptt. of Youth Affairs & Sports with copy to Sports Authority of India.)
- II. Please fill in the points with appropriate answer.
1. Name and address of the applicant Federation/Association
  2. Sports/Games discipline
  3. Details of the event
    - 3.1 Name
    - 3.2 Category Olympic/Commonwealth/Asiad Main/Qualifying  
Others (please specify)
    - 3.3 Venue
    - 3.4 Date from to
    - 3.5 Proposed duration of stay abroad from to
    - 4.1 Name of all the countries invited for participation
    - 4.2 Name of countries, who have confirmed participation.
    - 5.1 Will the team participate in any other event en route?
    - 5.2 If yes, please give details
      - (i) Name
      - (ii) Venue
      - (iii) Date
      - (iv) Terms and conditions
      - (v) Financial implications
    6. Is the participation included in the Long Term Development Plan (LTDP) If so, give details of LTDP.
    7. Details of participation in similar event last held
      - (i) Name of the event
      - (ii) Place
      - (iii) Period from to
      - (iv) Financial support extended
      - (v) Composition of team sent abroad

- (vi) Criteria for selecting the team
- (vii) Performance of the Indian team
- (viii) Details of report submitted by the Federation on the last visit (a copy of the report to be enclosed).
- (ix) Submission of utilisation certificate for fund sanctioned earlier.

## 8. Selection of the team

8.1 Procedure followed for selecting probables.

8.2 Coaching camps

- (i) Is it covered under LTDP
- (ii) Venue
- (iii) Period
- (iv) Number of participants
- (v) Coaches associated (Name and qualification)
- (vi) Remark of coaches on the camp.

8.3 Procedure followed for selecting final teams

8.4 Composition of final team

- (i) Players
  - (a) Name
  - (b) Performance level achieved by coaching camps
  - (c) Existing record
- (ii) Coach
  - (a) Name
  - (b) Qualification
- (iii) Any other official  
(Please give detailed justification)

## 9. Financial

9.1 Organisation which will host the event

- (a) Name
- (b) Address

9.2 Details of assistance to be provided by the host (copy of letter received to be enclosed)

- (a) Local accommodation

- (b) Hospitality (Boarding)
- (c) Local transport
- (d) Air passage
- (e) Any other support
- (f) Estimate of foreign exchange like share of gate money etc. to be received.

10. Details of assistance sought.

10.1 Passage cost

- (a) Mode By Air/any other
- (b) Port of embarkation in India
- (c) Port of disembarkation.

10.2 Incidentals to passage

- (a) Visa fee
- (b) Airport tax

10.3 Any other (Please give detail itemwise alongwith justification and enclose copy of relevant supporting documents).

10.4 Total amount of foreign exchange required.

10.5 Foreign exchange likely to be earned.

10.6 Net foreign exchange required.

10.7 Office of Reserve Bank of India to be advised  
Delhi/Calcutta/Bombay/Chennai

11. Is any other team member/official is a Government Servant/office bearer of political party? If so, if require clearance has been obtained from Ministry of Home Affairs? Please enclose copy of clearance received.

Certified that facts given above are true as per records of the federation and my knowledge.

Further certified that full account of foreign exchange earned by any other team member/team shall be repatriated as per law within the time specified.

**Date** \_\_\_\_\_

**Place** \_\_\_\_\_

**Signature**

**(Name & Designation)**

**Seal**

**FORM OF APPLICATION FOR FINANCIAL ASSISTANCE TO THE  
SPORTS FEDERATIONS/ASSOCIATIONS FOR NATIONAL  
CHAMPIONSHIPS**

To be submitted in duplicate at least three months in advance of the event with a copy to Sports Authority of India (SAI).

1. Name of the Federation.
2. Name and number of National Championships.
3. Whether the assistance asked for is for Seniors, Sub-Jr. or Junior Championships.
- 3-a. If assistance asked for is for Seniors; whether Junior or sub-Junior Championships were held and if so\* when and where.
4. Venue.
5. Dates for the Championships.
6. No. of States/Other Units affiliated to NSF.
7. (a) Name of the affiliated Unit made responsible to hold the Championship.  
(b) Whether a representative of the State Sports Council of the State mentioned at  
(c) above is being associated. If so, his name and address.
8. Amount of financial assistance asked for (detailed budget to be attached.)
9. Source from which the likely deficit is proposed to be met.
10. Details of all financial assistance during the last three years and the purpose for which it was submitted.
11. Are any of its office-bearers holding offices in any other sports organisation? if so, give details.
12. Have you been asked to refund portions of any grants sanctioned in the past? If so give details.
13. Has the Federation submitted the annual audited statement of accounts for the last financial year?
14. When was the last Annual General Meeting of the Federation held and where?
15. Name and Number of State affiliated Units. Are at least 50% of the affiliated units of the N.S.F. participating in the Championships? If not, give reasons with justification.

16. Name and Designation of the Office bearer in whose favour the sanction for grant is to be issued.

17. Will any expenditure in foreign exchange be incurred.

**Dated.....**

**Signature**  
**Designation**

**FORM OF APPLICATION FOR OBTAINING APPROVAL OF THE GOVERNMENT OF INDIA FOR INVITING FOREIGN TEAMS/SPORTSPERSONS TO INDIA**

(To be submitted in triplicate at least 3 months prior to the date of commencement of the event to the Department of Y.A. & Sports with a copy thereof to Sports Authority of India)

1. Name of the Federation.
2. Are any of its office bearers (President, Vice-President, Hony. Secretary and Treasurer) holding office in any other National Sports Organisation except Indian Olympic Association, if so, give details.
3. Name of countries proposed to be invited.
4. Whether South Africa, Israel, China (Taiwan) are also proposed to be invited? If so, which country/countries.
5. Strength of the visiting team(s) with their Nationality.
  - (a) Officials
  - (b) Players.
6. Particulars of the members of the team(s):—
  - (a) Nationality
  - (b) Date and place of Birth
  - (c) Parentage
  - (d) Present address
  - (e) Permanent address
  - (f) Passport number, date and place of its issue.

(Please attach a statement giving the above information in respect of each member of the team).
7. Name, place and dates of the events giving details of arrangements made at various centres and itinerary of the tour.
8. Date on which the team proposes to come to India and the port of its disembarkation.
9. Duration of stay in India.
10. Financial terms settled (A copy of the letter from the visiting teams organisation accepting the terms should be enclosed)
11. (a) Whether the visiting team will bear its own passage to and fro—if not, arrangements made for their passage indicating the Air Company which is doing the job.



(b) Whether free Local Hospitality will be provided.

(c) Whether any out of pocket money is to be paid to the members of the team, if so, the amount to be paid.

12. Whether the visiting team will be given any share in the gate money. If so, the mode of payment and the estimated amount payable to the visiting team.

13. Foreign exchange if any, required giving the detailed break-up and justification. Also indicate the amount if any, to be repatriated out of India.

14. Whether any foreign exchange is likely to be earned by way of entry fee and expenses of board and lodging etc. If so, give estimate earnings in foreign exchange.

15. Amount of financial assistance required if any, giving detailed budget estimates and justification.

16. Likely income from gate receipts, souvenir, advertisements and hoarding etc. and whether they have been reflected in the budget estimates.

17. Name of Liaison Officer appointed to look after the foreign team(s).

18. Details of financial assistance received during the last 3 years from the Central Government.

19. Have the accounts of the previous grants been settled? If not, give the details of grant not accounted for and reasons therefore?

Certified that all foreign exchange earnings will be fully accounted for.

Signature of applicant  
Designation

Dated .....

If all the information is not available in the first instance, all available information/including in particular, the nationality of the foreigners should be furnished but the remaining particulars should be furnished as soon as they are available.

**F.No. 1-27/B6-D.I(SP)**  
**Government of India**  
**Ministry of Human Resource Development**  
**Department of Youth Affairs and Sports**

New Delhi, the 3rd September, 1988

To

1. The Secretary General, Indian Olympic Association, Jawaharlal Nehru Stadium, New Delhi-110003.
2. The Hony. Secretaries of all National Sports Federations.

**Subject:—**Guidelines to National Sports Federations for appointment to the post of Joint Secretaries/Assistant Secretaries and Government assistance therefor.

Sir,

I am directed to refer to para 6 of this Department's communication of even number dated 16-02-88 containing detailed Guidelines to National Sports Federations for the development of excellence in sports and games in the country. In continuation thereof, it has now been decided by Government that financial assistance will be admissible as follows to National sports Federations (hereafter referred to as Federations) for meeting the pay and allowances of Joint Secretaries/Assistant Secretaries employed by them. Assistance in this behalf would be admissible only when the Federations abide by all instructions issued by Government from time to time.

**2. Joint Secretaries**

2.1 Government will consider reimbursement of the pay and allowances of the post of a Joint Secretary to such Federations which are required to necessarily prepare a long term plan for participation in Asian Games 1990 as has been mentioned in Chapter-I para 1-1-4 of this Department's letter of even number dated 16-2-1988. Such assistance will be limited to the salary of the Joint Secretary in the pay scale of Rs. 2000-60-2300<sup>^</sup>EB-75-3200-100-3500 plus Dearness Allowance. No House Rent Allowance, <sup>^</sup>ity Compensatory Allowance, Medical Allowance, Leave Travel Concession or other allowances of any kind will be admissible to the Joint Secretaries.

2.2 Government will not be responsible for or liable to give any assistance financial or otherwise, which the Federation may provide to him, over and above such assistance.

2.3 The Government will also not be responsible for liabilities like leave salary or terminal benefits.

2.4 The Joint Secretary will be an employee of the Federation which has employed him. He will not be deemed to be an employee of Government under any circumstances.

2.5 The assistance to the Federation will also be subject to the following other conditions.

#### 2.6 Recruitment to the post of Joint Secretary

2.6.1 The recruitment to the post of Joint Secretary will be made by a Selection Committee consisting of a representative of the Federation, a representative of the Sports Authority of India and a representative of the Government in the Department of Youth Affairs and Sports,

2.6.2 However, if a candidate is a relation of any member of the Committee, that member will not participate in the selection, and another representative or nominee will be included in his place on the Selection Committee.

2.7 The Joint Secretary will be appointed initially for a period of one year, which can be extended on a year to year basis with the concurrence of the Department of Youth Affairs & Sports in case continued assistance is sought from the Department.

2.8 No extension will be allowed, after incumbent has attained the age of 60 years.

#### 2.9 Joint Secretary's Functions

2.9.1 The Joint Secretary will act as a Liaison Officer between the Department and the Federations. Consequently, he has to be well conversant with all guidelines and instructions issued from time to time to the Federations.

2.9.2 The Joint Secretary will advise the office bearers of the Federation about such guidelines and instructions.

2.9.3 The Joint Secretary will be responsible to ensure the all round efficient functioning of the office of the Federation, including timely submission of proposals for Government clearance/financial assistance and the like.

2.9.4 The Joint Secretary will help in preparing the annual accounts of the Federation and submitting the same to the Government well in time. In case there is likelihood of any delay in submitting such accounts by the Federation, the Joint Secretary shall inform the Government of the same with reasons therefor.

### **3. Assistant Secretaries**

3.1 In respect of Federations not covered under para 2.1 above, Government assistance will be limited to reimbursing the salary of a paid Assistant Secretary in the pay scale of Rs. 1400-40-1600-50-2300-EB-60-2600 plus Dearness Allowance. No House Rent Allowance, City Compensatory Allowance, Medical Allowance, Leave Travel concession or other allowances of any kind will be admissible to the Assistant Secretary. [Pay scale of Asstt. Secretary revised to Rs. 1640-60-2600-EB-75-2900 w.e.f. 1st April 94 vide Govt. of India, DYAS Letter No. F.6-3/93-SP IV dated 17-3-94.

3.2 Other conditions regarding recruitment will be the same as mentioned in para 2 above with the provision that "Assistant Secretary" may be read for "Joint Secretary", wherever the latter expression occurs.

### **4. Termination of the services of a Joint Secretary/Assistant Secretary of the Federation**

Prior approval of the Government in the Department of Youth Affairs & Sports shall be taken in respect of termination of the services of the Joint Secretary/Asstt. Secretary, approved under the Scheme of Assistance, if it is proposed to so terminate his services before the expiry of the period for which such assistance has been sanctioned by Government.

5. Federations are required to have the headquarters of the paid Joint Secretary/Assistant Secretary at Delhi, to avail themselves of the reimbursement of his salary/ allowances. For this purpose, the Federation shall have a proper Office at Delhi.

6. The proposal for release of financial assistance for reimbursing the salary of paid Joint Secretary/Assistant Secretary shall be submitted by Federations in the prescribed proforma (Annexure) by January 15 each year for the salary for the financial year commencing from April of that year.

7. While the above orders will apply to new incumbents, the appointment of existing incumbents, if any, employed by the Federation would also need to be regularised through the selection procedure laid down herein. Hence the Federations may submit proposals in respect of such incumbents, if they want to avail of the assistance laid down herein.

8. These orders will be effective from August 1, 1988.
9. Receipt of this letter may please be acknowledged.

Yours faithfully,  
Sd/-

Under Secretary to the Govt. of India.

Copy forwarded for information to:—

- (1) Accountant General, Central Revenues (SPL. Cell), New Delhi.
- (2) Accounts Officer, Pay & Accounts Office (Edn. and Sports)
- (3) Secretary (YA&S)
- (4) FA (YA&S)
- (5) Finance Unit (SP) with three copies.
- (6) Planning Commission (SP. Unit), New Delhi.
- (7) D.G. SAI with 3 spare copies.
- (8) Secretaries, All State Sports Councils.
- (9) Director of Sports of All State/UT Govts.
- (10) All Officers/Sections in Sports Division.

Sd/-

Under Secretary to the Govt. of India.

**(Annexure)**

**APPLICATION FOR OBTAINING GRANT-IN-AID TOWARDS THE SALARY OF JOINT SECRETARY/ASSTT. SECRETARY WHOSE SALARY IS PAID BY GOVERNMENT OF INDIA**

- (1) Name of the Federation/Association.
- (2) Name of Joint Secretary/Asstt. Secretary.
- (3) Date of Birth
- (4) Date of Appointment
- (5) Scale of Pay
- (6) Present pay and the date from which the above pay is being drawn.
- (7) Date of next annual increment and pay on the date of next increment.
- (8) Total grant asked for (with break-up).
- (9) Whether the Joint Secretary/Asstt. Secretary availed of any leave without pay during the preceding financial year? If so, give details.
- (10) Has the Federation submitted the audited accounts with utilisation certificate for the preceding year's grant. If not, please attach requisite documents now?
- (11) Whether the Federation has deviated from Government instructions/guidelines issued from time to time during the calendar year preceding? If so, give details with reasons therefor.
- (12) Brief summary of the work done by the Joint Secretary/Asstt. Secretary during the calendar year preceding.
- (13) Is the work and conduct of Joint Secretary/Assistant Secretary satisfactory?

Dated .....

PRESIDENT

**No. F. 1-28/88-SP-IV**  
**Government of India**  
**Ministry of Human Resource Development**  
**(Deptt. of Youth Affairs and Sports)**

**New Delhi: dated the 21st February, 1989**

To

1. The Secretary General,  
Indian Olympic Association,  
JN Stadium, New Delhi.
2. The Hony. Secretaries of all  
National Sports Federations.

Subject:—Guidelines to National Sports Federations for appointment to the post of Joint Secretaries/Assistant Secretaries and Government assistance therefor.

Sir,

In continuation of this Department's letter No.F. 1-27/86-D-I(SP) dated 3rd September, 1988 on the above mentioned subject, I am directed to state that the following Criteria be adopted for the appointment to the posts of Joint Secretaries and Assistant Secretaries:

**Qualifications for appointment of Joint Secretaries.**

- (i) Graduate with preference for Diploma/Degree in Business Management
- (ii) Age below 35 years.
- (iii) Participation in sports events in the concerned discipline at least at college university level. Possession of fair knowledge of rules and regulations of the sports discipline for which candidature is offered,
- (iv) Ability to handle correspondence independently with Government embassies and other similar agencies. Also ability to participate in the meetings/discussions.

**Qualifications for appointment of Asstt. Secretaries.**

- (i) Graduate.
- (ii) Age below 35 years.
- (iii) Participation in sports events in the concerned discipline at least lit college level. Possession of knowledge of rules and regulations of the concerned sports discipline for which candidature is offered,
- (iv) Ability to type and handle routine correspondence independently.

2. In case of existing incumbents (if any), educational qualifications can be

relaxed to Hr. Secondary if the candidate is otherwise found suitable on the basis of his experience of working in the Federation. If a new candidate has to be recruited, then the qualifications laid down will have to be followed,

3. For the recruitment of Joint Secretary, no automatic upgradation from Asstt. Secretary \% to be allowed and the post must be advertised and the existing candidate, if otherwise suitable, should be given weightage on the basis of his experience of working in the Federation.

#### 4. Procedure for Recruitment of Jt. Secretary/Asstt. Secretary

These posts will have to be advertised in at least 3 national level newspapers, both in English and Hindi. All the eligible candidates should be called for interview before the Selection Committee [as mentioned in para 2.6.1 of this Deptt's letter No.F. 1-27/B6-D-I(SP) dated 3-9-1988]. The Selection Committee shall satisfy itself that all the eligible candidates have been called for interview by scrutinizing all the applications.

5. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-  
Under Secretary to the Govt. of India.

Copy forwarded for information to:—

- (1) Accountant General, Central Revenues (Spl. Cell) New Delhi.
- (2) Accounts Officer, Pay and Accounts Office (Education and Sports), New Delhi.
- (3) Secretary (YA & Sports).
- (4) FA (YA & Sports).
- (5) Finance Unit (SP), with three copies.
- (6) Planning Commission (Sp. Unit), New Delhi.
- (7) Director General, Sports Authority of India, JN Stadium, New Delhi, with 3 spare copies.
- (8) Secretaries, All State Sports Councils.
- (9) Directors of Sports of All State Governments/UT.
- (10) All Officers/Sections in Sports Division.

Sd/-

Under Secretary to the Govt. of India.



## **GUIDELINES FOR PREPARATION OF FOUR YEAR DEVELOPMENT PLAN (LTDP)**

Preparation of Long Term Development Plan is found to be an effective method by which a sporting organisation can establish its goals and identify best means of working towards them. Considerable work has been done over the years in India to develop sports infrastructure, to improve training, encourage competitions, improve the availability of equipment to sportspersons. Within the perspective of long term plan covering ten to fifteen years the four year cycle between Asian Games would be the first phase. Significant improvements are possible in case a systematic Plan, covering a cycle of four years from one Asian Games to another, is prepared. It is hoped that all National sporting organisations will initiate a process of consultation immediately and have the next four year plan ready and in place before 1.11.1994.

The format given in the following paras is only suggestive and may need to be expanded or modified keeping in view the needs of a specific organisation. The suggested format is based on the following components as a minimum requirement.

### **1.1 INTRODUCTION**

The introduction should provide a background to the organisation and an overview of the Plan. It should place a plan in the context of the organisation's history, its recent achievements and its aspirations. It should include a brief introduction to the organisation i.e. the size of its membership, successes in the field, level and type of participation, profile of the sport, affiliation both international and within country.

It should provide the scope of the Plan indicating why it was prepared and what the plan contains etc.

### **1.2 MISSION STATEMENT AND ORGANISATIONAL CHART**

The Organisation's Mission Statement should state in a clear and concise manner the collective vision of its members. For example:

The Indian Hockey Federation is a national body for hockey and aims to provide all members with fair competition, access to high standard facilities and represent the interest of players to Government and other sporting organisations. It is committed to the development and promotion of the sport in the areas of sub junior and junior development, senior competitions and at the elite level.

The Organisational chart provides a ready reference to the size and structure of the organisation and indicates how the various functionaries and committees relate to one another. It also shows the lines of communication.

### **1.3 REVIEW OF PREVIOUS YEAR**

The review should list the tasks, which were proposed for the previous year identifying the extent to which they were completed, stating reasons for failing to achieve any of the targets and identifying the implications of this for future years.

### **1.4 FOUR YEAR DEVELOPMENT PLAN**

The development plan should contain the physical targets proposed to be achieved by the plan alongwith estimated costs. The presentation of the plan is likely to be more meaningful if the objectives are grouped into operational or key target areas. Examples of key target areas which may be appropriate for a national sporting organisation, are as follows:

- Athlete development
- Coaching
- Participation and Broadbasing
- Development of Clubs
- Domestic Tournament Schedule
- Participation in International Tournaments
- Hosting of Major Events
- Professionalisation of Management
- Financial Management
- Marketing and Promotion
- Sports sciences
- Facilities and equipment
- Social Projects

#### **1.4.1 Athlete development**

The following programmes should be included in this key result area\* Talent identification programme for determining athlete potential, special coaching programme for talented athletes teams, support staff (like coaches and sports scientists) to enhance athlete performance, setting up. and maintenance of athlete performance data base, specialisation, commitments and obligations of athletes, selection policies and criteria, outfitting and equipment, financial support for athletes, international exposure, grievance redressal machinery for handling the Representations of athletes.

### **1.4.2 Coaching**

Coaching management includes the planning of meetings to develop, review and revise specifically designated programmes for coaching development. It includes the development of manuals and resources for coach education. It also includes development of specific programmes for specific target groups such as disabled, non specialised teachers in schools, parents etc. In disciplines where there are no programmes being run within the country for coaching a project approach may have to be followed for development of the coaching cadre.

### **1.4.3 Officiating**

Measurable objectives under this head relate to production and dissemination of information about technical standards of equipment education and accreditation of referees and judges, laying down of safety standards by the sport/other objectives may include the publication of rule books and details of accredited referees/judges.

### **1.4.4 Participation and Broadcasting**

During the planning process organisations should have specific targets for increasing the participation both overall and in particular categories. The following target areas need to be considered for inclusion—sub-juniors, juniors, schools, universities, special areas such as tribal areas, rural areas, north eastern region, people with disabilities.

### **1.4.5 Development of clubs**

Targets for development of clubs dedicated to the sport need to be fixed especially areas where the sport is popular. Further State units have to be encouraged to start leagues tournaments for the clubs.

### **1.4.6 Domestic Tournament Schedule**

Planning of a domestic tournament schedule in advance helps the sports persons and their coaches to plan their training programme. It also helps at the state units to plan their state level and district level tournaments in a proper way. The dates and venues of the tournaments should become available to all interested persons on the 1st of April every year in a printed form. There should be no changes in the dates or venues of the already finalised schedules. Also it is necessary to identify the organisers at each level in advance as well as estimate the costs involved.

### **1.4.7 Participation in International Tournaments**

For every elite sportsperson or a team the major international tournament in which he or the team is participating in a year has to be identified in the beginning of the year. Targets for participation in events may revolve around the present performance level of the individual or the team. There could also be smaller events before the major event which might help the sportsperson or the team to have an exposure or competition experience. However, while selecting the

international tournament adequate care needs to be taken to identify a tournament which provides good competition. Events can include anything from international competition to exhibition matches. Planning of international tournaments in advance helps to prepare the training schedule in a scientific manner.

#### **1.4.8 Hosting of major events**

Hosting of major events should be planned by the organisation keeping in view its own competitive strength in major events the objectives of participation have to be clearly spelled out. It could be exposure for your players or financial benefit to the organisation or impact on popularisation of the game.

It is equally important to ensure that these events are properly and professionally managed so that India develops a credible image abroad as a good and reliable venue for holding and hosting of such tournaments.

#### **1.4.9 Professionalisation of management**

One of the acute problems being faced by many national federations is the lack of professional skills to plan and implement detailed programmes for the long term development of sports. Most office bearers world wide are in honorary capacity and find it difficult to manage the complex workings of large Federations without taking outside professional skill. Appointment of professionals in such a scenario does not in any way diminish the status or responsibility of federation executives.

Planning in this area should address issues such as appointments of staff to handle administration and finance. It should also include professional development programmes, setting up of administrative procedures, improved communication and meeting procedures and committee structures.

#### **1.4.10 Financial Management**

Financial Management should include preparation of budget, setting up of accounting and auditing procedures, sponsorship targets and revenue generation target. Other areas would involve establishment of improved planning practices, setting up of planning committees and sub committees to review the development plans.

#### **1.4.11 Marketing and Promotion**

The Government recognises commercial potential of organised sports particularly at the senior level and would like to see federations make full use of this potential. The Government would consider endorsing projects which are basically commercial and self financing. In this context, hosting and holding of international tournaments which are recognised by the concerned Asian and International Federations would be given a priority.

Targets for promoting of a particular sport would involve development of membership packages, publications, media strategies and meeting the needs of the customer, such as juniors, men and women competitors, officials, coaches,

volunteers, spectators, media etc.

#### **1.4.12 Sports sciences**

Sports sciences should incorporate target setting for athlete testing and support in Bio-mechanics, Physiology, Psychology, Physiotherapy etc.

#### **1.4.13 Facilities and equipment**

The development plan may address the issue of facility management, maintenance and possible future facility development. Similarly the equipment needs of players may also be of importance, particularly if the sport is new to the country and equipment is not readily available off the shelves in the country.

#### **1.4.14 Special Projects**

This key result area may concentrate on specific projects for development in some specific region, publications, or fund raising activity.

### **1.5 STRUCTURE OF THE PLAN**

Structure of the Plan would include the following:

- (i) A statement of specific and measurable objective against each of the items mentioned above
- (ii) A statement of the long term perspective for the sport
- (iii) A special four years plan for the period 1994-98
- (iv) A detailed annual plan for 1994-95
- (v) A detailed financial statement of the cost involved and the projected income
- (vi) Detailed proposals for introducing professional management practices.

### **1.6 PROCEDURE FOR THE APPROVAL AND MONITORING OF THE PLAN**

The Plans as drawn up by the National Federations will be discussed in meetings of the Federation, the Department and SAI and an agreed programme will be finalised and concluded. This programme will include the following commitments:

- (i) The concerned National Federation will implement the provisions of the agreement and achieve the targets as set.
- (ii) That the Department will commit its share of financial assistance.
- (iii) That the SAI will make its facilities available according to the schedule approved.

To monitor compliance or non-compliance, a Committee consisting of

representatives of the National Federations, the Department and the SAI will review the progress made against the targets set every quarter and will suggest corrective steps to be taken by the three agencies involved. Corrective measures, as agreed upon, will be taken by the parties involved during the course of the year.

## **1.7 ELIGIBILITY**

- (i) To be eligible for assistance the national sporting organisations must meet the following criteria
- (ii) be properly constituted, as evidenced by a formal, written and satisfactory constitution
- (iii) be in existence and operating effectively for at least three years (this should be supported by annual reports and financial statements for this period)
- (iv) be truly representative of the sport nationally
- (v) be affiliated with recognised international sporting organisation
- (vi) follow proper, democratic and healthy management practices which provide for greater accountability and transparency at all levels
- (vii) have proper accounting procedures at all levels and produce annual financial statements
- (viii) produce an annual report
- (ix) have impartial and transparent selection procedures
- (x) provide a positive exposure to the Department of Youth Affairs and Sports as a major sponsor of sport in India.

**No. F. 11-4/74-SP.I  
Government of India  
Ministry of Education and Social Welfare  
(Deptt. of Education)**

New Delhi, the 20th September, 1975

To

- (1) The President/Secretary,  
Indian Olympic Association.
  
- (2) The President/Secretaries of National  
Sports Federations/Associations.

Subjects: Improvement of standard of sports and games in the country—Conditions for financial and other assistance to National Sports Federations/Associations, etc.

Sir/Madam,

There has been growing criticism in Parliament, Press and otherwise, of the low standard of sports and games organised. The Government of India have, from time to time, taken various steps to encourage and promote sports and games at the national as well as lower levels. They have a responsibility in any case, not also of the results achieved and the country's image abroad in international meets and tournaments. The fact remains that the primary responsibility for the development and management of sports and games in the country especially as the necessary base for competence in competitions overseas, rests with the Indian Olympic Association/the National Sports Federations/Associations.

2. That the efforts of some of these organisations have at times fallen short of the country's expectations, leading to wide spread public concern, raises the question of necessary remedial action. Government is aware that the various national organisations dealing with sports and games have autonomous functioning; they have no desire to interfere either with the internal working or the autonomy of these organisations. Nevertheless, consistently with their own obligations, Government have to lay down certain norms with reference to which their own assistance, and instrumentality should, on occasions, be made available to the Indian Olympic Association/the National Sports Federations/National Sports Associations.

3. The Government of India have carefully considered the matter, in consultation with the All India Council of Sports, and have decided, in the interest of promotion of sports and games, that Government's financial and other assistance shall be extended only to those national organisations dealing with sports and games which fulfil the following conditions:—

(i) An office bearer of a National Federation/Association may hold office as such for one term of 4 years, and may be eligible for re-election for a like term or period.

(ii) No such office bearer shall hold office consecutively for more than two terms or 8 years:

Provided that in the event of election for the second term, an office bearer who has completed one term shall only be deemed to have been elected if he/she secures a majority of not less than two third of the members of the national Federation/Association concerned. In the event of failure to obtain such majority, the concerned office bearer shall be deemed

to have lost the election. The office would thereafter be filled by election under the normal procedure from amongst candidates other than the office bearer seeking re-election.

**Explanation 1:** For the purpose of this clause, the expression "office bearer" means:—

(a) the President,

(b) the Secretary/Secretary-General, or any corresponding office,

(c) the Treasurer.

Provided that the provisions of this clause shall not apply to the post of Treasurer if, under the constitution of National Federation/Association, the Treasurer does not possess the right to vote in any of its meetings, and his duties and responsibilities shall be confined only to the management of the finances of the Federation/Association; however, he shall not be eligible to seek election to the office of the President or Secretary/Secretary-General or Vice President after having held the office of the Treasurer consecutively for eight years, till the expiry of a period of at least four years from the date on which he last vacated the office of the Treasurer.

### **Explanation 2**

(i) No person who has already held the office of the President or Secretary/Secretary General or both in a National Federation/Association consecutively for two terms or eight years shall be eligible to seek re-election to any of the said offices or Vice President or Treasurer till the expiry of a period of at least four years from the date on which he last vacated his office.

(ii) The National Federation/Association may, if they wish, apply the provisions of clause 1 to the offices of Vice President, Treasurer (not being an office bearer) and members of important Organisations such as their executive committee, selection committee, etc.



- (iii) No office bearer of a National Federation/Association shall be eligible to be the office bearer, simultaneously, of any other National Sports Federation/Association, excepting the Indian Olympic Association.
- (iv) That the annual accounts of the organisation have been properly maintained and regularly audited and that the various business meetings as required under its constitution have been duly held.
- (v) That each national Sports Federation/Association, in its particular field of specialisation, has been appointing or would appoint a National Coach who possesses a valid coaching diploma. Prior approval of the All India Council of Sports would be necessary if the person already appointed or proposed to be appointed as National Coach does not possess requisite coaching qualifications.
- (vi) That the National Sports Federations/Associations, in their respective fields of specialisation, have been holding or would hold, where feasible, not less than two competitions annually for specified age groups at the Junior and Sub-junior levels; these competitions should be organised through Inter-Block and Inter-District competitions in each State, leading to the competition at the National level.
- (vii) That the membership of the National Sports Federations/Associations, within their particular fields of specialisation, is confined to the corresponding State and other special units affiliated to the National Sports Federations/Associations, and that where any of the National Sports Federations/Associations grants membership to, individual clubs or individual persons, such membership does not confer on such members the right to vote in any of the Federations/Associations meetings.

4. The guidelines, as enumerated above, have been finalised after careful consideration of the points raised by the Indian Olympic Association, National Sports Federations/ Associations, consequent on issue of this Ministry's earlier letter No. F.11-4/74-YS 1(2) dated 9th April, 1974, and on the basis of the advice of the All India Council of Sports. The views expressed by these organisations have been accommodated to the fullest extent possible, consistent with the purpose for which the guidelines are prescribed.

5. However, at the request of the IOA, Government have agreed, as a special case to give time to the IOA and the concerned National Sports Federations to change their respective constitutions, finalise fresh elections where necessary and take all other consequential action to fully and finally implement the

guidelines before the dates indicated below:

- (i) National Sports Federations/Associations 1.12.1975
- (ii) Indian Olympic Association 31.1.1976

6. The IOA/National Sports Federations/Associations are now requested to confirm immediately, but not later than 15.10.1975, that the guidelines as stipulated in this letter, are acceptable to them, and that necessary action to implement the "Guidelines" has been initiated. Details of the arrangements made with regard to the amendment of the constitutions and holding of fresh elections may also please be intimated.

7. The IOA and National Sports Federations/Associations are further requested to prepare and send latest by 1st January, 1976 a short term and a perspective plan with clearly defined targets, for the promotion of sports and games under their respective jurisdiction. The importance of preparation of these plans need not be emphasised.

8. To enable Government to satisfy themselves that action in accordance with the provisions of the letter has been taken, it is requested that information in the enclosed proforma may kindly be furnished positively by 15th October, 1975 in regard to the existing position. Thereafter, starting from 1976, information/documents stipulated in the proforma should be submitted regularly latest by 30th September each year.

Kindly acknowledge receipt.

Yours faithfully,

Sd/-

Joint Secretary to the Government of India.

**APPLICATION FORM (FOR RECOGNITION OF NATIONAL SPORTS FEDERATION)**

1. Name & Full Address of Federation.
2. When was it constituted.
3. Constitutional status of Federation. Please enclose documentary evidence like, certificate of Registration/Incorporation, memorandum/bye laws & Rules & Regulations etc.
4. Names & Full Addresses of Office bearers. Enclose a list separately.
5. How were they made the office bearers.
6. (a) When did they assume the office.  
(b) When is their present term expiring.
7. Discipline of sport(game) for which recognition is sought.
8. Which of them are holding one office or other, continuously for the last 8 years.
9. How many State/UTs level corresponding bodies are affiliated. Enclose a list giving their full names & Addresses.
10. Activities of Federation in last 3 years. Enclose a resume, highlighting performance and standards achieved as compared to International Standards.

11. National Championships, for Seniors, Juniors and Sub-juniors conducted during last three years. Enclose all details.
12. Details of Balance Sheet and Income and expenditure statements enclosed for last three years.
13. Name, Address and registration No. of Chartered Accountant of Federation.
14. Details of financial assistance received, if any, from union/state/UT. Govt. or its agencies in the past.
15. Details of teams sponsored for participating in tournaments abroad and results thereof.
16. Enclose full details of game, its rules & regulations.
17. Name the parts of the country, where this game is popular.
18. Is there any other national level Federation working for promotion of this game, give details.
19. Is this game played internationally? If Yes, differences in playing here and abroad.
20. Affiliation to corresponding international bodies, if any, give documentary evidences.
21. System of accounting followed in the Federation.
22. Any other relevant information.

23. Is it a Olympic, Asian Games, or Commonwealth Games discipline?

We hereby agree to abide by all the terms and conditions for granting of the Recognition.

Yours sincerely,  
Signature, Name & Designation.

### **Instructions for filling of application form**

1. All the Columns of application should be filled up fully & properly.
2. All the enclosures/annexures of application should be serialed and fastened tightly with it.
3. Wherever space provided is not sufficient, use a separate sheet of paper, serial and enclose it.
4. Mention serial numbers of all the enclosures/annexure on the body of application at appropriate places.
5. No material information should be withheld.

F.No.8-17/2009-SP-III  
Government of India  
Ministry of Youth Affairs and Sports  
-----

To,

Dated: 1<sup>st</sup> May, 2010

1. President of Indian Olympic Association and all recognized National Sports Federations
2. The Secretary General/General Secretary/Secretary of Indian Olympic Association and all National Sports Federations

Subject : Restoration of limits on the duration of tenure of office bearers of Indian Olympic Association and all recognized National Sports Federations  
-----

Sir,

I am directed to refer to the letter to No.F.11-4/74-SP-I dated 20<sup>th</sup> September, 1975 issued by the then Ministry of Education and Social Welfare, Department of Education regarding improvement of standards of sports and games in the country - 'Conditions for financial and other assistance to National Sports Federations/Associations, etc.', which forms part of Revised Guidelines for Assistance to National Sports Federations (NSFs) (Annexure-XI of the Guidelines).

2. Whereas due to strong opposition from the Indian Olympic Associations (IOA) and NSFs, to the implementation of tenure restrictions stipulated in the letter referred to in Para 1 above, the said instructions were kept in abeyance since October, 2001.
3. Whereas in the recent past the matter had drawn the attention of Hon'ble High Court of Delhi in Civil Writ Petition No.7868 of 2005 in the matter of Indian Hockey Federation and the Hon'ble High Court while disposing off the matter vide Order dated 02.03.2010 observed categorically that the Government guidelines governing the NSFs were valid, binding and enforceable; and the tenure clause is not in violation of the International Olympic Committee's (IOC) Charter. The Hon'ble Court also observed that the Government of India was fully competent to make regulations on NSFs and IOA
4. Whereas subsequently in a Public Interest Litigation filed before the Hon'ble Delhi High Court vide Civil Writ Petition No.195/2010, the petitioner has, inter alia, challenged the unlimited tenure of the office bearers of NSFs and IOA. The Hon'ble Court have taken a serious view on this matter and expressed deep concern at inaction on the part of the Government.

Post. 

5. Whereas after detailed examination of the IOC Charter, it has been found that even the International Olympic Committee (IOC), which is the mother body of all sports federations, enforces tenure limits on its members and office bearers. As per the Charter, the duration of term of office of the Vice-Presidents and the ten other Executive Board Members is four years and a member may serve a maximum of two consecutive terms on the Board, followed by a cooling off period of 2 years. In case of the President, the Olympic Charter allows a term of eight years renewable once for a four year term. In other words, while the Vice Presidents and Executive Members can stand for re-election after undergoing the cooling off period, the IOC President can serve for a maximum period of 12 years. The IOC Charter also prescribes a retirement age for all IOC members, which is 70 years (for those elected after December 1999).

6. Whereas many major international sports federations also prescribe limits on the tenure of their office bearers such as, the World Badminton Federation does not permit more than two consecutive terms for its President and other office bearers; the International Hockey Federation (FIH) allows its President, Hony. Secretary General and Hony. Treasurer to hold a maximum of three tenures of four years each; and the International Governing Body of Swimming (FINA) prescribes a maximum of two terms in the same post for the President and the Hony. Secretary and the Hony. Treasurer. Many other international sports bodies also enforce limits on the tenures of their office bearers,

7. Whereas Hon'ble Members of Parliament from across political parties, during the debate held in the Rajya Sabha on 22.4.2010 on the functioning of the Ministry of Youth Affairs and Sports, pressed on the need to enhance transparency and accountability in the functioning of sports bodies by way of appropriate regulations, including tenure limit for office bearers.

8. Whereas Hon'ble Members of Parliament on the Parliamentary Consultative Committee and other forums have also expressed similar views on this matter.

9. Accordingly, after taking into account the entire facts and circumstances of the case, and the views expressed by the Hon'ble Courts and Parliament, and the prevailing public opinion on the matter, and with a view to encouraging professional management, good governance, transparency, accountability, democratic elections, etc. in NSFs, including IOA, the competent authority after satisfying himself has set aside the orders keeping the tenure clause in abeyance with immediate effect subject to the following modifications in the existing tenure limit provisions referred to in letter dated 20<sup>th</sup> September, 1975 mentioned in Para 1 above:

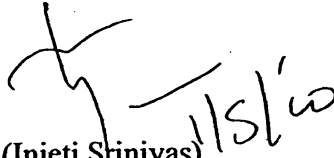
- i. The President of any recognized National Sports Federation, including the Indian Olympic Association can hold the office for a maximum period of twelve years with or without break.
- ii. The Secretary (or by whatever other designation such as Secretary General or General Secretary by which he is referred to) and the Treasurer of any recognized National Sports Federation, including the Indian Olympic Association, may serve a maximum of two successive terms of four years each after which a minimum cooling off period of four years will apply to seek fresh election to either post.

- iii. The President, the Secretary and the Treasurer of any recognized National Sports Federation, including the Indian Olympic Association, shall cease to hold that post on attaining the age of 70 years.
- iv. The other provisions in respect of the tenure limit as contained in the letter of 1975 mentioned above shall remain as it is.
- v. The above dispensation will come into operation with immediate effect.
- vi. The conditions (i) to (v) above will be subject to the proviso that it shall not disturb the current tenure of any member, provided he/she has been properly elected to the post. In other words, the tenure condition will become operative for all future elections as they may be conducted in future in their normal course.

9. Compliance to the abovementioned directions shall be mandatory to receive government recognition and thereby to become eligible to receive financial as well as other forms of assistance from Government of India such as railway concession, income tax exemption, custom duty exemption, etc. and to derive the authority to perform the public functions of selecting and deputing the national teams for participation in recognized continental and world level international sports competitions which involve representation of member countries, and to represent the country in international associations, events, meets, conferences, etc.

10. This letter shall now form an integral part of the guidelines/ regulations applicable to NSFs, including IOA.

Yours faithfully,

  
(Injeti Srinivas)  
Joint Secretary (Sports)  
Government of India



F.No.8-17/2009-SP-III  
Government of India  
Ministry of Youth Affairs and Sports  
\*\*\*\*\*

Dated: 17<sup>th</sup> May, 2010  
New Delhi

To,

1. President of Indian Olympic Association/ all recognized National Sports Federations
2. The Secretary General/General Secretary/Secretary of Indian Olympic Association/ all National Sports Federations

**Subject: Compliance to the Government guidelines on good governance in the context of 'Basic Universal Principles of Good Governance of the Olympic and Sports Movement'**

Sir,

I am directed to refer to the notice, posted on the website of the Indian Olympic Association (IOA), regarding separate meetings of the Executive Council and the Special General Assembly, scheduled to be held on the 18<sup>th</sup> of May 2010, at the Olympic Bhawan in New Delhi.

2. The above occasion, provides an opportune moment for the IOA and the National Sports Federations (NSFs) to deliberate on issues relating to compliance of the 2001 Government guidelines on good governance; including those relating to tenure limits, in respect of office bearers, and age limit for all members, (as modified vide this Ministry's circular no. 8-17/ 2009-SP III dated 01.05.2010), as well as democratic elections, including athletes' representation, on management of sports bodies, with full voting rights.

3. The above matter gains immediate relevance, in the light of the Public Interest Litigation, being heard by the Bench of the Hon'ble Chief Justice of the Delhi High Court; and the recent reference, on the tenure matter, made to International Olympic Committee (IOC), by the IOC member from India, who is also Secretary General of IOA. The IOC's response to it, and the Government's stand on it, has been duly posted, on the Ministry's website, for the information of all stakeholders, including the general public, as sports lie in the public domain, and sports governance is a public function, which involves both public and national interest.

4. This matter also derives urgency, in the light of the recommendations made at the IOC Seminar on 'Basic Universal Principles of Good Governance of the Olympic and Sport Movement', held in February 2008, which was attended by 170 participants from National Olympic Committees (NOCs), International Sports Federations (IFs) and their respective associations, as well as IOC members and senior IOC staff. These recommendations were further endorsed, at the XIII Olympic Congress, held in October 2009. The consensus that emerged at both the forums was that good governance was essential, if sports movement was to justify and claim autonomy. It was resolved that all members of the Olympic Movement should adopt, as their minimum standards, the Basic Universal Principles of Good Governance of the Olympic and Sports Movement, as proposed by the IOC.

5. Some of the core principles, enunciated in the Basic Universal Principles of Good Governance of the Olympic and Sports Movement include:

- Elections to sports bodies should be governed by clear, transparent, and fair rules (which in our view, should include, a clean electoral roll, known to the public in advance; an independent returning officer; and secret ballot)
- Adequate procedural regulations must exist to ensure there is no conflict of interests
- The terms of office, should be of limited duration, in order to allow, renewal of office bearers on a regular basis; and give access to new candidates
- Cooperation, coordination and consultation with government to preserve autonomy

6. It may be noted, that the 2001 guidelines issued by this Ministry (including the 1975 tenure regulations as modified on May 1<sup>st</sup> 2010), are fully in accordance with the recommendations of the IOC and the Olympic Congress. Government is happy to note, that the recent concerns expressed unanimously by Parliament, the Courts as well as the general public and media, on the need to ensure good governance in sporting bodies, has been equally echoed by the IOC as well as the Olympic Congress. It may be pertinent to state, that the liberalization of the tenure limit, allowing 12 years maximum tenure for the President, as opposed to 8 years earlier, was done to bring our guidelines in alignment with the norms adopted by the IOC in 1999, which represent the best international practices.

7. The Resolution passed by the XIII Olympic Congress, also underlines the essentiality of athletes' involvement in decision making, with full voting rights; and establishment of grievance redressal mechanism for athletes. As you are aware, these requirements form an integral part of the Government guidelines (initially notified in 1975, and modified in 1997 and 2001). But unfortunately, the majority of NSFs, including IOA, are yet to fully implement these basic principles of good governance.

8. It is noted, that a large number of NOCs, IFs, and their associated bodies have already adopted all or many of the good governance principles stated above. It is, therefore, the earnest expectation of the Government of India, that the IOA and the NSFs

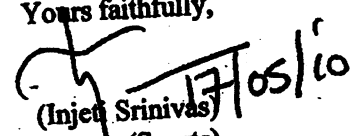
will follow the recommendations of the IOC and the Olympic Congress on good governance, and will comply with the guidelines prescribed by the Government of India, which are in alignment with the principles endorsed by the IOC and the Olympic Congress.

9. The Government hopes, that the IOA and their associates, will not disappoint the country, by falling short of what is rightfully expected of them. They should keep in mind, the observations made by the Hon'ble Delhi High Court in CWP 7868 of 2005, that the Government guidelines to national sporting bodies are legal, valid and enforceable; and not in violation of the Olympic Charter. They should also take note of the sentiments expressed by Members of Parliament, from all Parties, in the Rajya Sabha debate on 22.04.2010, supporting the age and tenure limits. Above all, they should take note, of the aspirations and expectations of the people of India, who want their national sports bodies to be at the forefront of good governance in the Olympic and Sports Movement, in the 21<sup>st</sup> century.

10. It is requested, that this communication be circulated to the members of the Executive Council and the General Assembly of IOA, for thorough deliberations and appropriate decisions, as deemed fit. IOA may like to intimate its stand to the Hon'ble Delhi High Court, which is hearing this matter on the 19<sup>th</sup> instant. IOA should also apprise this Ministry, which is bound by the directions of Parliament, Courts, and public opinion, of its decisions on the matter.

11. Please note that the above communication has been copied to the IOC, which is at present seized of the entire matter; and posted on the Ministry's website for the information of all stakeholders, including the general public.

Yours faithfully,

  
(Injeti Srinivas)  
Joint Secretary (Sports)  
Government of India

**MOST IMMEDIATE**  
**BY SPEED POST**

No.F.9-69/2009-SP-II  
Government of India  
Ministry of Youth Affairs and Sports

Dated: 12.11.2009

To,

The Presidents and Secretary Generals  
Of all recognized National Sports Federations.

Sub: Management of records of records of NSFs.



Sir,

I am directed to say that in order to update records in the Ministry with regard to legal status and management of each recognized National Sports Federation (NSF), you are requested to send a copy of the following document to this Ministry by 15th December, 2009:-

- (a) A copy of the Government recognition letter
- (b) A note on Legal Status of the Federation. A copy of the valid registration Certificate issued by the concerned authorities.
- (c) Details of accreditation by the Asian and the International Federation along with documentary evidence.
- (d) Details of the current management
- (e) Copy of the Memorandum of Article of Association/Constitution and bye laws
- (f) Copy of the Annual Reports along with audited accounts of last 3 years
- (g) Date of last election held and the due date for next election
- (h) Details of the current management, separately showing names of sports persons in the management
- (i) Name and addresses of affiliated States/Units along name of President and Secretary General
- (j) Participation list and results of last three national championships held in all categories
- (k) Similar details in respect of zonal championships, if held
- (l) Details of approved national-coaching camps
- (m) Names of core probables
- (n) Details of selection criteria
- (o) Name and addresses of Government Observers (only on web site)
- (p) Copies of important circulars issued by the Federation
- (q) Name of national coach and other coaches including foreign coaches engaged by the federation or on behalf of the federation

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P. 2

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- (r) Details of international events conducted by the federation during the last 3 years, including number of countries that participated, number of athletes who participated, medal tally and rankings
- (s) Details of participation in competitions outside the country and performance
- (t) Details of technical officials who possess requisite qualification and accreditation by the international body.

2. You are also requested to place these documents on your web-site also. The NSF's who do not have web-site may create their web-site with above information by 31<sup>st</sup> December, 2009.

3. It may be appreciated that the most of the above documents are required to be submitted annually by the NSF's in order to continue to maintain their recognized status with the Government.

Yours faithfully,  
  
 (C. Chinnappa)

Deputy Secretary to the Government of India

✓  
 Copy to : Director (DK), US(SP-II), US(SP-I & III), SO(SP-I), SO(SP-II), SO(SP-III)

2/2

(2)

(1)

**BY SPEED POST**

No.F.9-69/2009-SP-I  
Government of India  
Ministry of Youth Affairs and Sports

Dated : 02.12.2009

To,

The Presidents/Secretary Generals  
of all recognized National Sports Federations.

Sub: Management of records of NSFs and revalidation of recognition with  
Government of India.

Sir,

It has been decided to introduce annual recognition procedure for the National Sports Federations (NSFs) with effect from January, 2010. All the recognized federations which have furnished the information sought vide this office letter of even number dated 12.11.09 by 15.12.2009 (copy enclosed) will be granted fresh recognition certificate in January, 2010, which will be valid from 01.1.2010 to 31.12.2010.

2. Subsequent annual renewal will be automatic in respect of federation which submit the annual report & audited accounts and corresponding documents as per Annexure-I. Any federation which fails to comply with these requirements will not be granted renewal till such time they furnish requisite information and accordingly will not be eligible to receive assistance under the Scheme of Assistance to National Sports Federations and other Schemes of the Ministry for the period of gap in recognition, if any.

3. All federations are, therefore, requested to ensure that the required information is submitted within the prescribed time schedule in order to enable this office to issue fresh recognition certificate in the beginning of 2010.

4. The receipt of this circular may kindly be acknowledged.

Yours sincerely,

(Injeti Srinivas)

Joint Secretary to the Government of India  
Tele. No.23384152

Copy to :-

1. PS to Minister (YAS)
2. PS to MOS (YAS)
3. PPS to Secretary (Sports)
4. JS(ISD)
5. Director/Deputy Secretaries (Sports)
6. Director (Technical), NIC
7. Under Secretaries (SP-II & IV) (SP-I & III)
8. Section Officers SP-I, SP-II, SP-III, SP-IV

Copy also for information to :-

1. President, Indian Olympic Association
2. Secretary General, Indian Olympic Association

  
(Injeti Srinivas)  
Joint Secretary to the Government of India  
Tele. No.23384152

**ANNEXURE-I**

**Documents required to be submitted by National Sports Federations annually for automatic renewal of Government recognition.**

1. Certified copy of valid registration certificate.
2. Details of elections, if held, during the last calendar year. Certified copy of the management of Federation and its remaining tenure.
3. Documents in support of recognition of International/Asian Body.
4. Copy of the Constitution/MOA, if not already submitted in response to this office letter No.F.9-69/2009-SP-II dated 12.11.09. Changes made, if any, may be highlighted.
5. Annual Report/Audited Accounts of the last financial year.
6. Notifying/updating the Selection Committee for national athletes for the next calendar year.
7. Note on efforts for having dope free sports and compliance to WADA/NADA Code along with details of cases found positive during the last calendar year and action taken thereon.
8. Details of holding of national championships conducted during the current calendar year
9. Calendar for national championships to be held in the next calendar year.
10. Note regarding updating the Web-site
11. Action taken on Government Circular No.F.32-18/2009-SP-III dated 25<sup>th</sup> November, 2009 on issue of I. Cards to national athletes and prevention of age fraud.
12. Details of funds received from other sources, including private sponsors, public sector undertakings, State Governments, etc.

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No. F. 9-69/2009 SP I  
Government of India  
Ministry of Youth Affairs and Sports  
(Department of Sports)

Shastri Bhavan, New Delhi  
Dated the 29 November, 2010

To

The President/ Secretary General of  
National Sports Federations of following disciplines:-

Archery, Athletics, Atya Patya, Basketball, Billiards and Snooker, Boxing, Carrom, Chess, AISCD, Equestrian, Fencing, Football, Golf, Gymnastics, Handball, Judo, Kabaddi, Malkhamb, Rowing, SGFI, Sepak Takraw, Special Olympic Bharat, Squash, Table Tennis, Taekwondo, Ten Pin Bowling, Tennikoit, Tennis, Triathlon, Tug of War, Volleyball, Weightlifting, Wrestling, Yachting

Sub: Annual Recognition for the year 2011.

Sir,

As you are aware, the Ministry has introduced a system of annual recognition with effect from 2010. The federations that submitted requisite documents were awarded recognition for the year 2010. Your federation is one such federation that was granted annual recognition which is valid upto 31<sup>st</sup> December, 2010. In order to receive annual recognition for the year 2011, you are required to submit the documents as per Annexure-I, latest by 15<sup>th</sup> December, 2010.

2. In addition, you are also required to comply with the ministry guidelines on tenure and RTI applicability and intimate the action taken by you so far with regard to amendment of your constitution and election bye-laws in order to incorporate age and tenure limits of office bearers; and suo-moto disclosure of information on your website and appointment of a Public Information Officer and an Appellate Authority.

3. It may please be noted that if you fail to comply with these requirements you shall not be granted annual recognition for 2011, and would not be eligible to receive assistance under the Scheme of Assistance to National Sports Federations and other Schemes of the Ministry. Further, you would also not be entitled to receive government concessions and facilities such as income tax and customs duty exemption, and railway concession available to recognized National Sports Federations and to exercise the right to select the national team and represent the country in international sports events.

4. You are, therefore, requested to submit the information by 15<sup>th</sup> December, 2010 at the latest.

5. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Encl: As above.

( Injeti Srinivas )

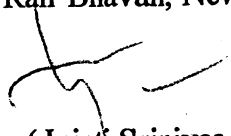
Joint Secretary to the Government of India  
Tel. No. 23384152

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Copy to:

1. President, Indian Olympic Association, 'Olympic Bhawan', B-29, Qutab Institutional Area, New Delhi-110 016.
2. Secretary, Indian Olympic Association, 'Olympic Bhawan', B-29, Qutab Institutional Area, New Delhi-110 016.
3. Concerned Registrar under which the federation registered
4. Concerned State Sports Secretary
5. Chairman, CBDT, Ministry of Finance, Department of Revenue, North Block, New Delhi.
6. Chairman, CBEC, Ministry of Finance, Department of Revenue, North Block, New Delhi.
7. Additional Secretary, Ministry of Consumer Affairs, Room No. 270 'G' Wing, Krishi Bhavan, New Delhi.
8. Joint Secretary (Coordination), Ministry of External Affairs, Govt. of India, South Block, New Delhi.
9. Joint Secretary (Foreigners), Ministry of Home Affairs, Govt. of India, Jaisalmer House, New Delhi.
10. Secretary, Railway Promotion Sports Board, Ministry of Railways, Rail Bhavan, New Delhi.
11. Director General, Foreign Trade, Udyog Bhawan,  
New Delhi

  
(Injeti Srinivas)  
Joint Secretary to the Government of India  
Tel. No. 23384152

ANNEXURE-TO LETTER NO.9-69/2009-SP-I

1. Certified copy of valid registration certificate.
2. Details of elections, if held, during the last calendar year. Certified copy of the management of Federation and its remaining tenure.
3. Documents in support of recognition of International/Asian Body.
4. Copy of the Constitution/MOA, if not already submitted in response to this office letter No.F.9-69/2009-SP-II dated 12.11.09. Changes made, if any, may be highlighted.
5. Annual Report/Audited Accounts of the last financial year.
6. Notifying/updating the Selection Committee for national athletes for the next calendar year.
7. Note on efforts for having dope free sports and compliance to WADA/NADA Code along with details of cases found positive during the last calendar year and action taken thereon.
8. Details of holding of national championships conducted during the current calendar year (2010)
9. Calendar for national championships to be held in the next calendar year (2011).
10. Note regarding updating the Web-site.
11. Action taken on Government Circular No.F.32-18/2009-SP-III dated 25th November, 2009 on issue of I. Cards to national athletes and prevention of age fraud.
12. Details of funds received from other sources, including private sponsors, public sector undertakings, State Governments, etc.

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Annexure-15

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No. F.32-18/2009 -SP. III  
Government of India  
Ministry of Youth Affairs & Sports  
(Department of Sports)

Shastri Bhavan, New Delhi, 110001  
Dated the 25<sup>th</sup> November, 2009

To

The President/Secretary General, IOA  
The Director General, SAI  
The President/Secretary General/General Secretary of  
All National Sports Federations  
All State Sports Secretaries

Subject: Measures against age fraud in sports

Sir,

In the recent past, incidents of age fraud committed by athletes, in some major tournaments and selection trials, have come to the notice of the Government, which is a matter of serious concern. In order to ensure fair play, it is imperative that stringent action is taken against athletes found guilty of committing age fraud, and also against their abettors. Government has, therefore, decided that all sports federations/associations/bodies should take appropriate measures to check age fraud, on the same lines as anti-doping measures, as both amount to cheating, which is violative of the basic spirit of sport.

2. In view of the above, it has become necessary to adopt a National Code against age fraud in Sports, which is duly supported by a well laid down mechanism to prevent, detect and penalize such offences. Pending formulation of a National Code against age fraud in Sports, which will be brought out at an early date, all National Sports Federations are advised to adopt the following broad principles to ensure that overage players are not allowed to participate in national and other championships and are not included in national teams participating in international sports competitions.

- (i) National Sports Federations should introduce a system of issuing identity cards to national athletes, which should, inter-alia, contain name, photograph, signature and date of birth of the player, date of issue of the identity card and its validity period.
- (ii) The Federation should lay down a clear policy with regard to submission of documents for the purpose of age verification such as birth certificate, passport, school certificate, etc. The identity card containing the date of birth of the player should be issued only after the Federation has fully satisfied itself about the age of the player.
- (iii) The Federation should maintain an exhaustive and diligent record of the age along with proof of age of athletes who have participated in the annual national championships and other tournaments conducted by it. Each Federation shall be required to maintain a national register of athletes with state-wise details, which will be a public document.

- (iv) The Federation should conduct random age verification at regular intervals, on the basis of the records maintained by it.
- (v) The Federation should resort to medical examination of an athlete whenever any doubt arises with regard to the age of an athlete on account of his or her physical appearance, receipt of any complaint or any other valid ground, which should be duly communicated to the athlete.
- (vi) The medical tests relating to age verification and medical procedures adopted for this purpose should be duly notified by the Federation and made known to all athletes.
- (vii) The Federation should ensure that the medical tests include physical examination, dental examination and radiological examination.
- (viii) The Federation should notify in advance the list of empanelled hospitals for conduct of age related medical tests. The hospitals should be chosen on the basis of highest standards and credibility. Preference should be given to Government Hospitals meeting these requirements.
- (ix) If an athlete contests the findings of the medical test in question, it would be incumbent upon the Federation to arrange for a re-examination, preferably at a reputed Government hospital.
- x) In the event of conclusive proof that an athlete has committed age fraud, he or she should be banned from participating in any sporting event for a period of 2 years on the first detection and for five years on any subsequent detection.
3. The production of athlete identity card for participation in national and state competitions and in selection trials for international competitions should be made mandatory with effect from 01.02.2010.
4. IOA is requested to enforce the abovementioned guidelines on all National Sports Federations with immediate effect. Similarly, National Sports Federations are advised to issue similar instructions to State Sports Federations and their district affiliates.
5. The above instructions will also be applicable to the Sports Authority of India in respect of its trainees. Similarly, all the State Governments are advised to adopt the abovementioned procedures in respect of State Government Sports bodies.

Yours faithfully,

(Injeti Srinivas)


Joint Secretary to the Government of India

Tel: 23384152

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Copy to:-

1. PS to Minister, MYAS
2. PS to MOS (YA&S)
3. PS to Secretary (YA&S)
4. Joint Secretary (ISD)
5. Director (Sports)
6. DS (Sports)
7. DS (AKA)
8. US(SP-I & III)
9. US(SP-II & IV)
10. US(ID)
11. US (PYKKA)
12. SO (SP-I), SO(SP-II), SO(SP-III), SO(SP-IV)
13. All Government Observers
14. Director (Technical), NIC
15. Guard File

  
(Injeti Srinivas)  
Joint Secretary (Sports)

Annexure-XVI

F.No.8-10/2010-SP-III  
Government of India  
Ministry of Youth Affairs and Sports  
(Department of Sports)

New Delhi the 12<sup>th</sup> August, 2010

To

The President/Secretary General/General Secretary of  
All National Sports Federations

Subject: Prevention of sexual harassment of women in sports

Sir/Madam

With a view to addressing complaints concerning sexual harassment of women sports persons and to promote healthy environment in sports, a need has been felt to put in place, an effective redressal mechanism to deal with the issue.

2. Hon'ble Supreme Court, in the case of Vishakha and Others vs. State of Rajasthan and Others (JT 1997 (7) SC 384), had laid down guidelines and norms to be observed to prevent sexual harassment of working women. It has been laid down in the judgement, that it is the duty of the employer or other responsible persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedure for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required.

3. The Parliamentary Standing Committee attached to Ministry of Youth Affairs and Sports has also raised issues about the mechanism within various sports bodies and the Ministry to deal with cases of sexual harassment of women sportspersons.

4. The Government, after taking the above into account, has concluded that it shall be the responsibility of National Sports Federations and other sports bodies to prevent sexual harassment of women in sports and to ensure their safety. All the National Sports Federations, including Indian Olympic Committee and CWG Organising Committee, are therefore, directed to take appropriate measures, as per the Vishakha judgement (copy enclosed) issued by the Hon'ble Supreme court to prevent sexual harassment of women in sports sector. All institutional sports promotion boards are also requested to take action in this regard.


5. While following these guidelines, the NSFs should necessarily take the following steps:

- (a) Notify, publish and circulate in appropriate ways, express prohibition of sexual harassment.

- (b) Include rules/regulations prohibiting sexual harassment in their rules and regulations and provide for appropriate penalties in such rules against the offender.
- (c) Provide appropriate conditions in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women and no employee woman should have reasonable grounds to believe that she is disadvantaged in connection with her carrier.
- (d) Women should be allowed to raise issues of sexual harassment in appropriate forums and it should be affirmatively discussed.
- (e) Complaint Mechanism: The NSFs should set up a complaint mechanism for redressal of the complaint made by the victim. Such complaint mechanism should ensure time bound treatment of complaints.
- (f) Disciplinary Action : Where such conduct amounts to misconduct, appropriate disciplinary action should be initiated in accordance with rules.
- (g) Criminal Proceedings: Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the NSFs shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority. In particular, it should ensure that victims; or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.
- (h) Complaints Committee :The complaint mechanism, referred to in (g) above, should be adequate to provide, where necessary, Complaints Committee, a special counselor or other support service, including the maintenance of confidentiality. The Complaints Committee should be headed by a woman and not less than half of its member should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.
- (i) Awareness: Awareness of the rights of female employees in this regard should be created in particular by prominently notifying the guidelines in a suitable manner.
- (j) Third Party Harassment: Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the NSFs will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
6. All NSFs are requested to take necessary action as per above guidelines latest by 31<sup>st</sup> August, 2010, under intimation to this Ministry.



7. The NSFs may also issue similar instructions to their State and District federations.
8. These guidelines shall become part of comprehensive guidelines for recognition of NSFs.
9. This may be treated as most urgent.

  
(DEEPIKA KACHHAL)  
DIRECTOR

Copy to:

President/Secretary General, Indian Olympic Association  
All State Sports Secretaries  
All officers in MYAS and SAI  
Technical Director (NIC) for uploading on the website  
All Sports Promotion Boards  
Guard Folder

Copy for information to:

PS to MYAS  
PS to Secretary (Sports)  
PS to Secretary (Youth)  
PS to Joint Secretary (Sports)  
PS to Joint Secretary (Youth Affairs)