

No.145/1/2015-16/CCSCSB
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi
Dated: 07th September, 2016

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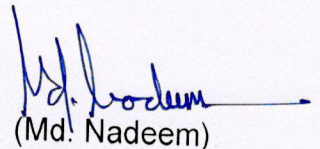
OFFICE MEMORANDUM

Sub:- Scheme for setting up of indoor and open Gymnasium and augmentation / replacement of equipment of existing Gymnasium in the Ministries / Departments – regarding.

The undersigned is directed to say that the Department of Personnel & Training has started a scheme for setting up of indoor / open Gymnasium and augmentation / replacement of equipment of existing Gymnasium in the Ministries / Departments by providing grant-in-aid for the same. The detail of the scheme documents is enclosed.

2. It is, therefore, requested to all Ministries / Departments to send their proposal to "Secretary, Central Civil Services Cultural & Sports Board (CCSCSB), Department of Personnel & Training, 3rd Floor, Lok Nayak Bhawan, New Delhi latest by 15th October, 2016. The funds will be released on first come first serve basis subject to fulfillment of scheme documents.

Enclosure: - As above.



(Md. Nadeem)

Under Secretary to the Govt. of India
Ph. 011-24646961

To,

Director / Deputy Secretary (Admn.) of all Ministries / Departments.

**SCHEME FOR SETTING UP OF INDOOR AND OPEN GYMNASIUM AND
AUGMENTATION / REPLACEMENT OF EQUIPMENT OF EXISTING
GYMNASIUM IN THE MINISTRIES/DEPARTMENTS**

Background:

With increased involvement of Government in various activities for the benefit of people at large, the workload of Government employees has increased manifold. Their sedentary behavior can have many detrimental effects including an increased likelihood of developing illnesses. As an employer it is necessary that steps are taken to ensure health and well being of the employees so as to enable them contribute more effectively in the discharge of their official duties. One way to improve the physical fitness of the employees is to setup a Gymnasium (Gym) at workplace.

1.2. Gymnasium at workplace will make it easier for employees to find time to exercise and improve their health and well-being which can have significant impact such as increased productivity. Constant work stress and frustration can lower productivity, so giving employees a convenient means through Fitness programmes such as Gym would result in decreased absenteeism and reduced usage of sick leave etc., which is beneficial to the employees, the employers and other stake holders / client.

1.3. Healthy employees are happy employees. A positive and energetic work force collaborates better and is more appealing to all stake holders. Thus, setting up a gym would improve the functioning and image of the Ministries / Departments.

2. **Scheme:** As a staff welfare measure and considering the above, the Department of Personnel & Training would provide Grants-in-aid to the Ministries /Departments of Central Government located in Delhi for setting up of Indoor Gym and open air Gym as well as for augmentation of infrastructure of existing Gym by way of replacement of equipment.

3. Physical Infrastructure for Gym and Service Delivery

3.1 The place within the office premises where Gymnasium would be set up must have a carpet area of at least 500 sqft for upto 1000 employees and 1000 sqft for more than 1000 employees. However, Ministries/ Departments may consider lesser area depending on the needs. The place should be clean, well lighted with adequate ventilation. Fans/ACs for summer should also be installed. The place must also have clean toilet and sanitation facility nearby. There should preferably be adequate space for moving around within the Gym. The safety norms including fire fighting should be strictly adhered to.

3.2 The Ministries/Departments may set up Open Air Gym at any place in the office complex.

3.3 In case of existing Gym, individual Ministries/Departments may consider up gradation/replacement of the existing equipment. A period of 5 years is considered appropriate for replacement of equipment.

3.4 The Ministries/ Departments may at its discretion decide on the functioning of the Gym. However, trained and experienced Gym Instructor need to be engaged for guiding the users and teaching them how to use various equipment. The trainer would also instruct on the significance and utility of various equipment installed in the Gym. Remuneration to be paid to instructor may be decided by individual Ministries / Departments. The payment may be made from their own budgetary provision or from the fees charged from users if any. For women employees a separate time slot should be fixed for their exclusive use and women instructor would need to be engaged.

4. Purchase of equipment for setting up of Gym and up gradation/ replacement of existing Gyms:

Purchase of equipment etc for setting up Gyms, up gradation/replacement of existing Gyms equipment should be made strictly in accordance with the provisions of GFR 2005. The Ministries / Departments should preferably purchase the equipments mentioned below for the indoor and open Gym, strictly within the prescribed price ceiling:

For Indoor Gym:-

S.No	Name of the Equipment	Price Ceiling (in Rupees)
1.	Treadmill	1,00,000/-
2.	Recumbent Bike	90,000/-
3.	Cross Trainer	70,000/-
4.	Multi Gym (4 Station)	1,50,000/-
5.	Flat, Inclined,& Decline Benches	60,000/-
6.	Dumbbell Sets with rack (2 kg to 15 Kg)	40,000/-
7.	Hydraulic Steppers	10,000/-

Note: 1 piece of each equipment mentioned above may purchased by the Ministries/Departments with staff strength of 500 employees and 2 pieces of each equipment mentioned above may purchased by the Ministries/Departments having strength of 1000 employees and more.

For Open Gym:

S.No.	Name of the Equipment	Price Ceiling (in Rupees)
1.	Air walker	5,00,000/-
2.	Sit Up Station	
3.	Air swing	
4.	Horse rider station	
5.	Stair stepper	
6.	Exercising Bar	
7.	Seated Chess press	
8.	Arm wheel	
9.	Elliptical Exerciser	
10	Double Cross Walker	
11	Twister	
12	Rowing Machine	

5. Sustainability and user charges

The use of Gym facilities by employees may be allowed after office hours. The Gym should be run on self-sustaining financial model and Ministry/Department at its discretion can decide on the fee to be charged from the users.

6. Monitoring of Gyms

For effective running of Gyms, individual Ministries/Departments shall monitor the Gyms under them at periodic interval and ensure that all basic elements of the scheme reach the beneficiaries. A Committee under Director/ DS in charge of the Administration should be formed for supervision and smooth running of the Gym. The Committee should have a representative from the women employees using Gym facility

7. Funding pattern:

7.1 Subject to availability of funds, Department of Personnel and Training will provide assistance in the following pattern:

CATEGORY	AMOUNT OF GRANT
Ministry/Department having upto 1000 employees and space of at least 500 Sq. Ft.	Rs. 5 lakh
Ministry/Department having at least 1000 employees and space of 1000 Sq. Ft.	Rs. 10 lakh
Open Air Gym	Rs. 5 lakh

7.2 The remaining amount for setting up Gyms and for replacement/ up gradation will have to be borne by the individual Ministries/Departments. The financial assistance will be provided for non -recurring expenditure on first come first serve basis and will have to be utilized by end of the financial year positively. No more funds for non-recurring expenditure will be provided.

8. Conditions for grants

Based on the requests made and after due scrutiny by a Committee constituted for the purpose, grants will be released to the individual Ministries / Departments in two installments & 2nd installment will be released after utilization of 1st installment, with reasonable evidence of the same. The ministries / Departments have to mandatorily certify that they have not obtained or applied for grants for the same purpose or activity from any other Ministry or Department of the Government of India or State Government. Utilization certificate shall be furnished. The ministries / Departments must take the approval of their respective FA before sending the proposal.

9. **Procedure for submission of application**

Application in the prescribed format (**Annexure- A**) with the concurrence of Internal Finance Division may please be forwarded to Secretary, Central Civil Services Cultural & Sports Board, Department of Personnel and Training, 3rd floor, Lok Nayak Bhawan, New Delhi.

Prescribed proforma to send the Proposal**Name of the Ministry/Department:**

S. No	Item	Remarks
1	Number of employees	
2	Whether adequate space in terms of para 3.1 of the scheme is available. If yes, please indicate the space available for Gym.	
3	Whether room for the Gym has proper ventilation and lighting.	
4	Whether fans/ ACs will be provided in summer. If yes, please indicate cost.	
5	Whether clean toilets and sanitation facility is being provided.	
6	Whether sufficient moving space is being made available within the Gym.	
7	Whether sufficient resting area will be provided within the Gym	
8	Equipment to be purchased and the details thereof. (please indicate the details with cost)	
9	Whether sufficient & able instructors will be engaged.	
10	Whether separate time slot is being provided for exclusive use of women employees.	
11	Replacement of equipment in existing Gym is as per the stipulation of the scheme(Items)	
12	Likely date of completion of the Gym	
13	Total cost	
14	Any other information	

- It is certified that
- (i) the proposal is as per prescribed norms / scheme documents.
 - (ii) it has the concurrence of IFD.
 - (iii) Ministry / Department has not obtained or applied for grants for the same purpose or activity from any other Ministry or Department of the Government of India or State Government.
 - (iv) All the purchase would be made strictly in accordance with the provisions of GFR-2005.

Signature
(Head of the Department/Ministry)