

No. 20-01/2025-Wl&Sp  
Government of India  
Ministry of Communications  
Department of Posts  
(Welfare & Sports Section)

Dak Bhawan, Sansad Marg  
New Delhi-110001  
Dated: 14.05.2025

To

All Heads of Postal Circles

**Subject: Consolidated Guidelines and criteria for grant of 2 hours off/concession to sportspersons and coaches for practice – reg.**

Madam/Sir,

The undersigned is directed to refer to the Department's letters No. 8-2/2011-Wl&Sp dated 25.07.2011, 9-6/99-Wl&Sp dated 30.08.1999, 8-4/98-Wl&Sp dated 04.06.1998, 12-4/94-Wl&Sp dated 18.02.1994, 12-1/92-WL/Sports dated 17/3/92, 12-1/90- WL/SPORTS dated 30/1/1990, 12-5/88-WL/Sports dated 31/5/1988, 9-6/78-Sports dated 26/3/1979 and No. 9-6/78/Sports dated 6.11.1978 and all other correspondence inter alia regarding the grant of two hours off to sports persons and coaches for practice while working in the Department of Posts.

2. This office has received multiple communications from various Circles and Staff Unions regarding the implementation of the said guidelines in letter and spirit, including clarifications regarding eligibility and the competent authority to grant the said facility.

3. The previous guidelines have been reviewed and, to address all the queries, consolidated guidelines on the above-mentioned subject, assimilating all the previous orders, are being circulated as per Annexure.

4. This has the approval of the competent authority.



(Sunita)

Director (Welfare and Sports)

Copy to:

1. PPS to The Secretary (Posts)/PPS to Director General (Postal Services)
2. PPS to Members, PSB/AS & FA.
3. Sr. DDG (Vig)/Sr. DDG (PAF).
4. CGM (PLI), CGM (Parcel), CGM (BD).
5. Secy. (PSB), for necessary action in respect of employees working in Postal Directorate.
6. Army Postal Services (Hqrs), New Delhi.
7. Rafi Ahmed Kidwai National Postal Academy/All Postal Training Centers.
8. The General Manager, CEPT, Mysore with a request to upload this on India Post Website.
9. E-office Notice Board.



(Ankit Panwar)

Section Officer (Welfare and Sports)

### Consolidated guidelines on Two-Hours off to sports persons and coaches for practice

#### 1. General Conditions:

- a. All Departmental employees (sports quota or non-sports quota) are eligible for grant of this facility subject to fulfillment of the below mentioned criteria.
- b. The facility is subject to administrative exigencies and cannot be claimed as a matter of right.
- c. The Postal Sports Board and Circle Sports Board reserves the decision to grant/review/discontinue the facility at any point of time.

#### 2. Mode of application

Officers/officials wishing to avail this facility may submit an application with their performance certificates to their respective Circle Sports Boards. Circle Sports Board may specify formats or procedure for the same if deemed suitable.

#### 3. Criteria for grant of the Facility:

- a. Two hours off (i.e. two-hours lesser duty time from total number of duty hours per day) for practice may be granted to the players/coaches who are actively/regularly participating and performing in National/International Level tournaments and are also participating in All India Postal Tournaments (if the same is conducted in that discipline).
- b. In case AIP Tournament in a particular sport is not being organized, participation/performance in National/International Level tournaments alone shall be taken into consideration for granting/reviewing the facility.
- c. For cases where a non-sports quota player (or sports quota player of a different sporting event) is participating only in AIP tournaments (i.e. not in National/International Event of that sports), the facility shall be granted in a restricted manner while keeping in view the seriousness and performance level of the player.
- d. The Postal Sports Board may include or exclude any particular sporting event from eligible sporting events for the purpose of this facility.

#### 4. Definition of Active Participation

Active participation for this purpose may vary from case to case, as it is observed that not all tournaments are conducted with the same frequency. To this effect, granting authority may ensure that the player is actually participating in maximum possible national/international sporting events and AIP tournaments (if conducted for that discipline), except if administrative exigencies doesn't permit him/her (eg. Suppose an outstanding player is unable to take part in some of the tournaments due to administrative exigencies. In that case, he or she may still be granted the facility provided the granting authority is satisfied with the genuineness of the case).

## **5. Granting and monitoring of the facility**

- a. Two hours off for practice may be granted each year by Circle Sports Boards in the month of April, based on previous years participation/performance/attitude towards the sports of the concerned player/coach.
- b. Facility once granted shall be applicable till the end of the financial year or till next review, whichever is earlier.
- c. Once the facility is granted by the Circle Sports Board, the divisional head concerned may monitor proper utilization of the facility by the official/player.

## **6. Review of the facility**

- a. Review of the facility may be done periodically however, not less than once per year at the level of Circle Sports Boards.
- b. In light of administrative exigencies, the Divisional Heads, may require a player/official to work for the full hours of duty for a limited period, even if he/she has been granted the said facility, under intimation to the Circle Sports Boards that had granted the facility.
- c. The facility shall be discontinued if the player/coach is found misusing the facility (eg. not utilizing the time to practice and instead of whiling away the time). However, for players of International Level, the case may be referred by the Circle to the Postal Sports Board before discontinuing the facility.

## **7. Facility for participants/artists of the Cultural Meet**

- a. For participants/artists of All India Postal Cultural Meet, the aforesaid facility may be extended only for 1 month before the event.
- b. The facility may be granted for participants/artists of the All India Civil, Music, Dance, and Short Play Competition (organized by the Central Civil Services Cultural & Sports Board) from the date of selection for participation until the end of the event.