

Summary Statement of Expenditure for Devi Ahilya University, Indore

----- (Men & Women) Team for year -----

*_*_*_*_*

PART "A"

- (a) Advance Rs. ----- taken on date -----
- (b) Advance taken by -----
- (c) Advance submitted by -----
- (d) Balance amount of Rs. ----- refunded to -----
- (e) University Vide Receipt No. ----- dated -----
- (f) If Advance transferred
- To Whom ----- date ----- date of order -----

PART "B"

Expenditure of Team

<u>Voucher No.</u>	<u>Amount</u>	<u>Particulars</u>
1.		Ind class/sleeper class concessional Railway fare from ----- To ----- Player @ Rs. ----- (for out ward Journey)
2.		Ind class/sleeper class concessional Railway fare from ----- To ----- Player @ Rs. ----- (for inward Journey)
3.		Reservation charges. Note :- Payments of reservation charge & sleeper class tickets will be considered only when ticket's / receipt's photo copies in support are produced.
4.		D.A. to ----- Players for ----- days @ Rs. ----- (Receipts in support of payment should be obtained from individual players)
5.		Cash Award to ----- Players @ Rs. 500/- each. (Receipts in support of payment should be obtained from individual players)

Cont.....2

6.

Preparation of Uniforms & Costumes

a)

Cloth

b)

Banyans / T-Shirt

c)

Printing Charges

d)

Stitching Charges, etc.

e)

County Caps

f)

Sweater

g)

Towel
7.

Shoes and Socks
8.

Medicine Charges
9.

Officiating Charges
10.

Sports Material if permissible
11.

Photo Charges
12.

Protest fee (if any)
13.

AIU Entry Fees to submitted at organizing university
14.

Other Miscellaneous expenditure

(i)

(ii)

(iii)

_____ Total Expenditure of Part "B"

PART "C"

COACHING CAMP

FOR PLAYERS :-
Local with the rate of @ Rs. 100/- per day.
Out side with rate of @ Rs. 200/- per day.

FOR OFFICIALS :-
Local officer rate of @ Rs. 100/- per day
Out side officer rate of @ Rs. 200/- per day

Note :-
(I) T.A as per rules.
(II) Manager will be entailed for 2 days D.A. only.

Rs. Expenditure of Coaching Camp.

Rs. _____
_____ Total Expenditure of Part "C"

_____ **Grant total of expenditure on team and
T.A./D.A & others Exp. of the Students
(Part B+C)**

C E R T I F I C A T E

**Certified that the above entries are correct and the expenditure is incurred by me on
Devi Ahilya University, Indore _____ (Men & Women) team(s)**

SIGNATURE OF THE COACH

SIGNATURE OF THE MANAGER

Cont.....4

FOR USE EXECUTIVE BOARD (SPORTS) OFFICE

Indore, Dated _____

Checked and countersigned for Rs. _____

(In Words) _____

2/ Forwarded to the Registrar, Devi Ahilya University, Indore.

SECRETARY
EXECUTIVE BOARD SPORTS

CHAIRMAN
EXECUTIVE BOARD SPORTS

FOR USE IN AUDIT SECTION

FOR USE IN THE ACCOUNTS SECTION

Pay Rs. _____ (In Words) _____

And debit to head _____

SUPDT.

ASSTT. REGISTRAR (FIN.)

F.O.

DEVI AHILYA UNIVERSITY, INDORE

REPORT OF THE MANAGER

(To be retained by sports section for the use of Ex. Board of Sports)

(Please fill all the columns)

- 1. Name of the team _____ (Men & Women)
- 2. Name address and mobile number of the Manager -----

- 3. Name address and mobile number of the Coach -----

- 4. Name of the Organizing University -----
- 5. Dates of the tournament from ----- To -----
- 6. Venue of the tournament -----
- 7. All India / Central Zone -----

S.No.	Name of the players	Father’s/Husband’s Name	College	Remark
01.				Captain
02.				Player
03.				-do-
04.				-do-
05.				-do-
06.				-do-
07.				-do-
08.				-do-
09.				-do-
10.				-do-
11.				-do-
12.				-do-
13.				-do-
14.				-do-
15.				-do-
16.				-do-

8. Name of the players dropped out from the team :-

S.No	Name	College	Reason Dropped
01.			
02.			
03.			

9. Name of Players included in the team from the stand-by category :-

S.No	Name	College	Date of inclusion
1.			
2.			
3.			

10. Result of each match/round played (with Score) :-

- (i) _____ Vs. _____ Score _____
- (ii) _____ Vs. _____ Score _____
- (iii) _____ Vs. _____ Score _____
- (iv) _____ Vs. _____ Score _____
- (v) _____ Vs. _____ Score _____

11. Position(s) secured in the Event :-

	<u>Name</u>	<u>Position</u>	<u>Event/Class/Group</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

12. Players to be specially mentioned merit wise

- (i) -----
- (ii) -----
- (iii) -----
- (iv)-----
- (v) -----

13. General performance of the team in tournament /competitions:-

14. Discipline -----

15. Suggestion for improvement of the game -----

(Please attach separate sheet)

16. General information -----

(a) Mode of Journey

(i) By Rail Reservation :- One way - Both way

(ii) By Bus

(iii) Or Any other

(b) Uniform supplied to the players:-

(i) Track suit -----

(ii) Playing kit -----

(iii) Any other -----

(c) Allowance paid:-

(i) T.A. -----

(ii) D.A -----

(iii) Prize money -----

(iv) Any other -----

(d) All the members and officials of the team are insured or not

17. Remarks, if any-----

SIGNATURE OF THE COACH

SIGNATURE OF THE MANGER

Note :-

Please note that the name mentioned in point 11 may be considered for A.I.U. selection trials, Coaching camps etc.

DEVI AHILYA UNIVERSITY, INDORE

Report of the Manger accompanying the University _____

(men & women) teams at the Inter-Varsity tournament(s) for the year 20 - 20

1. Name of the Game : _____

2. Zone : _____

3. Name & Address of the Manager : _____

4. Name & Address of the Coach : _____

5.

S.No.	Name of the Players	Fathers/Husband Name	College	Remark
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				

6. Name of Organizing University : _____
7. Venue of the tournament : _____
8. Date(s) of : _____
- (i) Commencement of the tournament : _____
- (ii) Date of arrival on the venue : _____
- (iii) First round of the Devi Ahilya University team : _____
- (iv) Last engagement in the tournament of the Devi Ahilya
University team : _____
9. How many rounds to play up to finals : _____
10. How many rounds played : _____
11. Date of departure from the venue : _____
12. Date & amount of the advance : _____
13. Amount spent on team : _____
(Excluding T.A & D.A of the Manager & Coach)
14. Balance amount refundable against the advance : _____
(Please attach receipt, if amount refunded to the University)
15. Amount of over expenditure (due from the University excluding T.A & D.A
Amount of the Manager and Coach _____

16. Remarks, if any : _____

17.

Departure			Arrival			Journey by Rail/Road	Route VI	Distanc K.M.
Station	Date	Time	Station	Date	Time			

SIGNATURE OF THE MANAGER

DEVI AHILYA UNIVERSITY, INDORE

Received D.A. @ Rs. For date from the

Managerteam 20 - 20

S.No.	N A M E	Amount	Signature of Recipient

Amount of Rs. Paid by me

Signature of Manager.

DEVI AHILYA UNIVERSITY, INDORE

Cash Award

Received Honorarium @ Rs 500/- each for the Managerteam 20 - 20

S.No.	N A M E	Amount	Signature of Recipient

Amount of Rs. Paid by me

Signature of Manager.

DEVI AHILYA UNIVERSITY, INDORE

Receipt of Kit

Statement showing the total receipt & distribution of uniforms/costumes/
Shoes & socks.

For Devi Ahilya University,Indore _____ team 20 -20

Total Uniforms/Costumes Received : _____

S.No.	Name of the recipient	Uniform /Costumes/ Shoes & Socks Distributed	Signature of Recipient
01.			
02.			
03.			
04.			
05.			
06.			
07.			
08.			
09.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

Balance of item returned with dates & receipt

Signature of Manager.

DEVI AHILYA VISHWA VIDYALAYA INDORE

SPORTS SECTION

COACHING CAMP REPORT.

Year _____

- GAME / SPORT:- _____ (MEN/WOMEN).
- Name of the Coach:- _____
Address:- _____

- Phone no.:- _____ Mobile no.:- _____
- Venue of the Coaching Camp:- _____

- Weather Residential Camp, _____
Day Boarding Camp or Semi:- _____

- Duration of the Coaching Camp:- _____
(I) Date commenced _____
(II) Date ended _____
(III) Rest days _____
(IV) Total No. of Coaching days _____
- Sessions :-
Morning/Evening: _____
Timming : _____
- Brief description of the camp : -
(a) Aims set _____

(a) Mention any Coaching aids used during the coaching camp:-

S.No.	Name of the Coaching aid	Date
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

(b) Aims achieved during the camp : -

• Allowances paid during Coaching camp

i)	T.A. (To whom applicable)	_____
ii)	Lodging (To whom applicable)	_____
iii)	D.A	_____
iv)	Any other	_____

• Discipline :

• Attendance

• During the coaching camp following practice matches were arranged :-
(Note :- prior permission from Director Physical Education is mandatory for such matches)

	<u>Team</u>	<u>Team</u>	<u>Date</u>	<u>Result</u>	<u>Score</u>
1.	D.A.V.V. v/s	_____	_____	_____	_____
2.	D.A.V.V. v/s	_____	_____	_____	_____
3.	D.A.V.V. v/s	_____	_____	_____	_____
4.	D.A.V.V. v/s	_____	_____	_____	_____

• Any other information :

Signature of the Coach

DEVI AHILYA UNIVERSITY :INDORE

SPORTS SECTION

T.A. and D.A. to the Members of the Selection Committee, Manager and Coaches and Members of University Teams.

(A) Members of the Selection Committee, Manager and Coaches:

- (a) **Members of the Selection Committee:**
IInd / Sleeper Class Railway fare / Bus fare & Special Management allowance Rs. 0.50 paise per K.M. and D.A. as per University Sports rules for days of business and Rs. 500/- honorarium.
- (b) **Managers:**
IInd / Sleeper Class Railway fare. Rs. 200/- D.A. inclusive of all allowances D.A is admissible for journey period also. Special Management allowances for the Team officials (Manager and Coaches shall be admissible for the journey @ Rs. 1.25/- per K.M. up to 2000 K.M.(Both way journey) & than Rs.0.75 paise per K.M. subject to the minimum of Rs. 750/- for both ways of journey. (Ex. Council meeting dated 28.05.2015)
- (c) **Coaches:**
T.A. and D.A. shall be the same as admissible to Managers. However local coaches may be paid conveyance charges for the period of coaching and combined practice of the University team as admissible to the members of the University bodies.

(B) T.D. & D.A. to the Players of University Teams:

- (a) IInd / Sleeper Class Railway fare with reservation charges on concessional rates from and to the place of start and in emergency full Railway fare if concession is not available. D.A. at the rate of Rs. 200/- per day inclusive of all allowances. In exceptional circumstances if justified by the Manager, the Chairman shall have the power to sanction any extra D.A. to the players. D.A. is admissible for journey period also.
- (b) As per the letter no.NSS/2008/38/419, Bhopal dated 23.09.2008 from Govt. of M.P. Higher Education Department. A cash Award @ of Rs. 500/- once will be paid to each selected player.
- (c) The IInd / Sleeper Class Railway fare / Bus fare at concessional rates is admissible to a player of the University team to go back to his place from the place of start, after his return from the Inter-University Tournament and in an emergency full Railway fare shall be paid to him, if concession is not available.
- (d) Travelling in connection with tournaments shall be performed by the shortest route unless otherwise permitted by the Chairman.
- (e) The team including Manager(s) and Coach(es) may reach the place of competition 24 hours before the scheduled time for competition and stay at the place of competition 24 hours after their last engagement and shall be entitled to D.A. during these periods. In case of journey exceeding 1,000 K.M. the team may be allowed to reach 48 hours before the first fixture for which they shall be entitled to D.A. In all cases, the stay at the Venue shall not be more than 24 hours after their last engagement.
- (f) Reservation charges for seat during journey are allowed on production of Railway receipt. In case of journey involving night journey the expenses on sleeping births shall be borne by the University on production of Railway receipt. The reservation facility shall be available to Managers, Coaches and Servants also.

(C) Kit Man / Servant:

He shall be allowed to accompany the University teams in Cricket, Athletics & Softball only. The T.A. & D.A. will be paid to him as under: -
IInd Class Railway fare with reservation charges D.A. as admissible to the players for the days of his duty duly certified by the Manager.

(D) Uniform, Crest, Blazer & Track Suit :

- (a) All expenses towards Uniforms of the University teams, admissible under rules, shall be borne by the University.
- (b) All expenses towards Crest of Managers, Coaches and Players of the University teams, admissible under rules, shall be borne by the University.
- (c) Expenses towards Blazers of Managers, Coaches and Players of University teams admissible under rules, shall be borne by the University.
- (d) Expenses towards Track Suits of Managers, Coaches and Players of University teams admissible under rules, shall be borne by the University.

(E) Medical Charges:

Necessary charges towards medical and other incidental expenses shall be borne by the University on practice and tournament days for which the Manager or Coach shall have to submit vouchers in proper form.

(F) Sports Material:

- (a) The balls for different games & Sports & shuttlecocks shall be purchased for teams at the time of Coaching Camp, Combined practice, trials and participation in Inter-University tournaments or any other material like Hockey sticks, Rackets, Cricket bats or any accessory materials of the games allowed.
- (b) University may purchase equipment and games material for the use of University with the approval of the competent authority.

(G) Group Photo:

- (1) The expenses on Group Photo shall be borne by the University of the teams as under: -
 - (a) Teams reaching in the Finals of the Inter University Zonal Tournaments.
 - (b) Teams reaching upto semi-finals of the Inter-University All-India tournaments.
 - (c) Players of the teams securing position of honour i.e. Ist, IInd and IIIrd place(s) in Inter-University Individual Competitions like Athletics, Aquatics, Shooting, Wrestling and Weight Lifting etc.
- (2) The photo charges shall be admissible according to the prevalent market rates. The prior approval of the Secretary, Ex. Board Sports (DPE) will be necessary regarding size of the photogroup and prevalent market rates.
- (3) The official first three copies of the group photo shall be distributed one copy each to the manager, captain and the University office for record. The fourth copy shall be given to the coach at the cost of the University, if he/she accompanies the team.

(H) Submission of Accounts:

The Manager of the University teams shall incur expenditure strictly according to the above rules. For their guidance estimates shall be provided by the Sports Section. It is expected that the accounts concerned should be presented to the office of the Executive Board within a fortnight of the return of the team from the tournament along with proper vouchers and statement. All claims should be supported by vouchers.

(I) Saving Clause

Any point not directly covered by these rules shall be decided by the sports committee in the light of the rules most nearly applicable and in accordance with the general tenor and spirit of the said rules.

(J) THE T.A./D.A. FOR COACHING CAMPS

The D.A for the players/officials of the teams will be as followed:-

Local players/officials - Rs. 100/- per day.
Outside players/officials - Rs. 200/- per day.
T.A. as per rules.

DEVI AHILYA UNIVERSITY, INDORE

Sports section

Name of the team

Year

Track suit measurement are to be given from Small, Medium, Large, Extra Large.

S.No.	Name	College	Size	Signature
01.				
02.				
03.				
04.				
05.				
06.				
07.				
08.				
09.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
Coach				
Manager				

Manager Signature
&
Full Name.....

.....

DEVI AHILYA UNIVERSITY, INDORE

Name of the Team _____

Year 20 - 20

Received following paper

- 1. Summary Statement of Expenditure _____
- 2. Report of the Manger _____
- 3. Receipt of Kit _____
- 4. D. A Performa _____
- 5. Coaching Camp Report _____
- 6. Coaching Camp attended Performa _____
- 7. Track Suit Performa _____
- 8. T.A./ D.A. Rules _____
- 9. Copy of Budget _____
- 10. Copy of Fixture _____
- 11. Eligibility Performa _____
- 12. Introduction letter _____
- 13. Identity card _____
- 14. Flag _____
- 15. Advance amount _____

Sig. of Issuing Authority

Sig. of Receiving Authority

Address _____

DEVI AHILYA UNIVERSITY, INDORE

SPORTS SECTION

Certificate issued by purchase persons according to MP Bhandar kraya Niyam, 2015.

Dated

C e r t i f i c a t e

This is to certify that the Sports materials / Goods/Sports Kit were purchased by us is as per proper specification and good quality. The rate of Sports materials / Goods/Sports Kit is reasonable and purchased through an recognized retail shop.

()
Captain /Representative
of team

()
Coach

()
Manager