

# SAMBALPUR UNIVERSITY

JYOTI VIHAR, BURLA

Dist. : Sambalpur - 768019

202

A

## SPORTS COUNCIL

Received the following Forms from the Sports Council, Sambalpur University in connection with Inter College \_\_\_\_\_ tournament / competition meet 200 \_\_\_\_\_ -200 \_\_\_\_\_.

| Sl. No. | Name of Items                                   | Form No. | No. of Copies |
|---------|---|----------|---------------|
| 1       | Budget estimate & Tie fixture                   | --       | 2             |
| 2       | Adjustment of advance form                      | A-1      | 2             |
| 3       | Statement of expenditure                        | A-2      | 2             |
| 4       | Refreshment forms for Org. Committee Members    | A-3      | 2             |
| 5       | Remuneration forms for Organising Secretary     | A-4      | 4             |
| 6       | Remuneration to Officials                       | A-5      | 10            |
| 7       | D.A. bill forms of players                      | A-6      | ( )           |
| 8       | Refreshment / Lunch to players                  | A-7      | ( )           |
| 9       | Refreshment / Lunch to officials                | A-8      | ( )           |
| 10      | Voucher slip forms                              | A-9      | 5             |
| 11      | Report of Organising Secretary                  | A-10     | 1 Set         |
| 12      | Form for appointment of University Team Manager | A-11     | 2             |
| 13      | Cup/Certificates receiving form                 | A-12     | 4             |
| 14      | Selection of players for selection camp         | A-13     | 2/4           |
| 15      | Forms for constitution of Organising Committee  | A-14     | 2             |

Signature  
Designation  
Dt.



# SAMBALPUR UNIVERSITY

JYOTI VIHAR, BURLA

FORM NO. 16

## DETAILED STATEMENT OF UNIVERSITY VOUCHERS SUBMITTED AGAINST THE TEMPORARY ADVANCE (in Duplicate)

### PART-I

1. Name and designation the person who taken the advance :
2. Amount of advance taken :
3. Date of drawal :
4. Purpose for which taken :
5. Reference  
(Sub-voucher No & Date )

### PART-II

| SL.No. | Description of voucher | Bill No. & Date | Amount |
|--------|------------------------|-----------------|--------|
| 1      |                        |                 |        |
| 2      |                        |                 |        |
| 3      |                        |                 |        |
| 4      |                        |                 |        |
| 5      |                        |                 |        |
| 6      |                        |                 |        |
| 7      |                        |                 |        |
| 8      |                        |                 |        |

Total..... Rs \_\_\_\_\_  
Amount refunded in cashvide  
receipt / Chalan No. Date Rs.

Grand Total .....Rs. \_\_\_\_\_

Signature of the person who has  
taken the advance

### PART-III

Receive alongwith the vouchers \_\_\_\_\_ from  
\_\_\_\_\_ on \_\_\_\_\_

Signature of the person who  
receive the vouchers.



# STATEMENT OF EXPENDITURE FOR INTER COLLEGE TOURNAMENT / COMPETITION / MEET, 200 - 200 AGAINST THE ADVANCE OF RS.

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| Sl. No. | Financial No  | Particulars of expenditure                            | Sanctioned amount | Expenditure incurred | Voucher No. (a) | Remarks if any |
|---------|---------------|---|-------------------|----------------------|-----------------|----------------|
| 1       | 2             | 3   | 4                 | 5                    | 6               | 7              |
| 1.      | A-1-(b)       | Refreshment to organising committee members           | Rs.               | Rs.                  |                 |                |
| 2.      | A-1-(b)       | (iv) Remuneration to the Organising Secretary         | Rs.               | Rs                   |                 |                |
| 3.      | A-1-(ci)      | C.A. to Selection Committee members                   | Rs.               | Rs                   |                 |                |
| 4.      | A-2           | Preparation of ground                                 | Rs.               | Rs.                  |                 |                |
| 5.      | A-3 (a,b,c,d) | D.A. to Participants                                  | Rs.               | Rs.                  |                 |                |
| 6.      | A-4 (b,c,d,e) | Payment to officials                                  | Rs.               | Rs.                  |                 |                |
| 7.      | A-5-(a)       | Refreshment / Lunch to players                        | Rs.               | Rs.                  |                 |                |
|         | (b)           | Refreshment to Lunch Officials                        | Rs.               | Rs.                  |                 |                |
| 8.      | A-8           | Miscellaneous / Contingency for accommodation of team | Rs.               | Rs.                  |                 |                |
| 9.      |               | Prizes to Winner / Runner                             | Rs.               | Rs.                  |                 |                |
| Total   |               |   | Rs.               | Rs.                  |                 |                |

Advance accorded Rs.

Expenditure incurred Rs.

\* Net deficit OR surplus Rs.

In case of deficit the recipient of the advance will be paid the excess expenditure, if admissible after the vouchers submitted herewith are passed.  
In case of surplus, the recipient of the advance shall have to refund the money either by B.D. or in the university cash counter. The B.D. or the money receipt must be attached to this statement of the expenditure alongwith the vouchers will not be entertained.

Certified that the expenditure incurred as per the statement is true to the best of my knowledge and belief and is in accordance with the financial rules.

Signature of the recipients of the advance

# ● SAMBALPUR UNIVERSITY

JYOTI VIHAR, BURLA

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## SPORTS COUNCIL

### REFRESHMENT FOR MEMBERS OF ORGANISING COMMITTEE

Received from the Organising Secretary, Inter College,  
— — — — — Tournament, 200 - 200 , Sambalpur University,  
the sum of Rs— — — — — ( Rupees — — — — —  
— — — — — only ) towards payment for supply of refreshment for seven members  
of Organising Committee on Dt — — — — — & Dt — — — — —  
@ Rs. 8/ — per head per day.

Paid by me

Signature/Thumb  
Impression of payer  
Dt.

Organising Secretary  
Inter College, — — —  
Tournament, 200 - 200



# SAMBALPUR UNIVERSITY

JYOI VIHAR, BURLA  
(SPORTS COUNCIL)

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## PROFORMA BILL FOR PAYMENT OF REMMUNERATION OF THE ORGANISING SECRETARY OF INTER COLLEGE TOURNAMENT / COMPETITION / MEET

1. Name of the Organising Secretary \_\_\_\_\_
2. Status of the Organising Secretary \_\_\_\_\_
3. Name of the Tournament \_\_\_\_\_
4. Year \_\_\_\_\_
5. Venue of the Tournament \_\_\_\_\_
6. Period of the Tournament \_\_\_\_\_
7. Whether zonal Tournament \_\_\_\_\_
8. Appointment letter No. with date \_\_\_\_\_

Received a sum of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ ) only towards remuneration as organising Secretary, Inter  
College \_\_\_\_\_ Tournament / Competition Meet, 20 \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Countersigned

.....  
(Principal of the Organising College)





**FORM FOR PAYMENT OF REMUNERATION / C.C. TO OFFICIALS**

Referee / Umpire / Judge , Scorer/ Line judge / Selection Committee Member / Coach etc.

1. Name of the tournament :
2. Name of the organising College :
3. Name of the officials :
4. Engaged as:
5. No. of matches officiated / observed :
6. Date and period of play :
7. Whether.CC/Remuneration  
both is admissible

Received Rs. ....(Rupees .....)  
only towards my C.C/ Remuneration for .....days/matches from  
dt..... to dt .....Rs ...../per sitting day/match from the  
organising secretary.

Paid by me.

Revenue  
Stamp

.....  
(Principal/ Organising Secretary )

.....  
(Signature of recipient )

Address :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date :

# SAMBALPUR UNIVERSITY

JYOTI VIHAR, BURLA

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(SPORTS COUNCIL)

## D.A. BILL OF PLAYERS FOR INTER - COLLEGE TOURNAMENT/ COMPETITION / MEET

1. Name of the tournament :
2. Venue of the tournament :
3. Name of the team :
4. Whether eligible to get an extra D.A.
5. Distance covered : 1) ..... K.M.  
2) From .....  
To .....

Received a sum of Rs. .... (Rupees .....

..... ) only from the Organising Secretary towards

D.A. for ..... of ..... College for  
(No. of Players)

..... day from dt. .... to dt. ....

@ Rs. .... per player.

Certified that D.A. to all the players  
as claimed above has been paid in  
my presence.

Revenue  
Stamp

(Signature of the Captain)

Place :

Date :

\_\_\_\_\_  
( Team Manager)

Paid by me

\_\_\_\_\_  
(Signature of the Organising Secretary)

SAMBALPUR UNIVERSITY  
JYOTI VIHAR: SAMBALPUR -- 768 019  
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(SPORTS COUNCIL)

Proforma bill for payment of refreshment/Lunch (provided in Cricket only) to players participating in the Inter College University tournament.

1. Name of the player :  
Refreshment/Lunch due :
2. Name of the Tournament :
3. Year :
4. Venue of the Tournament :

Received a sum of ..... (Rupees.....)

.....) only from the Organising Secretary towards  
refreshment/Lunch for ..... (No. of ..... of .....  
..... College. .... for ..... day(s)/  
Matche(s) from dt ..... to dt ..... per player.

Certified that refreshment due to all the players as claimed above has been paid in  
..... persons

(Signature of the Player)

Place  
Date

Paid by me

-----  
(Signature of the Organising Secretary/Team Manager)



# SAMBALPUR UNIVERSITY

JYOTI VIHAR BURLA

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( SPORTS COUNCIL )

## RECEIPT FOR REFRESHMENT / LUNCH ( PROVIDED ONLY IN CRIKET AND ATHLETICS ) FOR OFFICIALS.

Received payment from the Organising Secretary, Inter  
College... ..Tournament, 200 200 , Sambalpur  
University, the sum of Rs .. .. ( Rupees .. ..  
... .. only ) towards for supply of... .. numbers of refreshment/  
lunch @ Rs... ..per head per day for... .. numbers of matches to  
officials of Inter College... ..tournament 200 200 , from dt... ..  
to dt... ..

Paid by me

Signature / Thumb  
Impression of payer  
Dt.

Organising Secretary  
Inter College, ... ..  
Tournament, 200 200

# SAMBALPUR UNIVERSITY

JYOTI VIHAR, BURLA

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( SPORTS COUNCIL )

## VOUCHER SLIP FOR INTER COLLEGE TOURNAMENT/ SELECTION TRIAL - CUM - COACHING CAMP

( This slip is to be used when the person or firm claiming payment does not have printed receipts )

Received from the Organising Secretary, Inter - College Tournament,

Sambalpur University, the sum of Rs. .... P. ....  
( Rupees .... and Paise .... ) only  
towards payment for

Revenue  
Stamp

Voucher No

Date

Signature or Thumb  
impression of payee  
Dated



**SPORTS COUNCIL  
SAMBALPUR UNIVERSITY**

JYOTI VIHAR, BURLA  
DIST - SAMBALPUR

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**PROFORMA REPORT OF THE ORGANISING SECRETARY OF INTER-COLLEGE  
TOURNAMENT**

1. Name of the Organising College
2. Name of the tournament
3. Section (M/W)
4. Zone
5. Date of the commencement of the tournament
6. Date of completion of the tournament
7. Results of the tournament
  - i) Winner ..... College .....
  - ii) Runners ..... College .....  
Semi - finalist
  - iii) College ..... Vrs ..... College .....
  - iv) College ..... Vrs ..... College .....
8. Trophy (ies) awarded to :
  - i) ..... College .....
  - ii) ..... College .....

(Paper receipt from receipiant of the trophy (ies) must be attached)



9. Participating colleges with eligibility details, list of actual participants and name and tatus of the manager of the participating colleges :-

| Sl. No. | College | No. of copies<br>of the eligibility<br>details attached | No. of copies of<br>the list participants<br>attached | Name of the<br>team Manager | Status of<br>the team<br>Manager |
|---------|---------|---|---|-----------------------------|----------------------------------|
|---------|---------|---|---|-----------------------------|----------------------------------|

## 10. Withdrawing College :

Sl.  
No.

College

Duration of advance  
intimation to the  
organising collegeReason of  
withdrwal  
if any

## 11. Details of protest if any, with protest fee of Rs. - 100/-

Sl.  
No.

Protesting College

Reason (s) of  
protestProtest upheld /  
rejected

(if protest if rejected details of remittance of the protest fee to the Sports Council be mentioned)

- Note** i) Protest fee, if the protest is rejected must be submitted to the University in the University Cash Counter or in shape of Bank Draft in the name of the Finance Officer, Sambalpur University.
- ii) Copies of the protest and that of the decision of the organising committee in both the case ; either rejected or upheld, thereon to be attached.

## 12. Name of the members of the Selection Committee

| Sl.No. | Name | Address | Status |
|--------|------|---------|--------|
| 1.     |      |         |        |
| 2.     |      |         |        |
| 3.     |      |         |        |

## 13. Name of the members of the organising committee :-

| Sl.No. | Name | Status |
|--------|------|--------|
| 1.     |      |        |
| 2.     |      |        |
| 3.     |      |        |
| 4.     |      |        |
| 5.     |      |        |
| 6.     |      |        |
| 7.     |      |        |



14. Details of umpire, referees, line judge, scorers etc. engaged in the tournament date-wise on payment of remuneration.

| Date | Match | Name | Rs. (Umpires)<br>referee etc | Remarks |
|------|-------|------|------------------------------|---------|
|------|-------|------|------------------------------|---------|

16. Details of matches held, date-wise in the following format as per the tie - fixture

| Date | College | Vrs | College | win by | Goal/point margin |
|------|---------|-----|---------|--------|-------------------|
|------|---------|-----|---------|--------|-------------------|

17. General information of the tournament, if any : (Separate sheet may be attached if the space is not sufficient)

18. Certified that the report given above are correct.

Date

Seal

Signature of the Principal / Organising Secretary  
with office seal

**SAMBALPUR UNIVERSITY**  
**JYOTI VIHAR, BURLA**  
**( SPORTS COUNCIL )**

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**PROFORMA FOR RECOMMENDATION OF NAME FOR APPOINTMENT OF  
 MANAGER OF THE UNIVERSITY TEAM**

..... TEAM 200 ..... - 200 .....

( Note :- This proforma should be duly filled in and returned to the Secretary, Sports Council, Sambalpur University, Jyoti Vihar, Burla before the Inter College Tournament, taken up by the College is completed. )

1. Name of the College :
2. Name of the game organised by the College :
3. Name of the person concerned recommended for appointment of manager in the same game organised by the College :
4. Status/Position held by the person concerned recommended for appointment of manager :
5. Brief note in connection with association of the person concerned in the Inter College tournament organised by the College :
6. Whether consent of the person concerned obtained. :

COUNTERSIGNED

Principal \_\_\_\_\_

College \_\_\_\_\_

Signature of the Organising Secretary.  
 Inter College .....

..... tournament 200 ..... - 200 .....

( SEAL )



## SPORTS GOUNCIL

### Receipt of Cup / Certificate

Received a — — (inch) winner / Runner Cup and — — — numbers  
of certificate in favour of the following members of our — — — — —  
team from the Organising Secretary, Inter College — — — — —  
tournament 200 —200

| Sl. No. | Name in Block Capital | Signature |
|---------|-----------------------|-----------|
| 1-      |                       |           |
| 2-      |                       |           |
| 3-      |                       |           |
| 4-      |                       |           |
| 5-      |                       |           |
| 6-      |                       |           |
| 7-      |                       |           |
| 8-      |                       |           |
| 9-      |                       |           |
| 10-     |                       |           |
| 11-     |                       |           |
| 12-     |                       |           |
| 13-     |                       |           |
| 14-     |                       |           |
| 15-     |                       |           |

C' sign

Team Manager

Winner/Runner Team,

— — I —College—

Organising Secretary

Inter College ... ..

Tournament, 200 —200

N. B. :- Please enter the names of players correctly and in Block Capital



**SPORTS COUNCIL**  
**SAMBALPUR UNIVERSITY, JYOTI VIHAR, BURLA-768019**

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**PROFORMA FOR SELECTION OF PLAYERS IN INTER COLLEGE TOURNAMENT  
 FOR ATTENDING COACHING CAMP**

| Sl. No. | Name<br>( in Block Letter ) | College | Date of birth | Position |
|---------|-----------------------------|---------|---------------|----------|
| 1       | 2                           | 3       | 4             | 5        |
| 1.      |                             |         |               |          |
| 2.      |                             |         |               |          |
| 3.      |                             |         |               |          |
| 4.      |                             |         |               |          |
| 5.      |                             |         |               |          |
| 6.      |                             |         |               |          |
| 7.      |                             |         |               |          |
| 8.      |                             |         |               |          |
| 9.      |                             |         |               |          |
| 10.     |                             |         |               |          |
| 11.     |                             |         |               |          |
| 12.     |                             |         |               |          |
| 13.     |                             |         |               |          |
| 14.     |                             |         |               |          |
| 15.     |                             |         |               |          |

( Separate sheet may be attached if the space is not sufficient )

1. Certified that the University team to be formed from among the players selected above will be of minimum standard to participate in the Inter University tournament.
2. Certified that the Committee has selected the players on merit.
3. Certified that the report given above are correct and true

Signature of the members of the Selection Committee

- |               |                 |
|---------------|-----------------|
| 1. Name _____ | Signature _____ |
| 2. Name _____ | Signature _____ |
| 3. Name _____ | Signature _____ |

Forwarded

Signature of the Organising Secy. / Principal  
 \_\_\_\_\_ College \_\_\_\_\_



**SPORTS COUNCIL**  
**SAMBALPUR UNIVERSITY: JYOTI VIHAR, BURLA-768019**

A-13

**PROFORMA FOR SELECTION OF PLAYERS IN INTER COLLEGE TOURNAMENT  
 FOR ATTENDING COACHING CAMP**

| Sl. No. | Name<br>( in Block Letter ) | College | Date of birth | Position |
|---------|-----------------------------|---------|---------------|----------|
| 1       | 2                           | 3       | 4             | 5        |
| 1.      |                             |         |               |          |
| 2.      |                             |         |               |          |
| 3.      |                             |         |               |          |
| 4.      |                             |         |               |          |
| 5.      |                             |         |               |          |
| 6.      |                             |         |               |          |
| 7.      |                             |         |               |          |
| 8.      |                             |         |               |          |
| 9.      |                             |         |               |          |
| 10.     |                             |         |               |          |
| 11.     |                             |         |               |          |
| 12.     |                             |         |               |          |
| 13.     |                             |         |               |          |
| 14.     |                             |         |               |          |
| 15.     |                             |         |               |          |

( Separate sheet may be attached if the space is not sufficient )

1. Certified that the University team to be formed from among the players selected above will be of minimum standard to participate in the Inter University tournament.
2. Certified that the Committee has selected the players on merit.
3. Certified that the report given above are correct and true

Signature of the members of the Selection Committee

|               |                 |
|---------------|-----------------|
| 1. Name _____ | Signature _____ |
| 2. Name _____ | Signature _____ |
| 3. Name _____ | Signature _____ |

Forwarded

Signature of the Organising Secy. / Principal  
 \_\_\_\_\_ College \_\_\_\_\_