

MANUAL ON FINANCE & ACCOUNTS



Sports Authority of India
Jawaharlal Nehru Stadium Complex (East Gate)
Lodhi Road, New Delhi - 110003



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FOREWORD

Sports Authority of India (SAI) has more than 80 centres across India. But since they are part of one organization, the accounts of all units are required to be merged for preparing annual accounts, which requires uniformity of procedures and formats. This need motivated SAI to undertake the challenging task of developing a Finance & Accounts Manual, in-house.

The Manual has been divided into separate chapters, covering different subjects. I am confident this Manual will go a long way in bringing quality, efficiency and reliability of figures. Further, I believe that it will benefit the officers and staff in their day to day working.

A copy of this Manual shall also be uploaded on SAI website (sportsauthorityofindia.nic.in) and updated on regular basis.


(INJETI SRINIVAS)

Place: New Delhi

Date: 12/10/2015

PREFACE

It is said that good accounting is synonymous to good governance and similarly the Codes and Manuals are foundation stone for good Accounting System. The need for Manual on Finance and Accounts is felt more in an organization like Sports Authority of India (SAI), which has multiple Accounting Units and follows Complex accounting methods. SAI being an autonomous body, registered under the Societies Act, is a non profit entity, thus, it has to follow Commercial Accounting practices and follow the Uniform Chart of Accounts as prescribed by Ministry of Finance (w.e.f. 01-04.2001). Further, being fully supported from Grant- in -Aid of Central Government, it is obligatory on SAI to prepare Cash based accounts. Thus, the Accounts are prepared on Cash as well as Accrual methods and they have to be audited by a Chartered Accountant and also by C & AG of India.

As on date about more than 80 SAI Centres across India, prepare separate Accounts before they are amalgamated at Regional Centres and finally at SAI Headquarters in New Delhi. One unique situation in SAI, which demands for a simple but comprehensive working of Manual, is the fact that in absence of trained staff, the Accounting work is often handled by non-professionals and technical staff like the coaches.

This Manual has been divided under different chapters, covering various topics. Concerted efforts have been made to cover all major aspects of Finance and Accounts in this Manual in a user-friendly manner taking into account the applicable directives contained in different reference books available on the topics covered in the Manual including Financial Bye-Laws of SAI.

For preparation of this Manual, we have relied on various sources like National Institute of Fashion Technology, Railways, NDMC and so on. While preparing these documents, we have also kept in view computerization of accounts in SAI in future. The objective is also to generate real time Account for all the Centres of SAI in the near future.

It was my association with the Supreme Court directed Accounting Reforms in New Delhi Municipal Council (NDMC) and subsequently in the compilation of Process Manuals in Bhopal Division of Indian Railways, which has given impetus to this endeavour. Further, during my tenure in SAI, I got an opportunity to handle various assignments

from time to time like Secretary (SAI), Executive Director (TEAMS), Operations, Chief Stadia Administrator etc, which gave me an overall understanding of the organization.

It is worth mentioning here that one more manual on General Administration is also under compilation, which will complement the Finance Manual. We hope that these Manuals would help in providing a solid base for a resurgent SAI and be helpful to the staff and officers of SAI in their day to day working.

In this task of preparation of Manual, the contribution made by Mr R.K. Chopra, Director (Finance), Dr P Giri Rao, Deputy Director (Finance), Mr Bhopal Singh (Retd. NDMC Officer), Mr Vinod Arora, (Rtd. Dy FA/ Northern Railways), Mr R C Trivedi (Retd Deputy Director) Finance (SAI), Shri Sanjay Kohli, AO (Finance) and Shri Ravi Paliya is commendable.

Suggestions for improvement and rectification of errors and omissions will be gratefully accepted.



(Hira Ballabh, IRAS)
Financial Advisor/ED (F)
Chairman-Committee on SAI Manuals

Standards of Financial Propriety

These rules also known as Canon of Financial Propriety are the guiding principals to be followed while incurring any expenditure from the Public Fund. Therefore, due regard must be paid to these golden principals as given below:

1. The expenditure should not prima facie be more than the occasion demands, and that every Government servant should exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of the expenditure of his own money.
2. No authority should exercise its powers of sanctioning expenditure to pass an order, which will be directly or indirectly to its own advantage.
3. Public money should not be utilized for the benefit of a particular person or section of the community unless—
 - i) The amount of expenditure involved is insignificant; or
 - ii) A claim for the amount could be enforced in a court of law; or
 - iii) The expenditure is in pursuance of a recognized policy or custom.
4. The amount of allowances, such as traveling allowances, granted to meet expenditure of a particular type, should be so regulated that the allowances are not on the whole sources of profit to the recipient.

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Chapter-1

Preparation of Budget and Control Over Expenditure

1.1 Preparation of Budget is an exercise of advance planning. It is a tool of scientific management of resources of an organization with a time perspective. To be more precise budget is a statement of estimated annual revenue and expenditure of an organization.

1.2 Budget of Government

In the Government of India, Budget has constitutional sanction under Article 112(1). The constitution defines budget as “Annual Financial Statement” which is an estimated revenue and expenditures of the Government of India for the coming financial year and it is to be laid before both the houses of parliament. The annual budget contains following elements:

- (a) A review of the preceding year, including the actual revenue and expenditure in that year.
- (b) An estimate of the revenue and expenditure of the ensuing year; and
- (c) Proposals, if any for meeting the requirements of the ensuing year.

1.3 Components of Budget

The main components or parts of SAI budget are given below.

- (a) Grant-in-aid received from MYA&S for Plan Schemes of SAI (Including NER Region)
- (b) Grant-in-aid received from MYA&S for Non-Plan Activities of SAI
- (c) Internal Receipts

1.4 Budgeting in SAI

1.4.1 In the month of September every year, a circular will be issued from the Finance Division at Head Office to all Units for submission of Revised Estimate of current year and Budget Estimate for ensuing year in the prescribed format (Annexure A).

1.4.2 The Estimating Authorities in consultation with units/ centers under their administrative control will prepare budget in the prescribed Proforma as per instructions contained in the letter received from Head Office and send it to Finance Division before the date mentioned in the letter.

- (a)** Finance Division will compile and rationalize the budget figures received from all centers and submits to Ministry after obtaining approval from DG, SAI for allocation of funds in the proforma annexed at Annexure B.
- (b)** On receipt of Budget Allocation from Ministry, major head/ scheme-wise budget will be prepared by Finance Division for submission to DG (Annexure C) .
- (c)** After approval of DG, SAI the budget proposals will be submitted to Finance Committee for financial concurrence of Scheme-wise and major head-wise allocations.
- (d)** On receipt of financial concurrence from Finance Committee, the proposals will be laid before Governing Body for approval.
- (e)** On approval of Governing Body, in terms of allotted funds, Finance Division will prepare the detailed major head / Scheme wise allocations, Center-wise for approval of DG, SAI.
- (f)** Thereafter, the budget allocations so approved by DG, SAI will be notified to all expending

units (Annexure E). The units will intimate to the Finance Division detailed head wise allocation under each major head/Scheme within sanctioned funds.

- (g) After receipt of detailed head wise allocation from expending units, Finance division will exercise due check of demand within sanctioned funds, circulate the allocation after approval of DG, SAI.

1.5 Release of Funds from MYA&S-

- (a) At the start of financial year, in the month of April and at regular intervals as and when funds are required, requisition will be made by Finance Division to MYA&S for release of funds.
- (b) On receipt of fund from MYA&S, the same will be entered in grant register maintained at Head Office in the proforma annexed at Annexure-D
- (c) Finance Division of Head Office will, on receipt of Grant from MYA&S, releases funds to Regional Centers and the said centers are required to maintain proper record in the format as being maintained by SAI, HO in the proforma annexed at Annexure-D.

1.6 The budget shall contain the following:-

1.6.1 Estimates of all Revenue/Income expected to be raised during the financial year to which the budget relates The detailed estimate of receipts will be prepared by all Unit's Head in consultation with Finance Branch of their Centre, in the prescribed form for the following major head of accounts.

a) Revenue Receipts

- i) Receipts from Stadia/Buildings
- ii) Interest Received
- iii) Sale of Publications

- iv) Misc. Receipts
- v) Sale of Old Sports Material
- vi) Loans & Advances
- vii) Lodging Charges for National Coaching Camp
- viii) Fees/Subscriptions
- ix) Receipts from Donations

b) Other Adjustable Receipts

- i) Boarding
- ii) Service Charges Received
- iii) Interest on Corpus Fund

1.6.2 Estimates of Expenditure for each head for the financial year to which the budget relates will be prepared based on the past expenditure and future programs. The detailed estimates of expenditure will be prepared by Centre Incharge, in consultation with Associate Finance of the Centre for each unit of appropriation/head of accounts. Estimates should, inter-alia, include provision for liabilities of the previous year (left unpaid) during the relevant year, primarily major head/scheme wise under the following components;

a) Plan head

- i) Salaries
- ii) ST Component
- iii) General
- iv) Capital Assets
- v) SC Component
- vi) Advertising & Publicity.

b) Plan (North-Eastern Region) head

c) Non-Plan head

- i) Salaries

ii) General

List of Major Heads, Sub-Heads and Detailed Heads is available in Chapter 2.

1.6.3 Budget Estimates will be prepared Financial year wise taking into account all anticipatory receipts which includes Internal Receipt and Other Receipt and the Estimated Expenditure with reference to the approved Plan of SAI for the year and committed expenditure on Salaries, maintenance of infrastructure and Other Administrative Expenses etc., during the period.

1.7 Budget Preparation, Formulation and Submission

1.7.1 The detailed guidelines/instructions for preparation of Budget are available in Appendix 2, 3, 4, and 6 of General Financial Rules. The broad guidelines in this regard, so far as SAI budget is concerned, are given as under:

1.7.2 Broad guidelines for preparation of Budget Estimate:- The Budget Estimate for the ensuing year should be prepared taking into account the following broad guidelines:-

- i. What is expected to be paid, on account of existing ongoing programmes/Schemes and new items approved by the competent authority, for the ensuing financial year, including arrears of previous years, if any,
- ii. Economy instructions issued by the Government must be kept in view. While all inescapable and foreseeable expenditure should be provided for, care should be taken that the estimates are not influenced by under optimism. No lump sum provisions will be made in the Budget except where urgent measures are to be provided for meeting emergent situations or for meeting

- preliminary expenses on a project/ scheme which has been accepted in principle for being taken up in the financial year. Budget provision in such cases should be limited to the requirements of preliminary expenses and for some initial outlay. For example, on collection of material, recruitment of skeleton staff, etc.
- iii. The Estimate of establishment charges should be framed taking into account the trends over preceding three years and other relevant factors like changes in rates of pay, allowances, number of sanctioned posts, employees in position against sanctioned posts, vacancies as on date of commencement of financial year including the vacancies expected during the financial year and recruitment plan to be executed against such vacancies.
 - iv. Expenditure estimates shall be prepared under complete Heads of Accounts i.e., by Major/Sub Major Head, Minor Head, Sub-Head and Detailed Head. The correctness of accounts classification must be ensured in each case. In case of any doubt, the clarification should be sought from the Associate Finance in case of Regional Center or as the case may be.
 - v. While projecting the budget estimate under Major Head/Plan Scheme, the approved financial norms under the concerned scheme may be strictly followed. For each Major Head/Plan Scheme the budget estimates shall be prepared in a separate prescribed format (Annexure A)
 - vi. While projecting budget estimate for Salary, Nominal Roll must be prepared in the prescribed format for each Major Head taking

- into account the employees due to retire during the financial year for which Nominal Role are prepared.
- vii. Similarly, while projecting budget estimates, under non-plan sector, for Pension & Pensionery Benefits, full details of the existing pensioner shall be prepared in the prescribed format (Annexure A) and the retirement due during the financial year shall be taken into account.
 - viii. Budget Estimate for purchases of goods/stores of non-consumable nature, which are to be capitalized, may be prepared with due diligence so far as the prevailing market rates are concerned and full details/justification of the items to be purchased may be prepared in the prescribed format (Annexure A). Similarly proposals for the purchase of store/assets in replacement of old/obsolete store/equipment, etc under any Major Head/Scheme may also be included.
 - ix. While making a provision for the discharge of pending liabilities pertaining to the previous years, as shown in the Balance Sheet of the concerned Regional Center/Institute, it may be ensured that such proposals are supported with full details and justification.
 - x. It should be kept in mind that in the last quarter of the financial year, expenditure in excess of 33% of the approved allocation is not permissible. Therefore, the expenditure during the financial year should be planned and monitored monthly/quarterly in such a way that situation for such eventually may not arise.

1.7.3 Budget Preparation by Regional Center/Institute

- 1.7.3.1** Regional Center/Institute will prepare Revised Estimate for the current financial year and Budget Estimate for ensuing financial year in consultation with the units (STC/SAG/COE/National Sports Academy etc.) and their respective Associate Finance/Account Officer in such a way that Budget Estimate are submitted by them to the Finance Division by the date stipulated in this regard.
- 1.7.3.2** The Heads of Regional Centers/Institutes will be the estimating authorities for the purpose of preparing budget in respect of the Regional Centers/Institutes including the sub centers/units under their respective jurisdiction. There will be a “Planning and Scheme Cell” in each of the Regional Centers/ Institutes which will be responsible to prepare Budget Estimate under the overall supervision/guidance of the head of the Regional Centers/institutes. The “Planning and Scheme cell” will prepare the Budget Estimate in prescribed format after taking into account all the activities/schemes/programmes being implemented/executed in the Center and the Units under its jurisdiction. The details and justification note (like Nominal Rolls, Scheme-wise detailed expenditure on trainees, infrastructure, and other expenditure as per approved norms etc.) shall be appended with the budget document in consultation with other sections at the Regional Center/Institute at head quarter.
- 1.7.3.3** The “Planning and Scheme Cell” will maintain budget input register with them wherein inputs like decision of competent authority having financial impact on the expenditure during the

year will be maintained and taken into account at appropriate time while preparing the Revised Estimate for the current financial year and Budget Estimate for the following financial year. The “Planning and Scheme Cell” shall submit the draft budget to the Account Officer/Associate Finance of the concerned Regional Center/ Institute for vetting and finalization. The Account Officer will vet the Budget Estimate with reference to the records maintained in Associate Finance branch like register of committed expenditure, approved new items, change in norms of expenditure under various schemes, outstanding liabilities of previous years and receipts receivable etc. Thereafter, the Budget Estimate shall be recommended by the head of the Regional Center/Institute in consultation with the “Planning and Scheme Cell” and the Account Officer concerned. The Budget Estimate so prepared shall then be submitted to the “Planning and Coordination Division” of SAI, HO for vetting in consultation with the Heads of Divisions concerned at Head Office.

1.8 Preparation of Revised Estimates and Budget Estimates of SAI, HO

The Planning and Coordination Division shall also obtain Budget Estimate from the Heads of Divisions at SAI Head office in respect of the Schemes/ Activities under their respective jurisdiction. For Example :-

- i) Stadia Division will prepare RE and Budget Estimate in respect of all the five SAI Stadia in Delhi and submit these estimate to the Planning and Coordination Division.
- ii) Operation Division will prepare scheme-wise and center wise Budget Estimate and submit these

- estimates to the Planning and Coordination Division.
- iii) Infrastructure Division will prepare BE for all ongoing projects and the capital projects approved for the Financial Year concerned. Infra Division will also submit project wise and Regional Center/Institute/Stadium wise breakup and submit the estimate to the Planning and Coordination Division.
 - iv) DDO, HO, in consultation with the concerned division shall prepare the BE for the salaries to the employees under its payment jurisdiction and the Administrative expenditure on maintenance, procurement of office equipment, etc, DDO, HO, will get the BE prepared from the office of Secretary, SAI. Thereafter, the BE will be submitted to the “Planning and Coordination Division”.
 - v) Planning and Coordination Division will compile the BE of SAI, HO, including Stadia and Sports Academies in Delhi and put up the estimates for the approval of Secretary, SAI before submitting to the Finance Division for vetting and finalization.

1.9 Role and Responsibilities of Finance Division

Role and Responsibilities of Finance Division with regard to vetting and finalization of Revised Estimates of the current financial year and Budget Estimates for the ensuing financial year are very important and critical for meeting physical and financial target of SAI during the financial year concerned. The ED (Finance), who is the Financial Advisor of SAI, has the overall responsibility for preparation and submission of realistic Budget Estimates and Control of Expenditure vis-a-vis the sanction.

- A. On receipt of BE from the Regional Centers/Institutes and from “Planning and Coordination Cell” at SAI, HO, Finance Division will compile the BE separately for plan sector and non- plan sector. The Finance Division will also compile proposed expenditure in the estimate and the Revenue and Capital Heads.

Similarly, SAI Receipt will also be compiled separately as Revenue Receipt and other Receipt. After compilation of Estimates under different Schemes/ Major Head, giving breakup upto detailed head the Finance Division will carry out the following checks and ensure that:

- (i) All the decisions taken by the Governing Body/ Finance Committee/ DG, SAI having financial impact during the current financial period have been taken into account while preparing Revised Estimates for the current financial period and similarly all such decisions having financial impact on the ensuing financial year have been taken into account while projecting Budget Estimate.
- (ii) The basis taken for projecting anticipated Receipt is realistic
- (iii) No lump sum provision has been made for new scheme.
- (iv) In the Revised Estimate no new scheme/item has been included without the approval of the competent authority.
- (v) Scheme wise expenditure projected in the estimate by Operation Division has conformity with the Budget Estimate projected by the Regional Center/Institute under the concerned schemes.
- (vi) Provision for meeting expenditure account of unforeseen event/contingencies under the Major Head/Schemes has been made.
- (vii) Committed expenditure to the Statutory Authorities like Municipal Service Charges, etc., have been provided under the relevant Head of Accounts.

Provision for meeting the liabilities of previous year has been projected with reference to the Balance Sheet of SAI as on 31st March of the previous financial year and such provision tallies with the information incorporated in the register of liabilities maintained in the Financial Year.

- (viii) All the guidelines/instructions issued by the Ministry of Finance/MYA&S and SAI have been followed strictly while preparing the Budget Estimate.
 - (ix) The economy instructions issued by Government of India/SAI from time to time have been given due consideration
No provision on the basis of speculation has been included in the Budget Estimate.
 - (x) Information is provided in the prescribed format duly supported by the relevant documents.
 - (xi) Full justification for the variations in the Budget Estimates with reference to actual expenditure in last three preceeding years has been incorporated.
- B. The Finance Division, if required, will convene a meeting of all the heads of Regional Center/Associate Finance, Heads of Divisions at SAI, HO and the officers in the Finance Division associated with formulation/vetting of Budgets Estimates under the chairmanship of DG SAI/ED (Finance) for the purpose of discussion on the Budget Estimate.
- C. Finance Division will, after taking into account the decision taken in the pre-budget meeting, referred to above, finalize the Revised Estimate for the current financial year and the Budget Estimate for the ensuing financial year and submit to the Director General

- through ED (Finance) for approval.
- D. Once the approval of DG is obtained, the Budget Estimates will be submitted to Finance Committee for the recommendation before submitting the same to the Governing Body of SAI.
 - E. The Revised Estimates of the current financial year and Budget Estimates of the ensuing financial year shall be submitted to the MYA&S in the prescribed format along with justification note by the stipulated date after obtaining the approval of Governing Body.

1.10 Appropriation of Funds/Budget Allocation

- (a) After the appropriation bill relating to Budget is passed, the Ministry of Finance communicates Budget provision to the MYA&A in accordance with Rule 51 of GFR. In turn, Ministry of Youth Affair and Sport communicates the Budget Provision of SAI to the Director General.
- (b) Based on the funds appropriated/allotted to SAI, which may not be same as projected in the Budget Estimates, necessary modification under different schemes/Major Head shall be made by the Finance Division.
- (c) In the course of this exercise of modification of Budget provisions based on actual allocation of funds to SAI by MYA&S, DG/ED (Finance) may, if necessary, convene a meeting of the Heads of Regional Center/ Institutes and Heads of Divisions at SAI, HO to finalize Budget provision in accordance with the priorities of the organization.
- (d) Thereafter, the Finance Division, after taking into account the decisions, if any, in the aforesaid meeting, shall finalize the allocation of funds to the Regional Center/Institute/Divisions and DDO (HO) so far as

SAI head office is concerned.

- (e) The allocations of funds so finalized shall be submitted to the DG, SAI for approval before submitting the same to the Finance Committee for concurrence.
- (f) After obtaining the concurrence of the Finance Committee of SAI on allocation of funds to different scheme/programmes/Major Head Wise, the same shall be submitted to the Governing Body for approval.

1.11 Funds Allocation/Appropriation of Funds to the Regional Center/Institute

- (a) The Finance Division, after obtaining the approval of Governing Body, shall distribute/allocate the budget provision under various major head, sub-head and detailed head.
- (b) This detailed Budget Allocation shall be put up to the Director General for approval through ED (Finance).
- (c) After the detailed allocation of funds is approved for Revised Estimates and Budget Estimates, the Finance Division may notify the same and communicate to Secretary (SAI), Heads of Regional Centers, Institute, Heads of Divisions, DDO (HO), and to the other relevant units.
- (d) The Regional Centers/Institutes, on receipt of approved budget allocation from the Finance Division, will allocate the funds to the field units (like Sub Center/STC Center etc.,) and incorporate sanctioned allocation of funds under each major head wise/sub-head wise/detailed head wise in the Expenditure Control Register and register of financial sanction maintained at Regional Center/ Institutes Head Quarter for the purpose of budgetary control.

1.12 Budgetary and Expenditure Review

- (a) Finance Division at SAI, HO and Associate Finance in the Regional Center/Institute will review the trend

of expenditure vis-a-vis approved budget allocation under each major head/ scheme including sub-head/ detailed head wise allocations. This exercise shall be carried out monthly after finalizing the accounts of the concerned month. The Regional Center/Institute will submit a summary of results of such review in the form of statement along with the monthly account.

- (b) Finance Division will compile information received from Regional Center/Institute and DDO Head Office. The statement of review of expenditure vis-à-vis budget allocation shall be submitted by Director (Finance) to ED (Finance) on 10th Day of every month in respect of the Budgetary Review of the preceding month.
- (c) Similar exercise shall also be carried out quarterly and the results and recommendations proposing the remedial steps shall be submitted to the Director General through Executive Director (Finance) at SAI, HO.

1.13 Revised Estimates

1.13.1 The Budget exercise in the government is of cyclical nature. The revision of various existing schemes/ programmes/projects and addition of New Schemes/ programmes/ Projects necessitates reviews of already approved budget allocations. Therefore, estimates are revised based on actual progress achieved/ requirements. The Revised Estimate is the 2nd stage of review done after the closure of August account. At this stage revised estimates for the current year and BE for next year are prepared. An estimate of the probable receipts and expenditure for a financial year, framed in the course of that year, with reference to the transactions already recorded and anticipated for the remaining period of the current financial year in the light of the orders already issued or contemplated or any other relevant facts are taken into account.

1.13.2 RE does not authorize any expenditure, nor does it supersede the BE as the basis for regulation of the expenditure. If an excess is anticipated in the Revised Estimate under any particular head, it is necessary for controlling authority to apply separately in proper time for additional funds required, unless the excess can be met by re-appropriation of savings from other heads or has already been sanctioned by the competent authority. On the other hand, if the proposed expenditure taken for the Revised Estimate is less, it is the duty of the controlling officer to see that, as far as possible, the expenditure during the remaining part of the financial year is so restricted that the total expenditure for the year does not exceed the revised proposed budget allocation for the year. The savings may be due to one or more of the following reasons:

- (a) Actual postponement of expenditure
- (b) Real savings due to economy measures
- (c) Normal savings due either to over-estimating or administrative causes, e.g. casualties, etc. and
- (d) Compulsory saving notified by the SAI/Government

1.13.3 Savings due to reasons mentioned above at (a) & (d) shall under no circumstances be utilized for re-appropriation to meet new items of expenditure without the prior sanction of competent authority. Unless savings due to the reason mentioned at (b) above have been made deliberately to provide for a foreseen emergency, they should not ordinarily be utilized in the course of the year for new items of the expenditure, as it is desirable that all such new items should be considered together at the time of the preparation of the budget for the next year.

1.13.4 Method for framing the Revised Estimate – The Revised Estimate is generally based on the actuals (receipts and expenditure) of the first five months

of the year (generally April - August). The following parameters are generally adopted for framing the Revised Estimates:

- i) Proportionate Revenue & Expenditure for the remaining seven months for the financial year is calculated under each head of accounts. This anticipated revenue and expenditure is added to the actual receipts and actual expenditure under each head of accounts. This consolidated figure under each head of accounts becomes the revised budget for the current financial year under that head of account.
- ii) Proportionate Receipts and Expenditure under each head of account is worked out for seven months of the financial year (September to March). Based on the actual receipts and actual expenditure for the 1st five months (April- August) anticipated increase in Receipts and Expenditure based on the decisions taken by competent authority, any amendment/norms approved by the competent authority which may result in the increase/decrease of the proportionate Receipt/Expenditure for the remaining seven month of the financial year.
- iii) No expenditure on new scheme/project shall be included in the Revised Estimates except with the prior approval of the Government/Governing Body.
- iv) Proportionate Actual Expenditure for seven month (September- March) of the previous year shall also be compared and variation, if any, shall be analyses and explained in the justification note while submitting the Revised Estimates to the Finance Division

by the Regional Center/Institute. In case the reason for the variation is on account of special factor, it may also be mentioned in justification note whether such factor is likely to continue throughout the year.

- v) The orders/judgment issued by statutory authorities/ court of law shall be taken into account, with the prior approval of competent authority, if such orders/ judgment have financial implication during the financial year
- vi) Savings under one major head may not be taken into account for meeting excess anticipated expenditure under any other Major Head/Scheme, because such powers are vested with the Governing Body of SAI.

1.14 Consolidation/Finalization of RE by the Finance Division of SAI, HO

1.14.1 The RE received from the Regional Center/Institute duly approved by the head of the Regional Center/ Institutes with the concurrence of concerned Associate Finance shall be scrutinized by the Finance Division at SAI, HO. The Finance Division, while vetting/finalizing the proposals in the RE will exercise all prescribed checks in accordance with the provisions contained in the orders/instructions issued on the subject by Government of India/SAI. In addition, the Finance Division may also undertake the following exercise

- i) The decision taken by the Governing Body/ DG, SAI having financial impact on the already approved budget shall be taken into account.
- ii) The liabilities/commitments which arise/ given after the approval of the budget estimate for the current financial year which are to be met during the financial year shall be taken

into account.

- iii) Provisions for meeting the committed expenditure on account of the events (unforeseen) which have taken place after finalization of BE of current financial year and its approval (for example causalities of employees, etc) shall be taken into account.
- iv) Revision of Rates on account of DA/DR, increase in Minimum Wages payable under wages contract, Amendment of Acts of Central/State Government and increase of Tariff by Government Agency like Property Tax, Service Tax, Electricity Charges, Water Charges etc., shall be taken into accounts.

1.15 Role and Responsibilities of Finance Division in vetting and finalizing Revised Estimates

1.15.1 The revised estimates received from the Regional Center/Institute of SAI along with the Budget Estimate of the ensuing financial year shall be consolidated by the Finance Division after due scrutiny/vetting, taking into account the inputs available in different records maintained with the Finance Division including DDO, HO. The Finance Division, while scrutinizing/finalizing the revised estimates, will follow the Government guidelines as contained in chapter 3 of GFR of Government of India, few such guidelines are as under:-

- i) The RE should be framed cautiously and only such items which are likely to be utilized for payment during the financial year should be included.
- ii) BE for ensuing year should be based on what is expected to be paid, under the orders of appropriate authority, during ensuing year including arrears/confirmed liabilities of the

- previous year, if any.
- iii) While adhering to the instructions on economy measures of the government, inescapable and foreseeable expenditure should not be ignored rather a provision of such expenditure should be made.
 - iv) Token provision for new scheme/project in the RE should be avoided rather provision for new scheme/project/service may only be included after its approval by the appropriate authority incorporating full financial implications.
 - v) All estimates should be prepared on gross basis.
 - vi) The estimates of establishment expenditure should be framed after taking into account the trend of expenditure in the last three preceding years and other relevant factors like changes in the rate of pay & allowances, no. of posts filled in and no. of vacant posts keeping in view the economy instruction of the Government on the subject.
 - vii) The Estimates will be prepared with full accounts classification, for example by major head/sub head/detailed head and object heads of accounts. The correctness of the accounts classification must be ensured by the Finance Division in each case
 - viii) In the course of scrutiny, due attention should be paid by the Finance Division on any major difference between the BE and RE for the current financial year and between RE of current financial year and BE of the ensuring financial year. Such differences must be explained in detail with supporting

documents.

- ix) While preparing BE, the proposals approved in the five-year plan of SAI must be kept in view.

1.16 Budgetary Control & Checks

1.16.1 Budgetary Control & Checks are important tools to ensure validity of financial sanction issued by the authorities vested with the financial powers under the “Delegation of Financial Power” notified by the SAI under the order of DG. This is very important due to the fact that any financial sanction issued by the sanctioning authority is operated only if the funds are available under the relevant head of account out of approved budget allocation for the concerned financial year. Further, as per the directive of the Government of India/SAI, the expenditure under a particular head of account/ scheme should not exceed, under any circumstances, the approved budget allocation.

1.16.2 Responsibility and modalities of control of expenditure against the approved budget allocation in Government have been defined by Government of India under rule 52 to 64 of GFR's. These Rules are applicable on SAI to the extent the expenditure is met out of the Grant-in-Aid received from the Government of India, Ministry of Youth Affairs and Sports. Keeping in view the specific nature of the status of SAI as a society and provisions of its activities with reference to the objectives contained in the Memorandum of Association of SAI, the following instruction/ guidelines are laid down for the control of expenditure against the approved budget.

1.17 Responsibility for control of expenditure against approved budget allocation

- i) The responsibility for control of expenditure against the sanctioned budget allocation for the concerned

financial year lies with the concerned Unit/Center/Institute. Head of each field unit (STC, SAG, COE, Stadia in Delhi, SAI Sports Academy, etc) is responsible for the financial transaction under his/her jurisdiction (Revenue and Expenditure). Similarly, heads of each Regional Centers/ institute is responsible for all financial transaction accounted for under his/her jurisdiction which includes the functional units (STC, SAG, COE, Stadia in Delhi, SAI Sports Academy etc)

- ii) Finance Division of SAI is responsible for the accountal of financial transaction in SAI. The ED (Finance) exercises this responsibility through the officers of the finance division at the SAI, HO and the DDOs/ Account Officers/Associate Finance in the Regional Center including DDO head office.
- iii) The officers who have been delegated financial powers under “Delegation of Financial Powers in SAI” shall exercise the function to control the expenditure against the sanctioned budget allocations. While according sanction for expenditure under any head of account, the sanctioning authority has to ensure that:
 - a) The proposal for the expenditure invariably contains the information as to which major head of account/sub-head of account/detailed head of account the expenditure shall be debited.
 - b) How much fund has been allocated in the approved budget allocation in the concerned head of account, how much expenditure has been incurred excluding the expenditure involved in the proposal and how much fund is available in the concerned head to meet the proposed expenditure.
 - c) Whether the head of accounts to which the expenditure is proposed to be debited is

- correct vis-à-vis nature of expenditure.
- d) While conveying the sanction to the concerned DDO, the officer will ensure whether financial concurrence of the Finance Division/Associate Finance, as the case may be, has been obtained and its reference has been incorporated in the sanction. Thereafter, he/she will ensure that the sanction issued/conveyed to the concerned DDO has been noted in the "Sanction Register" maintained in the prescribed format. The officer concerned will also attest the relevant entry in the sanction register.
 - e) Similarly, the sanctioning authority/officer nominated for conveying the financial sanction will ensure that the sanctioned amount has been entered in the Expenditure Control Register, progressive expenditure has been worked out and the balance fund available, out of sanctioned budget under the relevant head of account, has been mentioned under his/her attestation.
 - f) The sanctioned budget allocation for a particular financial year cannot be utilized after its expiry.
 - g) No expenditure shall be incurred which may have the effect of exceeding the sanctioned budget allocation under the relevant head of account unless re-appropriation of funds to cover the expenditure has been made by the competent authority in advance or an assurance to this effect has been received in writing from the appropriate authority.
 - h) Each DDO shall ensure effective control over the expenditure against approved Budget

Allocation under their respective jurisdiction:

- i) Enter on each bill the complete accounts classifications from major head down to the object Head of Account. When a single bill includes charges falling under two or more object heads, the charges shall be distributed accurately over the respective heads.
- j) Enter on each bill the progressive total of expenditure up-to-date under the primary unit appropriate to which the bill relates, including the amount of the bill on which the entry is made.
- k) Maintain a separate expenditure register in Form GFR 9 for allocation under each sub-head of accounts with which they are concerned.
- l) On third day of each month a copy of the entries made in the register (GFR-9) during the preceding month shall be sent to the Finance Division with a copy to the head of the Regional Center/Institute. Even if there is no entry in the register in any month, a "Nil Statement" shall be sent.
- m) No DDO is authorized to make any payment in excess of the funds placed at his/her jurisdiction.
- n) If the DDO is called upon to honour a claim, which is certain to result in an excess of the approved budget allocation/funds at his disposal under the relevant head of account, he should take the orders of his controlling officer before making the payment of the claim in question. It would be the responsibility of the concerned controlling officer in such a case to provide funds either by re-appropriation within the powers delegated to him or

arrange the funds by re-appropriation by the competent authority under intimation to the DDO concerned.

- o) The Finance Division will maintain a Broad Sheets in the Form given in GFR 10, to monitor the Receipt of Return in form GFR 9 in each DDO. On receipt of returns from the DDO, Finance Division shall examine them and satisfy itself that accounting classification has been correctly given, progressive expenditure have been properly noted and the available balances worked out correctly, expenditure up-to-date is within the approved budget allocation in the relevant heads of account and that the return has been signed by the DDO and counter signed by their respective controlling officer. Where any defect is noticed, Finance Division will take necessary steps to rectify the defect under intimation to the DDO concerned

1.18 RE-APPROPRIATIONS

In the Government, the re-appropriation of funds is made in accordance with Rule 59 of GFR (read with Delegation of Financial Power Rule, 1978, as amended from time to time). Subject to the provisions contain in these rules, re-appropriation of funds within the approved budget allocation to SAI by MYA&S has been defined in Para 8 of “Financial Bye Laws of SAI” which provide as under, (further subject to such other general or specific restriction as may be imposed by Ministry of Finance/ SAI in this behalf):-

- (a) Re-appropriation of funds shall be made only when it is known or anticipated that the appropriation under a particular head of account from which funds are to be transferred, will not be utilized in full and savings are inevitable. In such cases, while preparing

- the proposals for Re-appropriation of such savings to another head of account under which excess expenditure is anticipated or has been done, the reason for saving and justification of re-appropriation must be recorded.
- (b) Funds shall not be re-appropriated from any head of accounts/sub-head of accounts/detailed head of account with the intention of restoring the diverted appropriation to that unit when saving become available under other units later in the year.
 - (c) A proposal of re-appropriation of funds should be supported by a statement in the Form GFR 4 or any such form/statement, as may be prescribed by competent authority in SAI showing how the excess is proposed to be met. In all orders, sanctioning re-appropriation of funds, the reason for saving and excess should invariably be stated and a copy of the sanction must be endorsed to the concerned DDO/ Account Officer and the Finance Division of SAI.
 - (d) No re-appropriation of funds shall be made from “Plan Grant to Non-Plan” and vice versa without sanction of the Government. No re-appropriation shall be made from one Plan Grant to another Plan Grant (for Example from “Plan General” to “Plan NER” or vice versa, etc) without sanction of the Government.
 - (e) No re-appropriation will be made from Capital to Revenue except with the approval of Governing Body of SAI.
 - (f) No re-appropriation shall be done from one major head to another major head out of grant given by Government of India without the approval of Governing Body.
 - (g) The Governing Body shall have powers to re-appropriate from the one approved scheme to

another on the plan side, subject to such guidelines and restrictions as the Government of India may prescribe. The Governing Body, however, will have full powers for re-appropriation of Non-Plan provisions from one major head to another.

- (h) The DG shall have, in respect of Govt. of India grants, full powers to re-appropriate funds at any time from one primary unit of appropriation to another provided that the total sanctioned BE, within the major head, is not exceeded.
- (i) The Secretary SAI for SAI, HO, EDs at SAI, HQrs in the area of their respective jurisdiction and head of the region center/institute may re-appropriate funds from one Detailed Heads to another before the close of the financial year to which the appropriation relates subject to the condition that the overall expenditure should not exceed the approved budget allocation under the major head of accounts. And Heads of Regional Center/Institute may re-appropriate funds from one secondary unit to another before the close of the financial year to which appropriation relates.
- (j) The funds of SAI will not be appropriated or re-appropriated to meet expenditure, which has not been sanctioned by the authority, competent to sanction it under the financial bye laws of SAI.
- (k) Governing body shall have powers to re-appropriate funds from one approved scheme to another under the Plan side, subject to such guidelines and restriction as the government of India may prescribe.
- (l) Governing body, however, will have full powers for re-appropriation of non-plan provisions from one major head to another within Non-Plan side.

Chapter – 2

Standard Budget Heads

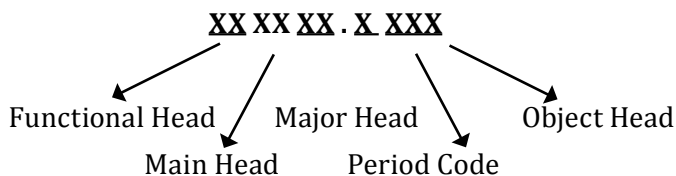
2.1 CODING PATTERN : Under the existing budget classification of the SAI, a 10 digit coding pattern is adopted for expenditure and receipts respectively.

2.1.1 Codes are formed by using the **XXXXXX.XXXX** format. In this form total 10 digits are used to describe the code of a particular Receipt/ Expenditure. 6 digits are before decimal and 4 are after decimal. This has been shown in detail below:

Coding Pattern for expenditure and receipts

Functional Head	First 2 digits
Main Head	Next 2 digits
Major Head	Next 2 Digits
Period Code	Next 1 Digit
Object Head	Last 3 Digits

Example :-



2.2 Functional Head : First 2 digits of 10 digit code are allotted to the Functional head of receipt and expenditure .It shows the nature of Receipt / expenditure .

First 2 Digits (XX)

01	BALANCE Opening
02	BALANCE Closing
03	GRANT

04	GRANT FOR MYAS SCHEME
05	INCOME OF SAI
06	RECEIPTS FOR FURTHER PAYMNETS
07	INVESTMNET
08	LC MARGIN MONEY
09	LOAN / ADVANCES
10	REMMITANCES TO CENTRES/UNITS
11	REMMITANCES RECEIVED BY CENTRES/ UNITS
12	TRANSACTIONS BETWEEN CENTRES/UNITS
13	EXPENDITURE ADMINISTRATION
14	EXPENDITURE ESTABLISHMENT
15	EXPENDITURE FOR CREATION OF ASSET
16	EXPENDITURE OTHERS
17	PUBLIC ACCOUNT RECEIPT
18	PUBLIC ACCOUNT PAYMNETS
19	PAYMNETS AGAINST RECEIPTS
20	PAYMNETS AGAINST MYAS SCHEMES
21	REFUND TO MYAS
22	REFUND FROM CENTRES

2.3 Main Head :- The next two digits after the digits of Functional head and before the Major head is allotted to main head These heads are opened under Functional Head to record Receipts / expenditure relating to Schemes or Components which are of a distinct nature , but at the same time allied to the function of the Major Head.

Next 2 Digits (XX)

01	BANK
02	CASH
03	PLAN (GENERAL)
04	PLAN (SALARIES)
05	PLAN (SC)

06	PLAN (ST)
07	PLAN (ADVERTISEMENT)
08	PLAN (FIXED ASSETS)
09	PLAN (CAPITAL WORK)
10	PLAN (NER)
11	PLAN NER (CAPITAL WORK)
12	Non-Plan (SALARIES)
13	Non-Plan (CAPITAL WORK)
14	Non-Plan (GENERAL)
15	NCC General
16	NCC SC
17	NCC ST
18	SALARIES ON FOREIGN COACHES
19	TALENT SEARCH & TRAINING
20	NATIONAL SPORTS DEVELOPMENT FUND (NSDF)
21	PYKKA
22	TA/DA To Arjun/Droncharya/Rajiv Gandhi Khel Ratna Awards
23	INTEREST
24	Receipts From SAI Stadiums
25	Receipts from Centers
26	Come & Play Scheme
27	SAI National Sports Academy
28	Non Sports events at SAI Stadia
29	Donation
30	Receipt From Others
31	other Receipt
32	Investment/ FDR
33	LCMM
34	Loan/ Advances others
35	Loans/ Advances Staff

38	Statutory Liabilities Recovered For Further Payments
39	payment of Statutory Liabilities recovered

2.4 Major Head : The next two digits after the digits of Main head and before decimal are allotted to major head. These heads are opened under main Head in order to define the function of the Main Head.

Next 2 Digits (XX)

1	Interest from Saving Bank
2	Interest From Corpus fund
3	INTEREST ON FLEXI ACCOUT
4	Interest on Earmarked/ Endowmwnt Fund
5	Interest on LCMM
6	Interest on Loan/ Advance Given to staff
7	Interest paid on Loan / Advances taken
8	Fees/Subscriptions
9	Income from Royalty, Publication etc.
10	Receipt for purchase of sports equipment
11	Donation
12	Other Receipts
13	Catering/Boarding Account
14	Boarding Account
15	Jawaharlal Nehru Stadium
16	Major Dhyanchand National Stadium
17	Indira Gandhi Stadium
18	Dr. SPM Swimming Pool
19	Dr. Karni Singh Shooting Range
20	Jawaharlal Nehru Stadim Office Complex
21	Regional Centres/LNCPE & NS NIS Patiala
22	FDR made during the year
23	FDR matured during the year

24	LCMM CREATE DURING THE YEAR
25	LCMM RELEASE DURING THE YEAR
26	Loan and Advances others received
27	Loan and Advances others Payment
28	Loans / Advances staff given to staff
29	Loan/ Advances refund from staff
30	Coaches Salaries & Other Misc. Expenses
31	Salaries & Other Misc. Expenses of Establishment & Field Staff
32	National Sports Talent Contest (NSTC)
33	Army Boys Sports Companies (ABSC)
34	Special Area Games (SAG)
35	Operation & Maintenance Of SAI Stadia/Building At SAG
36	Special Area Games (SAG) Plan (SAI Extension Centre)
37	SAI Training Centre (STC)
38	Operation & Maintenance Of SAI Stadia/Building At STC
39	Operation & Maintenance Of SAI Stadia/Building At COE
40	SAI Training Centre(STC) Plan (SAI Extension Centre)
41	Centre Of Excellence Plan
42	Sports Science, Medical Centre
43	Equipment Support
44	Academic Programme Lncpe Thiruvananthapuram
45	Academic Programme Ns Nis Patiala
46	Capital Work /Construction at Delhi
47	Capital Work /Construction at other than Delhi
48	Salaries & Other Misc. Expenses of Establishment & Field Staff Non-Plan
49	Pension & Retirement Benefits
50	Loans & Advances
51	Operation And Maintenance Of Staff Houses
52	Computerized Sports Data Bank

53	Arjuna/Awardees/Dhuronacharya Awardees Function
54	Rajeev Gandhi Khel Ratna Awardee/Dhyanchand Awardees
55	Other Sports Awardees
56	EARNEST MONEY
57	SECURITY MONEY
58	Professional Tax
59	Property Tax
60	Service Tax
61	NPS Contribution
62	Income Tax - TDS
63	Sales Tax
64	Professional Tax
65	Service Tax
66	LIC (Salary Savings Scheme)
67	GPF
68	GSLIS
69	Other Misc. Deductions
70	OTHERS (Specify)

2.5 Period Code: After Decimal the first digit allotted as Sub Head, which represent the period to which that Receipt/ expenditure relates. The List of Sub Heads is as below:

1	CURRENT YEAR
2	ACCRUED DURING THE YEAR
3	ACCRUED INCOME RECIVED DURING THE YEAR
4	PREPAID INCOME/EXP RECEIVED /PAID IN CURRENT YEAR
5	PREPAID INCOME /EXP ADJUSTED IN CURRENT YEAR
6	OUTSTANDING INCOME /EXP
7	OUTSATANDING INCOME RECEIVED/EXP PAID IN CURRENT YEAR
8	PRIOR PERIOD ITEM

2.6 Object Head : The last 3 digits of coding system is known as Object head. It represents the actual nature and form of Expenditure or Receipt. These are shown in the budget to ensure that financial transactions are recorded to the minutest detail.

Last 3 Digits (XXX)

List of Receipts

1	AC Charges
2	Accommodation Charges
3	Admission Fee
4	Advertisement standee charges
5	
6	
7	Badges & Ties
8	Banner Charges
9	Boarding Charges
10	Boarding receipts from Guests
11	Boarding Receipts from Students
12	Boarding received for Coaching Camps
13	Booking charges
14	Booking of Auditorium
15	Books & Publications
16	
17	
18	
19	
20	
21	Caution Money from Students
22	Certificate / Refresher Course/Other Courses
23	Charges for catering point
24	Charges for foreign exposure
25	Charges for PA system

26	Charges for Plaza
27	Charges for Score Board
28	Charges for security arrangements
29	Charges for service light
30	Charges for sports light
31	Charges received from Sponsor for Cleaning & Seavanging Charges
32	Charges received from Sponsor for Overtime Allowance
33	Cleaning Charges
34	Coaching fee/pay and Play/Corporate Membership fee
35	Computer Advance
36	Conference Hall
37	Contingent Advance to Private Parties
38	Contingent Advance to Staff
39	Contingent Advances to Private Parties of Current year
40	Contingent Advances to Private Parties of previous year
41	Contingent Advances to Staff of Current year
42	Contingent Advances to Staff of previous year
43	Course fee – Summer, Winter, Full Term
44	Crash course fee
45	Cycle Advance
46	
47	
48	
49	
50	
51	Damage Charges/Maintenance Charges from Licencees
52	Deduction of advance premium of GSLIS
53	Donation
54	
55	

56	Earnest Money Received
57	Electricity Charges
58	Electricity Charges From Staff Quarters
59	Electricity Charges from Licencees other than Staff
60	Equipment usage fee
61	Equipments usage fee
62	Estate Receipts
63	
64	
65	
66	
67	Fan Advance
68	Fee from Students
69	Festival Advance
70	Filming/live TV coverage charges
71	Fitness training fee
72	Flood Advance
73	Fund from Corporate/Pvt Parties
74	
75	
76	GPF Deduction to be sent to GPF Cell at Head Quarters
77	GPF Deduction to be sent to GPF Cell LNCPE, Trivandrum
78	GPF Deduction to be sent to GPF Cell NIS Patiala
79	GPF Deduction to be sent to Other Departments
80	GSLIs deduction Received from Units/Centres
81	GSLIS Deduction to be sent to GPF Cell at Head Quarters
82	GSLIS Deduction to be sent to Other Departments
83	GSLIS Final Payment Claim received from Head Office, Delhi
84	GSLIs Final Payment Claim Received from LIC Authority
85	

86	
87	
88	Hire of Vehicle
89	House Building Advance
90	
91	
92	Income Tax - TDS from Employees
93	Income Tax - TDS from Professional
94	Income Tax- TDS from Contractors
95	Indentity Card-Employees
96	Interest earned on Debtors/Other receivable
97	Interest earned on other advances
98	Interest on Motor Car/Scooter Advance
99	Interest on Computer Advance
100	Interest on Cycle Advance
101	Interest on Fan Advance
102	Interest on Flood Advance
103	Interest on House Building Advance
104	Interest on Saving Account- Endowment Fund
105	Interest on Saving Account - Earmarked fund
106	Interest on Saving Bank
107	Interest on Corpus Account
108	Interest on Flexi Account
109	Interest on Investmnet Endowment Fund
110	Interest on Investmnet Earmarked Fund
111	Interest on Investmnet Corpus fund
112	Interest on Investment (own Fund)
113	Internet fee
114	
115	

116	
117	
118	
119	
120	
121	Kit Money from students
122	Leave Salary & Pension Contribution
123	Library fee
124	LIC (Salary Savings Scheme)
125	Licence Fee From Quarters
126	Licence Fee/Rent from stadia/Buildings etc.
127	Locker & Towel service charges
128	Lodging Charges for National Coaching Camp
129	LCMM release during the year
130	
131	Membership fee
132	Miscellaneous Charges
133	Motor Car/Scooter Advance
134	
135	
136	NPS contribution made by SAI units received from Units/Centres
137	NPS contribution received from Units/Centres - for Employee
138	NPS contribution recovered from Employees
139	
140	
141	Other Charges
142	Other Misc. Deductions to be passed on to Other Departments
143	Other Misc. Deductions to be passed on to Other Units of SAI
144	Other Misc. Receipts

145	Other Receipt
146	Others
147	
148	
149	Parking Charges
150	Pay & Play
151	Penalty
152	Pension Scheme (New 2004) Tier I
153	Pension Scheme (New 2004) Tier II
154	Postponement/cancellation charges
155	Preparation/Dismantling charges
156	Processing fee
157	Professional Tax
158	Property Tax
159	Prospectus
160	
161	
162	
163	
164	Receipt from Student for Certificate Course
165	Recoupment of GPF Revolving Fund received from Patiala
166	Refund from Adopted School
167	Refund from Others
168	Rent from Accommodation leased to Post Office & Banks etc.
169	Rent from Guest House/Residential Wing
170	Rent from Shops
171	Room charges
172	Receipt for purchase of sports equipment
173	
174	

175	Sale of Newspapers /Periodicals etc
176	Sale of Old Furnitures and Fixtures
177	Sale of Old Scientific Equipments
178	Sale of Old Sports Equipments
179	Sale of Old Vehicle
180	Sale of Other Assets
181	Sale of Tender Paper
182	Sale of Unserviceable Stores/Empties & Waste Papers
183	Sales Tax
184	Security Deposit Received
185	Service Charges
186	Service Tax
187	Service Tax (For deduct by SAI for deposit in Govt Account)
188	Services Charges from Licencees
189	Stadium usage fee
190	Stadium usage fee
191	Staff
192	
193	
194	TA/DA/HTC/LTC Advances to Staff
195	
196	Telephone charges
197	Tournament fee
198	Training fee
199	Tuition fee – extra classes
200	
201	
202	
203	VVIP/VIP Lounge
204	Water Charges

205	Water Charges from Licensees other than Staff
206	Water Charges from Staff Quarters

2.7 List of Expenditure

301	Advance Fund to Adopted Schools
302	Advance Fund to DGMT
303	Advance out of Revolving Fund
304	Advance Payment to Sports Person/Supporting Personnel
305	Advance premium of GSLIS sent to Head Office Delhi
306	AMC Charges for computer Infrastructrue
307	Annual Maintenance Charges of Equipments
308	Annual Maintenance of Medical/Scientific Equipment
309	Audit Fee
310	Audit Fees
311	
312	
313	
314	
315	
316	Bank Charges
317	Boarding
318	Boarding & Lodging Expenses
319	Boarding expenditure of Guest Houses
320	Boarding Expenditure on Guests
321	Boarding Expenditure on Students
322	Boarding/Lodging Expenses
323	Bonus
324	
325	
326	
327	

328	
329	
330	
331	Cash Incentive/Awards/ Honorarium
332	Caution Money from Students refunded
333	Certificate Course
334	Civil Maintenance
335	Cleaning and Scavenging Charges
336	Coaching Fee
337	Competition Exposure (Abroad)
338	Competition Exposure (Domestic)
339	Competition Fees/Expenses
340	Computer Advance
341	Contingent Advance to Private Parties
342	Contingent Advance to Staff
343	Contractors
344	Contribution made by SAI for New Pension Scheme sent to NPS Cell
345	Contribution to Gratuity Fund
346	Contribution to Leave Encashment Fund
347	Contribution to Other Funds
348	Contribution to Pension Fund
349	Contribution to Provident Fund (2004 New)
350	Cycle Advance
351	
352	
353	
354	
355	
356	Deducted by bank on investment of SAI
357	Deposit linked Insurance Schemes

358	Deposit with CPWD for Construction Works
359	Deposit with CPWD for Minor Works/Repairs
360	Deposit with DDA for Construction Works
361	Deposit with DDA for Minor Works/Repairs
362	Deposit with NDMC for Consturction Works
363	Deposit with NDMC for Minor Works/Repairs
364	Deposit with Other Agencies for Construction Works
365	Deposit with Other Agencies for Minor Works/Repairs
366	Deposit with State PWD for Construction Works
367	Deposit with State PWD Minor Works/Repairs
368	Depreciation
369	Dumerage Charges paid to Airport/Port Authorities
370	
371	
372	
373	
374	
375	Earnest Money Refunded
376	Educational Expenses
377	Electrical Maintenance
378	Electricity Charges
379	Employees
380	Employees Contribution for New Pension Scheme - sent to NPS Cell
381	Entertainment/Hospitality
382	Equipments
383	Exp.on Certificate/Refresher/Other Courses.
384	Expenditure on Annual Maintenance and Repair/Special Repaires/Minor Works by CPWD
385	Expenditure on Annual Maintenance and Repair/Special Repaires/Minor Works by PWD

386	Expenditure on Annual Maintenance and Repair/Special Repairs /Minor Works by NDMC
387	Expenditure on Annual Maintenance and Repair/Special Repairs/Minor Works by DDA
388	Expenditure on Annual Maintenance and Repairs/Special Repairs/Minor Works by Other Agent.
389	Expenditure on clearing charges/transportation etc.
390	Expenditure on Departmental Repairs/Minor works
391	Expenditure on Foreign Experts
392	Expenditure on LAN
393	Expenditure on Pedagogy Programmes
394	Expenditure on Petrol/Diese for official vehicles
395	Expenditure on Petrol/Diesel for office vehicle
396	Expenditure on Petrol/Diesel for office vehicles
397	Expenditure on Postage/Telegram/Fax/Telephone
398	Expenditure on Selection Trials/Scouting talent
399	Expenditure on Sports Equipment (Consumables)
400	Expenditure on Teaching aid
401	Expenditure on Sports Events including Award and Prizes
402	Expenses on Meetings/Workshops/Seminars
403	
404	
405	
406	
407	
408	
409	Fan Advance
410	Fax/Telex/Telephone Charges
411	Fee to Examiners
412	Fellowship to Research Scholars
413	Festival Advance

414	Flood Advance
415	
416	
417	
418	
419	GPF Cell at Head Quarters
420	GPF Cell LNCPE, Trivandrum
421	GPF Cell NIS Patiala
422	GSLIS Deduction sent to Head Office, Delhi
423	GSLIS Deduction sent to Other Departments
424	GSLIS Final Payment Claim sent to Units/Centers
425	GSLIS premium sent to LIC Authority
426	
427	
428	
429	
430	Hire of Vehicle/conveyance /Transportation
431	Hire of vehicle/conveyance/Transportation
432	Hire of Vehicles/Transport
433	Hospitality Expenses
434	House Building Advance
435	
436	
437	
438	Infrastructure Grant to Adopted Schools
439	Insurance Charges
440	Interest on GPF
441	Interest Payment
442	Irrecoverable Balances Written Off.
443	
444	

445	
446	
447	Leave Encashment
448	Leave Salary & Pension Contribution
449	Legal & Professional fee
450	Legal Fee and Professional Charges
451	Lib.& Audio Visual/Journals/News Papers & Period.
452	LIC (Salary Savings Scheme)
453	License Fee
454	Local conveyance
455	Lodging
456	Lodging Charges for National Coaching Camp
457	Loss of Sale of Assets
458	LTC/HTC
459	LC OPEN
460	
461	
462	
463	
464	
465	Main. Of Gardens/Horticulture
466	Maint. of Equipment in SAI Stadia
467	Maint. of Playfields/Swimming Pools
468	Maint. of Stadia /Building (Civil)
469	Maint. of Stadia/Buildings (Electrical)
470	Maintenance Grant to ABCs
471	Maintenance Grant to Adopted Schools
472	Maintenance of Equipments
473	Maintenance of Office Equipment
474	Maintenance of Office Equipments.
475	Maintenance of Play of Field

476	Maintenance of Residential Accomodation/SAI Flats
477	Maintenance of Score Board
478	Maintenance of Vehicles
479	Medical Expenses
480	Medical Expenses
481	Meeting & Seminar Expenses
482	Meetings/Seminars Expenses
483	Misc. unforeseen expenses
484	Miscellaneous Charges
485	Motor Car/Scooter Advance
486	
487	
488	
489	
490	
491	
492	Newspapers, Journals etc.
493	NPS funds sent to fund Manager for Investment
494	
495	
496	O.T.A/Honorarium
497	One time Grant to ABCs for new inmates
498	Orientation Courses of Sports Scientist/ Coaches
499	OTA
500	Other benefit like Ex-Gratia etc.
501	Other Departments
502	Other expenditure of Guest Houses
503	Other Maintenance
504	Other Misc. Deductions passed on to Other Departments
505	Other Misc. Deductions passed on to Other Units of SAI

506	Other Misc. Expenditure on Trainees (TA/DA, Insurance, Medical Exp,Scientific Backup etc.)
507	Other Misc. Expenses
508	Overhead Expenses
509	
510	
511	
512	Passage/Travel Cost
513	Pay & Play/Coaching Scheme/Corporate Membership Scheme
514	Payment for Special Speakers
515	Payment on behalf of others for Purchase of Sports Equipment
516	Pension
517	Pension Scheme (New 2004) Tier I
518	Pension Scheme (New 2004) Tier II
519	Periodicals and General
520	Postage & Telegram
521	Printing & Stationery
522	Printing, Stationary
523	Professional and Legal Fees
524	Professional Consultancy Services of Doctors/Paramedical Professionals
525	Professional Tax
526	Property Tax
527	Publicity & Adverstisement
528	Publicity & Advertisement
529	Purchae of Houses
530	Purchae of Medical Equipment (Consumable)
531	Purchaes of Software
532	Purchase of Computers

533	Purchase of Consumable items
534	Purchase of Consumable Sports Equipment
535	Purchase of Furniture & Fixtures
536	Purchase of Kitchen Equipment
537	Purchase of Kitchen Equipment (Consumables)
538	Purchase of Library Books
539	Purchase of Medicines/Chemicals
540	Purchase of Newspapers (Paradicals, General etc.)
541	Purchase of Office Equipment
542	Purchase of Office Equipment (Consumables)
543	Purchase of other Peripherals
544	Purchase of Plants, Tools & Machinery
545	Purchase of Printers
546	Purchase of Scientific Equipment (Consumables)
547	Purchase of Sports Equipment
548	Purchase of Sports Equipments (Consumables)
549	Purchase of UPS
550	Purchase of Vehicle
551	
552	
553	
554	
555	
556	Recoupment of GPF Revolving Fund to Units/Centres
557	Remittances to SAG Centres
558	Repair & other maintenance of office vehicle
559	Repair of Houses/Flats
560	Repair on Furniture and Fixture
561	Repairs & Other Maintenance of office vehicles
562	Repairs of Furniture & Fixtures
563	Research Information Centre

564	Retirement & Terminal Benefits - Gratuity
565	
566	
567	
568	
569	Salaries
570	Salaries to Foreign Coaches in Foreign Currency
571	Salary to Coaches
572	Security Arrangements
573	Security Deposit made
574	Security Deposit Refunded
575	Seminar/Conference/Seminars etc. (Academic)
576	Service Charges in lieu of Property Tax
577	Service Charges/Property Tax to MCD/Local Bodies
578	Service Tax (For deposit Service Tax in Govt Account)
579	Sports Equipment (Consumable)
580	Sports Equipment (Consumables)
581	Sports Kit
582	Stationary and printed material
583	Steering & Monitoring Committee Meeting Expenses
584	Stipend
585	
586	
587	
588	
589	
590	
591	TA for Non Officials
592	TA for Officials
593	TA to Non-Officials

594	TA/DA and Other Expenses on Selection/Monitoring Committee
595	TA/DA to Campers/Coaches
596	TA/LTC/Medical/HTC Advance
597	Teaching/Training Aids (Sports Kit, Scientific Backup)
598	Transfer TA
599	Transportation/Conveyance
600	Transportation/Hire of Vehicles/Conveyance
601	Travel to Home Town
602	Traveling Expenses on Foreign Coaches (Domestic/International)
603	Travelling Expenses (Abroad)
604	Travelling Expenses (Domestic)
605	Tuition Fees/Children Education Allowance (CEA)
606	
607	
608	
609	
610	
611	
612	Uniform/Liveries
613	Upgradation of Computer Infrastructure
614	
615	
616	Water Charges
617	Workshop/Seminar/Orientation Courses

2.8 Few examples of this coding system:

FN. Code	Mn. Head Code	Mj. Head Code	Pd. Code	Object Code	
					II. GRANT RECEIVED
					Grants from MYAS for Non-Plan Schemes of SAI
03	14	00	1	000	Grant-in-aid General
03	12	00	1	000	Grant-in-aid Salary
03	13	00	1	000	Grant is aid Capital Work
					Grants from MYAS for Plan Schemes of SAI
03	03	00	1	000	Grant-in-aid General
03	04	00	1	000	Grant-in-aid Salary
03	05	00	1	000	Grant-in-aid SC Component
03	06	00	1	000	Grant-in-aid ST Component
03	07	00	1	000	Grant-in-aid Advertisement
03	08	00	1	000	Grant-in-aid Fixed Assets
03	09	00	1	000	Grant-in-aid Capital work
					Grant from MYAS for Plan Scheme of SAI (NER)
03	10	00	1	000	Grant-in-aid General
03	11	00	1	000	Grant-in-aid Capital work
					SPONSORED/OTHERS SCHEMES

04	15	00	1	000	National Coaching Camp - General
04	16	00	1	000	National Coaching Camp - SC Component
04	17	00	1	000	National Coaching Camp - ST Component
04	19	00	1	000	Talent Search & Training
04	22	00	1	000	TA/DA to Arjun/Droncharya/Rajiv Gandhi Khel Ratna Awards
04	20	00	1	000	National Sports Development Fund
04	21	00	1	000	PYKKA
					III INCOME ON INVESTMENT
					A. EARMARKED /ENDOWMENT FUND
06	23	04	1	104	Interest Earned on Savings Account-Endowment Fund
06	23	04	1	105	Interest Earned on Savings Account-Earmarked Fund
06	23	04	1	109	Bank Interest received on Investment of Endowment Fund
06	23	04	1	110	Bank Interest received on Investment of Earmarked Fund
006	23	02	1	111	Bank Interest received on Investment of Corpus Fund
					B. OWN FUNDS (OTHER INVESTMENT)
05	23	01	1	112	Bank Interest on Investment (Own Fund)

Chapter No - 3

ACCOUNTING OF GRANT-IN-AID (GIA)

3.1 Types and Categories of Grant-in-Aid:- To achieve aims & objectives as defined in MOA, SAI receives following types of Grants from MYA&S;

- (a) Plan
- (b) Plan (NER)
- (c) Non-Plan
- (d) Agency Based Scheme

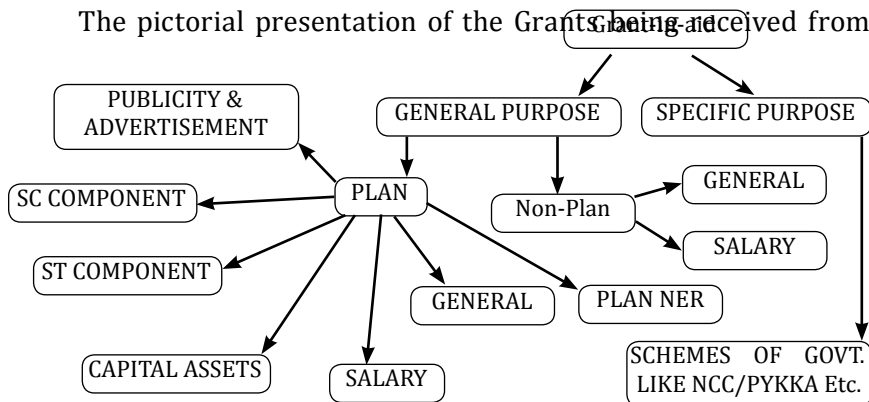
3.1.1 With effect from 2014-15, Plan Grant is released under following components

- (i) General Category
- (ii) Salary
- (iii) SC
- (iv) ST
- (v) Publicity and Advertisement
- (vi) Capital Assets
- (vii) NER

3.1.2 The Non-Plan Grant is released under following components;

- (i) Salary
- (ii) General

The pictorial presentation of the Grants being received from



MYA&S is as under:-

3.1.3 GIA under PLAN including North Eastern Region (NER) : Grant-in-aid under PLAN including NER is for incurring expenditure towards:

- a. Implementation of sports promotional and development schemes.
- b. Salary and other Expenses of the coaches and staff of Sports Authority of India.
- c. Advertising and publishing the SAI promotional Schemes.
- d. Creation of Capital Assets.

3.1.4 GIA under NON-PLAN: Grant-in-aid received under Non-Plan is for incurring expenditure towards the salary and other expenses of the staff of SAI .

- a. Establishment and other Miscellaneous Expenses.
- b. Pension
- c. Loan & Advances
- d. Operation and Maintenance of Staff houses
- e. Computerized Sports Data Bank

3.1.5 GIA for specific purpose: Grant received under this are for specific purpose unlike the Non-Plan and Plan grants which are more general in nature.. Specific Grant receipts will be accounted according to the nature of grant and banked in individual separate bank accounts maintained for each type of grant. These are the some of the example of specific project:

- a. National Assistance to sports Federation or National Coaching Camp (NCC).
- b. Salary of Foreign Coaches.
- c. Panchayat Yuva Krida or Khel Abhiya (PYKKA).

- d. Preparation and Participation of Indian teams in National and International events and foreign exposure.
- e. USIS etc
- f. Major Heads and Sub-Heads under Plan, Non-Plan and Specified Projects (discussed in Chapter No. 2 Standard Budget Heads).

3.2 Accounting of Grant

- i) Receipt of grant is recorded in the Grant Register as well as in Cash Book and credited to relevant grant account. When expenditure is incurred from the Grant/Funds, payment entries are recorded in Cash Book against the concerned expenditure head.
- ii) Specific Grant receipts will be accounted according to the nature of Grant i.e., Revenue Grant or Capital Grant. Expenses against the specified grants will be met out of the respective Grant.

3.3 As per the accounting Principal, Grant is divided into Revenue Grant or Capital Grant.

3.3.1 Revenue Grant: General purpose Grants, from the ministry are of a revenue nature, presented as a credit in the income and expenditure statement, either separately or under a general heading. The unutilized grant carried forward appears as a distinct head under Current Liabilities.

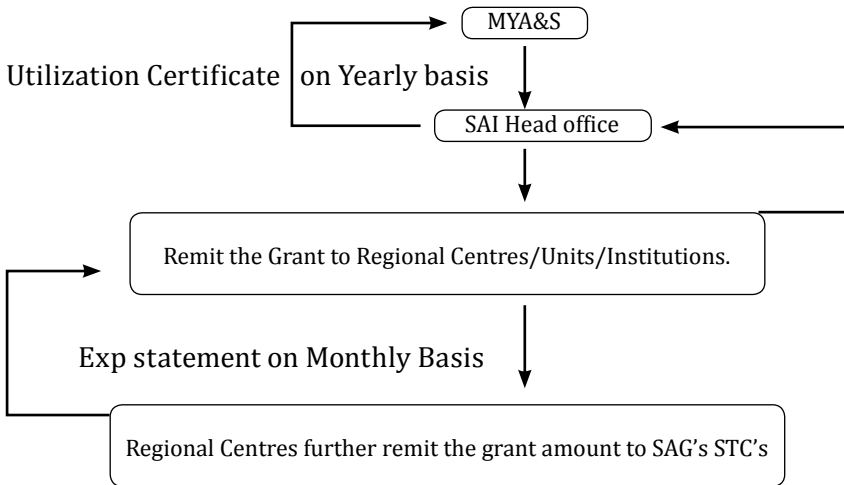
Grants received or receivable in respect of specific revenue expenditure shall be recognized as income in the accounting year in which the corresponding revenue expenditure is charged to the Income and Expenditure Account.

3.3.2 Capital Grant: Grants received towards capital expenditure shall be accounted on actual receipt basis. Grants in the form of non-monetary assets (such as fixed assets / Land given at a concessional rate)

shall be accounted for on the basis of the acquisition cost. In case a non-monetary asset is received free of cost, it shall be recorded at a nominal value (e.g. Rupee One).

- 3.4** Income on investments made from ‘Specific Grants received in advance’ shall be recognized and credited to the Specific Grant, whenever accrued. Profit/loss, if any, arising on disposal of investments made from the ‘Specific Grant received in advance’ shall also be recognized and credited/debited to the Specific Grant. Amount received under head PLAN for creation of asset is classified as Capital Grant.

FLOW CHART of GRANT



3.5 Grant Register

When grants received from Ministry, all such grants should be entered in the Grant Register maintained at Head Office. Grant Register shows all the particulars relating to Grant like Sanction No. and date of issue of sanction order of Ministry, objective of grant, amount of grant, Bank name and Account No. in which grant is credited, balance amount, if any, remaining from Ministry,

etc. (Format of Grant Register as shown in Annexure D of Chapter 1)

3.6 Grant Control Register

In order to keep control over Grants received under various heads, a separate Register is maintained, which is known as Grant Control Register. Under this Register each grant received under particular head is recorded in separate page (on the left side of Register) and release or expenditure related to that particular grant is also recorded on that page (on the Right side of Register). At last, at the end of the page ***Balance available under particular grant is written, after every Release or expenditure.*** The specimen of Control Register is as under:

Grant Control Register

Grant Received under ----- (Nature of Grant)

S.No.	Date of Receipt/ Payment	Name of Center	Amount	Balance	Remarks	Signature

3.7 Accrual Accounting of Grant

Normally Grants are accounted for on realization basis, i.e. on receipt of the amount. However in number of cases the government sanctions are issued for Grants on or before 31 March and cheques dated 31st March are issued or instructions dated 31st March to the Ministry's Bank for the electronic Transfer of Grant. The amount may be received after 1st April. In such cases, the Grant should be accounted for on accrual basis crediting the Grants Account and debiting 'Grants Receivable Account'.

3.8 Conditions for utilizing the Grants

Grant released by MYA&S is subject to certain conditions as stipulated in GFR. These conditions are to be kept in mind while utilizing the grant. At the time of submitting the utilization certificate, on the format as envisaged in GFR, which is in

terms of the conditions stipulated in the grant is given at Annexure F.

3.9 Points to be remembered while submitting Utilization Certificate to Ministry

- (a) **Form GFR 19 -A:** certificate of actual utilization of the grants received for the purpose for which it was sanctioned in the Form GFR 19-A, should be insisted upon in the order sanctioning the grants-in-aid.

The Utilization Certificate in respect of grants should also disclose whether the specified, quantified and qualitative targets that should have reached against the amount utilized, were in fact reached, and if not, the reasons thereof.

- (b) **Time Limit for Submission of Utilization Certificate:** The Utilization Certificate should be submitted within twelve months of the closure of the financial year. Where such certificate is not received from the grantee within the prescribed time, the Ministry or Department will be at liberty to blacklist such Institution or Organization from any future grant, subsidy or other type of financial support from the Government.

This fact should also be put on the website referred to in the Note under **Rule 209 (1) of GFR.**

- (c) **Documents to be furnished along with Utilization Certificate:** Annual Audited Statement relating to grants-in-aid released in the preceding year are submitted to the satisfaction of the Ministry/ Department concerned. Ministry or Department would, however, ensure even flow of expenditure throughout the year. Reports submitted by the Internal Audit parties of the Ministry or Department and inspection reports received from Indian Audit and Accounts Department and the performance

reports, if any, received for the year should also be looked into while sanctioning further grants.”

- 3.10 Exemption from submission of utilization certificate:** Utilization certificates need not be furnished in cases where the grants-in-aid are being made as reimbursement of expenditure already incurred on the basis of duly audited accounts. In such cases the sanction letters should specify clearly that the utilization certificates will not be necessary.
- 3.11 Balances of Government Grants:** Unspent balances of all specified government grants will be ascertained. Excess of Government grant over the cost of a fixed asset purchased or constructed will be worked out and shown as liability under the respective subheads under Government Grants payable as per the chart of accounts. In case of Grant received under Plan or Non-Plan, the unspent balance or unutilized amount may be carried forward to next year by taking approval from the Ministry and the same may be adjusted with the amount to be received in next year.

Chapter No. 4

ACCRUAL BASED ACCOUNTING SYSTEM (DOUBLE ENTRY SYSTEM)

4.1 Definition of Accounting

Accounting is an art of recording, classifying summarizing and reporting of transaction of an organization with the aim of showing its financial health. It may also be defined as a body of principle and conventions as well as an established general process for obtaining financial information related to an organization's resources and their use in achieving objectives of their organization.

4.2 Objectives of Accounting

Accounting involves recording of economic activities with an objective of providing reliable information about changes in the financial position resulting from income producing efforts of an organizations. Briefly, the objectives of Accounting can be summarized as under:

- (a) Maintaining Systematic Records of Financial Transaction
- (b) Ascertaining Profit or Loss/ Surplus or Deficit
- (c) Ascertaining Financial Position
- (d) Assistance to the Management in taking decisions
- (e) Communicating Accounting information to users

4.3 Branches of Accounting

(a) Financial Accounting

It is mainly concerned with the historical, custodial and stewardship aspect of external reporting of accounting information. It is the recording and

processing of the financial data affecting the organization, which relates to the past and is generally for one year. The end product of this Accounting is Profit and Loss Account/Income and Expenditure Account for the period ended and Balance Sheet as on the last day of the Accounting Period.

(b) Cost Accounting

Cost Accounting aims to ascertain the cost of unit produced or sold or services rendered by the organization with a view to exercise control on these costs to assess the profitability and efficacy of the organization. This depends on the data provided through Financial Statements.

(c) Management Accounting

It relates to the planning, control and decision making which is useful to the management in discharge of its function. It generally includes Cost Accounting and Budgeting.

4.4 Task of Accounting

There are mainly four tasks in the process of Accounting namely recording, classifying, summarizing the transactions and interpreting the results. It is very important to understand as to when a transaction is to be recorded and where such entry is to be made. Recording of financial transactions is in fact called as “Book Keeping”. “Book keeping” should not be confused with the word “Accounting”. The main difference between these two terms is that whereas the Book Keeping is recording phase, Accounting is concerned with the summarizing phase of an Accounting System. Hence, the process of Accounting begins where the Book Keeping ends.

4.5 Accounting Framework: Assumptions, Concepts & Conventions

The framework of Accounting consists of Assumptions, Concepts and Modifying Principles. The Assumptions further

comprises of Accounting Entity, Money Measurement, Accounting Period and Going Concern. Accounting concepts and convention are generally an accepted set of rules which provides uniformity in the accounting system, the accounting procedure and presentation of accounting results. In developing the structure of accounting, the accounting profession has agreed to accept certain basic concepts. The Accounting Concept comprises of Dual Aspect, Revenue Realization, Historical Cost, Matching Concept, Full Disclosure, Variable and Objective Evidence. Modifying Principles are based on Cost Benefit, Materiality, Consistency and Prudence.

4.6 ACCOUNTING STANDARDS

4.6.1 Accounting Standards (AS) aim at standardizing diverse accounting policies and providing accounting policies, valuation norms and disclosure in conformity with requirements, the Generally accepted Accounting Principles, issued by the Institute of Chartered Accountant of India, which is the recognized apex accounting body and deals with measurement , treatment , presentation and disclosure of accounting transactions and events.

4.6.2 Among the total number of Accounting Standards issued by ICAI following Accounting Standards are applicable on Central Autonomous Bodies like Sports Authority of India:

AS No.	Particulars
AS-1	Disclosure of Accounting policies
AS-2	Valuation of Inventories
AS-4	Contingencies and events occurring after balance sheet date
AS-5	Prior period items and changes in accounting policies
AS-6	Depreciation Accounting
AS-9	Revenue Recognition
AS-10	Accounting for fixed assets

AS-11	Effects of Changes in Foreign Exchange rates
AS-12	Accounting for Government grant
AS-13	Accounting for Investments
AS-15	Accounting for Retirement benefits in the Financial Statement of employers
AS-26	Intangible Assets
AS-28	Impairment of Assets
AS-29	Provisions , Contingent liabilities and contingent assets

4.7 Recording of Financial Transactions:

4.7.1 Transaction is a particular type of External Event which can be expressed in terms of money. A transaction involves transfer of something of value between two or more entities. In every transition, there is movement of value from one source to another. For Example when a sports equipment is purchased say for Rs. 50,000/-, there is movement of goods from the supplier to the buyer (SAI) and a movement of cash from buyer (SAI) to the supplier. The transaction can be of two types viz., the transaction involving immediate cash/cheque received or payment is called “cash transaction”. For example, Sports Equipment worth Rs. 10,000/- has been purchased from M/s ABC. In the Cash Transaction name of the party is not recorded because it does not serve any purpose. A transaction not involving immediate cash received or paid is called Credit Transaction. For example, Sports Equipment of Rs. 10,000/- has been purchased from M/s ABC on credit and payment is made on any subsequent date. In this transaction name of the party matters because payment is to be made to M/s ABC.

4.7.2 Origin of Transactions: Source Document and Preparation of Vouchers

- (a) A transaction originates as soon as goods are purchased/sold or services taken/rendered. In other words, any Asset is created by paying cash or on credit, services rendered for return in the form of

Cash or credit. Similarly, when a liability is created by procurement of goods on credit or services obtained from any agency or individual for the objectives of the organization. The source of document for the transaction is like Invoice, Cash Memo, Receipt, Pay in Slip, Cheques, Debit Note, Credit Note, Cash Voucher, Credit Voucher, Debit Voucher, Transfer Voucher etc.,

- (b)** In Sports Authority of India, the position is slightly different so far as source documents are concerned. Here, source document is actually a Receipt Voucher or Payment Voucher or Transfer Entry. Receipt Voucher is prepared on the basis of Receipt issued against the cash/cheque/DD received in the prescribed format (G.A.R 6)/copy of Bank Challan through which cash/cheque/DD is deposited in the bank (directly in the Bank Account of SAI). Each Receipt (G.A.R 6)/Bank Challan is serially numbered. In Head Office the Receipt Books/Challan Books should be printed ONLY on the basis of direction issued by Finance Division and should be accounted for in this Division. The cash collected against Receipt/Challan must be deposited in the Bank Account of SAI and not to be spent directly by the receiving authority. There are four copies of a Challan through which cash/cheque/DD is deposited in the Bank. First copy duly acknowledged by the Bank is given to the Depositor, Second Copy to the concerned Division, Third Copy is retained by the Bank and Fourth Copy is sent directly to the Finance Division in the form of Receipt Scroll by the Bank. The other source of Receipt is Bank Credit Advice, for example the Grant released by MYA&S to SAI is transferred to Bank Account of SAI against sanction order issued by the concerned branch in MYA&S. A copy of such sanction is also sent to the Finance Division of SAI.
- (c)** In cases where SAI's dues are received directly in SAI's

Account through RTGS/NEFT, the concerned division after due verification about deposit of dues from the Bank will intimate Finance Division about details thereof, including Head of Account within three days from date of receipt.

- (d) Similarly, a payment voucher is originated in the Cash Section of the concerned DDO. The basis of Payment Voucher is the claim form/sanction order received from the concerned branch/section duly supported by an order. document like. copy of claim, invoices, establishment expenses, claims submitted by service provider bills received against supply of goods etc., The Cash Section prepares a bill on the basis of Sanction received for payment. After a payment is released, such bills are called Paid vouchers. These Vouchers are arranged in serial order for each month for posting the transactions in the Account Book.
- (e) The third source is transfer entries. These entries are passed for correcting the existing entries and for adjusting the transaction already recorded while preparing the accounts for the month/financial year.

4.8 Recording Entries of the Transactions

- 4.8.1** All financial transactions taking place in an organization have to be recorded. Now the question arises where these are to be recorded? This aspect depends on whether the organization is following Cash Accounting System or Accrual System of Accounting. If the organization follows Cash Accounting System, the transactions are recorded only if actual receipt of cash or payment of cash is involved irrespective of period to which such transactions relates.
- 4.8.2** On the other hand, if the organization has Accrual System of Accounting all transactions pertaining to the year are recorded irrespective of the facts whether cash is received or not or cash is paid or not.

In the Accrual System, if the transactions pertain to previous or subsequent year, they are also recorded but shown separately as in terms of Prior period receipt or expenditure of prior period. Similarly where such transactions are related to subsequent year, such Income or Expenditure is also recorded distinctly. Such entries like “prior period Income”, “Prior period Expenditure”, “Income received in advance” or “Prepaid expenses” are recorded only in respect of revenue transactions and not Fixed Assets, Current Assets or Liabilities in the Balance Sheet.

4.9 Primary Books of Account: Journal/Cash Book/Bank Book

All the transactions which take place in an organization have to be first recorded in the primary books of accounts which are also called “Books of Original Entry”. The transactions are recorded mainly in two books of original entries which are called primary books of account. These are Journal and Cash Book/Bank Book.

4.10 Journal

4.10.1 This is also known as a Book of Original Entries. The Journal is divided by vertical lines into five columns in which each financial transaction is recorded. Such recording of financial transaction in Journal is called “Journal Entry”. A Journal Entry is an analysis of the effect of a transaction on the Accounts which is accompanied by a narration. Before recording a Journal Entry, it is necessary to decide for each transaction as to what are the accounts involved and which account is to be debited or credited. Format of a Journal having vertical columns for Date, Particulars, Ledger Folio, Amount (Dr.), Amount (Cr.) are given as under. In order to make the Journal Entries more clear following examples are given showing “Simple Journal Entries” and “Compound Journal Entries”:

- a) A simple Journal Entry contains only one debit entry and one credit entry, For example furniture item purchased for Cash amounting to Rs. 40,000/-

Date	Particular	Ledger Folio	Dr. Cr.	
			Amount (Rs)	Amount (Rs)
24/08/15	Furniture A/c To Cash ** (Being furniture purchased for cash)	*	40,000	40,000

- b) A compound journal entry contain more than one debit entry or more than one credit entry. It is a combination of two or more simple Journal Entries, for example different Assets brought in for an aggregate amount of Rs. 2,00,000/- (Rs. 1,00,000 for Sports Equipment , Rs. 80,000 towards furniture and Rs. 20,000 as Office Equipment

Date	Particular	Ledger Folio	Amount (Rs)	Amount (Rs)
24/08/15	Sports Equipment A/c Furniture A/c Office Equipment A/c To Bank Account (Being different Assets brought in as Capital)	*	1,00,000 80,000 20,000	2,00,000

**When these entries are recorded in the Ledger under concerned Accounts its ledger folio number is entered in the Journal for the purpose of reconciliation.*

***When goods are purchased against Cash name of seller is not mentioned because it has no relevance. When such items are purchased on credit (payment is yet to be made). The name of seller shall be mentioned because it will be the creditor of the organization till the payment is actually made.*

4.10.2 In fact Journal is the first/primary book of accounts. Cash Book and Bank Book are part of Journal. In principle, all the entries are first recorded in the Journal. **However, if the volume of transactions is**

very large like in Sports Authority of India it is not possible to record each and every transaction in the Journal. Therefore, the transactions involving cash/bank are recorded in the Cash Book/Bank Book and only those not involving cash are recorded in Journal. For example, the furniture items costing Rs. 80,000/- are ordered supplied and accepted in SAI in the last week of March for which bill/invoice for payment has not been produced by the supplier. Since this transaction neither involves cash transaction nor Bank transaction but the Furniture (Assets) has been owned by SAI its entry will be passed in the Journal and not in Cash/Bank Book. Although the Journal is a primary book of accounts yet it is not an adequate sole book of original entries when the transactions are numerous. The nature of operation and volume of transactions in an organization determine the number and type of Journals required.

4.11 Recording of Entries in Cash Book/Bank Book

4.11.1 Cash is the most readily available asset to meet the current obligations of an organization. From accounting angle cash includes paper currency, coins, money orders, demand deposits, cheques, Bank Drafts etc., however, **post dated cheques and dishonored cheques are not part of the cash.**

4.11.2 Cash Book is a subsidiary book of primary book of accounting i.e., Journal. Cash Book is of two types. Single Column Cash Book which record only Cash Transactions and Double Column Cash Book with Cash & Bank Columns for recording cash and bank transactions both. **In Sports Authority of India Cash Book with Cash Column and Bank Column is used and all the original entries relating to Receipts and Payments are recorded in this primary book of accounting called “Double Column Cash Book”.** Therefore, the single book represents two

separate accounts and the transactions are recorded accurately being either cash or bank transactions. The Bank Account maintained by the organization is a Personnel Account. Therefore, while recording the entries in Bank Column of the Cash Book, the Golden Rule of “Debit the Receiver and Credit the Giver is applied”. For example: (a) When cash is deposited into a bank, the bank would be receiver and therefore would be debited in the bank column of the cash book. (b) When cash is withdrawn from the bank, the bank would be giver and therefore, would be credited in the Bank column of the cash book. In recording the correct entry in double column cash book the following terms are to be kept in mind:

- **Cheque:** A Cheque is an unconditional order, drawn upon the specified banker, signed by the Account Holder or his authorized nominees, directing the banker to pay on demand a certain sum of money only on the order of a person or to the bearer of the instrument, as per Negotiable Instrument Act.. However, **a cross cheque is always paid by transfer of money in the account of the payee.**
- **Bank Draft:** Bank Draft is, in fact Banker’s Cheque. It is written order of a Bank to give a certain amount of money to a person or agency in whose favor the draft has been issued. Bank Drafts are always issued when the payee is stationed out of the town from where the Bank Draft is issued. Where such an order is issued by the bank for the payment to a person/agency stationed in the same town it is called **Pay Order.**
- **Bank Overdraft:** Bank Overdraft is the drawing out money from the Bank Account of more than what has been deposited in it.

Therefore, an overdraft is a credit balance in the books of the Organization and debit balance in the bank passbook. **This is an important aspect to be kept in mind during Bank Reconciliation.**

- **Contra Entry:** Contra Entry is an entry in “double entry account representation” relates to the reversal or cancellation of an entry of the other side. When both Dr. and Cr. aspect of a transaction is recorded in the same account but in different column each entry, whether in the Dr. side or in the Cr. Side, shall be deemed to be the Contra Entry of the other. For example

a) Cash deposited into the bank Rs. 1,000/-

Bank account is to be Debited and Cash Account is to be Credited. Debit aspect is to be recorded in the debit side (left side of the Cash Book) in Bank Column and Credit aspect is to be recorded on credit side of the Cash Book (Right side of the Cash Book).

b) Cash withdrawn from Bank Rs. 1,000/-

Cash Account is to be debited and Bank Account is to be Credited. Debited aspect is to be recorded in the debit side of the Cash Book and credit aspect is to be recorded on the credit side of the Cash Book.

Cash Book (Double Column)

Dr.				Cr.			
Date	Particular	Cash Rs	Bank Rs	Date	Particular	Cash Rs.	Bank Rs.
21/08/15	To Cash Account (C)		1000	21/08/15	By Bank Account (C)	1000	

** Both the entries are Contra Entries.

- **Cheque Received:** Cheque Received from M/s ABC when deposited on the same date, Bank Account is debited directly and M/s ABC Account is credited. The amount is written in the Bank Column of the Dr. Side of the Cash Book.
- **Cheque Received** from M/s ABC but deposited in the bank on a later date. In this case, the cheque is first recorded in the cash column of the cash book and on the date when cheque is deposited into the bank it will be recorded as if cash is deposited in the bank i.e., Bank Account is debited and Cash Account is credited”.
- Cash book is to be written and closed on every date of transaction. Each and every transaction is to be attested by the DDO/Controlling Officer with reference to the Receipt and Payment Vouchers. Detailed instructions in respect of maintenance of Cash Book are available in Central Government Account (Receipts and Payments) Rules, 1983.

4.12 Ledger

4.12.1 A ledger is a principal book of account wherein transactions relating to a particular person or thing are recorded. It contains summarized and classified record, a permanent record of all transactions related to a particular account at one place. It is not possible to ascertain from the Journal the total amount spent on purchase of furniture because such entries are scattered at different dates though in chronological order. Therefore, similar transactions should be sorted out and consolidated at one place to ascertain their net effect. This kind of processing is possible by maintaining different accounts in ledger. For example to ascertain the cash position of the organizations one is to refer to the cash account as one cannot know the cash position with the help of entries in Journal.

4.12.2 Thus, ledgers record all transactions relating to a particular account head, indicating the transactions that have taken place in respect of that account head, for instance, all transactions relating to furniture and fixture (when payment are made or when a outstanding liability is set off at the end of the year)

would be debited simultaneously and reflected in ledger under Fixed Assets- Furniture and Fixture. Similarly, all transaction relating to security charges would be debited simultaneously and reflected in the ledger under “Administrative Expenses, Security Charges”.

(a) Preparation of Ledgers

The most important task in the process of accounting is correct classification of transactions. This is taken care right at the time of recording a financial transaction in the primary books of account. Whether data entry of the transaction (recording in the books of account) is made manually or through any software in a computerized environment, the correct classification is the foundation of all further tasks so far as preparation of account is concerned. In Sports Authority of India also a Master Chart of Heads of Accounts/Standard Budget Heads has been prescribed which is defined separately in Chapter No. 2 of this Manual.

Once Receipt Vouchers/Payment Vouchers and Journal Vouchers are prepared, and classified, a Data Input Slip is attached with the concerned voucher to facilitate its correct recording in the primary books of account under correct head of account. Specimen of Data Entry Input Slip is given as under:-

Data Entry Input Slip

Name of Unit.....

Bill No. & Date..... Diary No. & Date.....

Amount of the Bill..... Amount Admitted.....

Amount Disallowed (if any).....

Cheque No. & Date..... Amount of Cheque.....

Particulars	Head of A/c	Debit Amount	Credit Amount
-------------	-------------	--------------	---------------

.....
.....
.....

Total.....

Certified that the above classification of the payment/receipt as well as the amount has been verified from the sanction which is correct as per the Budget/Accounts code prescribed by the Budget & Finance Wing of SAI. The posting in the Account books may be done accordingly.

Prepared By
Accountant

Verified By
Jr. A/c officer

Posting Authorised
Accounts Officer

Voucher Posted at CB Page no.....

Ledger Page No.....

Accountant/DEO

(b) Format of Ledger Account

The ledger account is divided in two sides, the left hand side represent the debit side and right hand side represents the credit side. Each side of the ledger has column of different sizes for (a) Date (b) Particular (c) Folio (d) Amount

Name of the Account (Account No.....)

Dr.

Cr.

Date	Particular	Ledger Folio	Amount	Date	Particular	Ledger Folio	Amount

Running Balance form of Ledger Account

Another form of ledger account generally adopted by banks including SAI is running balance type. This type of ledger account has six columns on each page for (a) Date (b) Particular (c) Ledger Folio (d) Debit Amount (e) Credit Amount (f) Balance

Name of Account (Account No.....)

Dr.

Cr.

Date	Particular	Ledger Folio	Debit Amount	Credit Amount	Balance

In the date column, date of transaction is mentioned, in the particular column name of account is written which is being Debited or credited. Folio column is used to mention the page number of the Journal including Cash Book in which the transaction is recorded.

(c) Numbering of Ledger Account and Subsequence

Ledger Accounts are generally arranged in logical manner for example:

Fixed Assets (Land, Building, Plant and Machinery, Electrical Installation and Equipment, Sports Equipment, Scientific and Medical Equipments, Office Equipment, Computers and Peripherals, Computer Software, Audio Visual Equipment, Furniture Fixture and Fitting, Library Books and Periodicals,

Capital work in Progress, Investment, Corpus Funds, Investment other etc.,) Current Assets (Inventories, Building Material, Paper, Prize Publication, Sports Equipment consumable, Consumable Stores Non-Consumable Store like locks utensils, linens, spare parts of plant and machinery, computer consumables, consumable audio visual equipment, Debtors, Cash and Bank Balances, Advances, Prepaid Expenses, Deposits, Income Accrued but not due, others claim receivables etc.). Thereafter, Capital Fund (Grant-in-Aid from Government), Revenues (Head Wise) and Expenses (Head Wise).

(d) Posting of Ledgers Accounts

In fact, transferring of Debit and Credit from Journal/Cash Book/Bank Book to Ledger Account is called posting of ledger account. If an entry from Journal is posted the amount of such transaction entered in the Debit column of the Journal is entered on the debit side/column of the concerned account in the ledger and similarly credit amount of each entry in the journal is entered in the credit side/column of the concerned account in the ledger. The Page No. of the Journal/Cash Book/Bank Book from where the entry have been taken is mentioned in the ledger against that entry in the column "Folio No." and simultaneously, where such entry has been entered in the ledger page number of the ledger is noted in the journal/cash book/bank book for the reconciliation purpose. The following steps are generally adopted for Ledger Posting:

- i. The name of account at Sr. No. 1 in the Journal is located in ledger
- ii. Enter on Debit side of the ledger in particular column the name of the account credited with a prefixed "To"
- iii. Enter the date of the transaction in date column
- iv. Enter in the debit column of the ledger account, the amount of debit as shown in the general ledger/cash book/bank book
- v. Enter in the folio column of the ledger, the page

- number of the Journal/Cash Book/Bank Book from where the entry is being posted.
- vi. Enter in the folio column of the Journal/Cash Book/bank Book the page number of the ledger in which the posting has been done.
 - vii. Locate in the ledger the second account named in the Journal/Cash Book/Bank Book
 - viii. Enter in the credit side of the ledger in particulars column, the name of the account debited with a prefix "By"
 - ix. Enter the date of transaction in the date column
 - x. Enter the credit column of the Ledger Account, the amount of credit as shown in the Journal.
 - xi. Enter in the folio column of ledger, the page no. of journal/cash book/bank book from where the entry is being posted
 - xii. Enter in the folio column of the Journal/Cash Book/Bank Book the page no. of the ledger on which posting has been done.

Example:

Furniture purchased for Rs. 40,000/- on 24/08/2015.

Date	Particular	Ledger Folio	Amount (Rs)	Amount (Rs)
24/08/15	Furniture A/c To Cash (Being furniture purchased for cash)	*	40,000	40,000

Furniture Account

Dr.

Cr.

Date	Particular	Ledger Folio	Amount	Date	Particular	Ledger Folio	Amount
24/08/2015	To Cash	*	40,000			*	

Cash Account

Dr.

Cr.

Date	Particular	Ledger Folio	Amount	Date	Particular	Ledger Folio	Amount
		*		24/08/ 2015	By Furniture	*	40,000

**When these entries are recorded in the Ledger under concerned Accounts its ledger folio number is entered in the Journal for the purpose of reconciliation.*

(e) Balancing of Ledger Account

Periodically, all the account in the ledger are balanced to ascertain the cumulative effect of entries on the accounts. The balance is an accounting term which means the difference between the two side of an account, are the total of debit side and total of credit side. In the computerized system, usually system itself will print a balance of the account after each transaction but in the manual system one has to calculate the balance. Where the debit side total is more than the total of the credit side, the account is set to have a debit balance. Similarly where the credit side total is more than the total of debit side the account is set to have a credit balance.

In the process of balancing of ledger, if the the account is having debit balance by say Rs. 50,000, an entry on the credit side of the account in the ledger “By Balance C/d” Rs. 50,000 is made to balance the ledger account.

Similarly if the credit side total is more by say Rs. 30,000, this difference of Rs. 30,000 is to be entered on debit side writing the word to particular column “To Balance c/d”.

4.13 Trial Balance

The final accounts are prepared on the basis of Ledger Balances worked out at the end of the accounting period. Before, using these balances the proof of equality is exercised by enlisting of debit and credit balances which is called a Trial Balance. A trial balance is a list of balances in all ledger account including cash and bank balances (as reflected in the cash and bank books). The net debit or credit balance in

these account is recorded in the Trial Balance in the debit or credit column depending on whether the ledger balance is Dr. balance or Cr. balance of a particular ledger account. Cash Balance is always a debit balance which shows cash in hand on the date on which trial balance is drawn. Bank Balance may be debit or credit balance depending on whether as per books of account balances available in the bank account or whether an overdrawn has taken place, as on the last day of the accounting period. Assets heads and expenditure heads will have debit balances whereas liability heads and income heads will have credit balances.

4.14 Preparation of Trial Balance

(a) The latest format of trial balance is more informative. In this format the first column of the format shows the ledger heads written vertically in the same sequence as the ledger account in the ledger, there are six column against each ledger account written vertically in the first column. Out of the six columns first two column depicts opening balance (Debit and Credit), then two column record for transactions during the year (Debit and Credit) and in the last column closing balance is shown (two column one debit and one credit). When the total are worked out, the debit balance total and credit balance total of the opening balances should agree. The total of debit balance and total of credit balance under transaction for the year should agree. Similarly the debit balances and credit balances under the column closing balance should also agree. This format has an advantage to track the differences whether it is in the opening balance or in the transaction during the year or in the closing balance.

(b) The trial balance facilitates drawing up the Annual Accounts (Balance Sheet, Income and Expenditure Account and the Schedule). The specification of the format is given as under:

Name of the Organization.....

Trial Balance as on 31st March.....

Particular	Opening Bal- ance		Transaction in the Year		Closing Bal- ance	
	Debit	Credit	Debit	Credit	Debit	Credit
1. Capital Fund						
2. Corpus Fund						
3. Earnmarked Funds						
4. Endowment Funds						
5. Current Liability						
A. Current Liability Deposits						
Statutory Liabilities						
Other Liabilities						
B. Provisions						
6. Fixed Assets						
Plan Fixed Assets						
1. Land						
2. Site Development						
3. Buildings						
4. Roads & Bridges						
5. Tubewells & Water Supply						
6. Sewerage & Drainage						
7. Electrical Installation and Equipment						
8. Plant & Material						
9. Scientific & Labortaory						
10. Office Equipment						
11. Audio-Visual Equipment						
12 (a) Computers & Peripherals						
(b) Software						
13. Furniture, Fixtures & Fittings						
14. Vehicles						
15. (a) Lib. Books & Scientific Journals						
(b) e-Journal						
16. Capital Work-in-Progress						
7. Current Assets						
Cash in hand						
Bank A/c						
Term Deposits with banks						
Loans and Advances						
Prepaid Expenses						
Interest Accrued due/not due						
8. Income						
Grant-in-aid/Subsidies						
Academic receipts						
Interest earned						
Other Income						

9. Expenses						
Plan Expenses						
Establishment Expenses						
Academic Expenses						
Administrative Expenses						
Repairs and Maintenance						
Depreciation						
Prior Period Expenses						
Total						

4.17 Characteristic of Trial Balance

- (a) It is the list of balances of all ledger account and cash book
- (b) It serve as an instrument for carrying out a job of checking and testing
- (c) Arithmetical accuracy of posting of entries from Journal to Ledger can be ensured

4.18 Location of errors in Trial Balance and rectification

Total of Debit column of the trial balance should agree with the total of credit column. If the totals of debit and credit column do not agree, it may be due to omission of an entry in the ledger, Debit and Credit entries are either not posted or posted twice, debits are posted wrongly as credit or vice versa, round totaling of subsidiary books, difference in amount between entries, error in computation of an account balance, omission of account balance etc., The errors can be located by following step wise procedure:-

1. Check the totals of Debit and Credit Columns by adding figure in each column in opposite direction from bottom to top
2. If error is not deducted, the difference of the total of Debit Column and Credit Column should be worked out and divided by 9, if it is totally divisible by 9, there is either a transposition error or slide error. Transposition error is committed when a digit of amount is placed wrongly for example: if a balance of Rs. 10,760 has been wrongly written as 10,670 in the trial balance, the resulting error would be Rs. 90

which is totally divisible by 9. A slide error is an error when decimal point is placed incorrect. For example: Rs. 9.250 has been wrongly copied as 92.50 the resulting error of Rs. 9187.50 will be totally divisible by 9.

3. If the error is not located then divide the difference of debit and credit column by 2 and scan both the column for an identical amount. If any figure of debit column has been wrongly entered in credit column or vice versa, the result would be a difference which is twice of this amount.
4. If the error still persist cheque the ledger accounts which shows a balance equal to the difference of debit credit column of the trial balance.
5. Re-exam opening balances of all ledger account from the Balance Sheet of previous period.
6. If the error still persist check the posting from Journal and Others Book of original entry to the ledger accounts and tick mark with a colored pencil in the Journal and in the ledgers. If any figure remains untick it may be noticed.
7. The error so deducted may be corrected by placing it in the correct column.

4.19 Suspense Account:- Some time it happens that the difference between the total of debit column and credit column is not located. In such a situation the difference is temporarily posted in Suspense Account in appropriate column matching both the sides of the Trial Balance. As soon as the error is detected, the suspense account is cleared by posting the figure at appropriate place.

4.20 Bank Reconciliation:-The Bankers is the trustee of the Customer. The Bank provides its customer a Bank Statement (Pass Book) at regular intervals, generally during first week of every month, summarizing all payments as well as deposits and other charges for the period. It is a copy of the

customer account in Banks Ledgers. In case of SAI, accounts are maintained in more than one bank. Each bank provides a bank statement of the month in the first week of subsequent month. SAI (DDO/Finance Division) maintains separate cash book for each bank. The Bank balance shown in the bank statement should tally with the bank balance shown in the cash book. But these two figures normally do not tally because of the reasons explained hereunder. In order to reconcile the Bank Balance shown in the bank statement with that of the cash book, a statement is prepared which is called "Bank Reconciliation Statement" which infact, is a statement containing a complete and satisfactory explanation of the differences in the Balances as per the Cash Book and Bank Statement.

4.21 Preparation of Bank Reconciliation Statement:- The bank reconciliation is necessary not only to satisfy the balances shown in the two sets of documents available from different sources i.e., from bank statement and the cash book, but also it's a tool to detect any fraud. It is, therefore, necessary **that bank reconciliation should be done every month by a person other than the custodian of Cash and Cash Book.** However, bank reconciliation statement duly authenticated by the person who prepared it and countersigned by the DDO/Account Officer concerned should be pasted in the cash book after closing the transactions of the month to which the Bank Reconciliation is relating to.

The Format of Bank Reconciliation Statement is as follow :

Bank Reconciliation Statement as on _____

Date	Particulars	Amount (Rs.)	Total Amount
	Debit Balance of bank in Cash Book		XXXX
ADD	(i) Cheques issued or drawn but not yet presented for payment	XXX	
	(ii) Interest allowed by bank but not recorded in Cash Book		
	(iii) Amount directly deposited by the third party in Bank Account through Challan not entered in the Cash Book	XXX	
	(iv) Dividends collected by bank on behalf of SAI	XXX	
	(v) Cheques deposited into bank but not entered in Cash book	XXX	
	(vi) Any wrong credit given by bank in the Bank Statement by mistake	XXX	
LESS	(i) Cheques deposited in the bank but not yet cleared	XXX	XXXX
	(ii) Cheques deposited into bank for collections but dishonored by the bank		
	(iii) Amount paid by Bank on standing instructions given by SAI to bank e.g. payment of insurance premium (not entered in the Cash Book)	XXX	
	(iv) Bank Charges debited by the bank (Not entered in the Cash Book)	XXX	
	(v) Cheques issued but omitted to be recorded in Cash Book by mistake	XXX XXX	
	(vi) Any wrong debit given by bank in the Bank Statement by mistake (Not entered in Cash Book)		XXXX
	Credit balance as per Bank Statement		

EXAMPLE :Bank reconciliation statement as on 31st May, 2015 in respect of SAI Regional Centre, XXX from the following details. As per Cash Book the balance at Bank as on 31st May, 2015 is Rs. 1,900/- whereas bank statement shows an overdraft amounting to Rs. 470/-.

- i). A Cheque paid to M/s Modern Stationers for Rs. 340/- had been entered in the cash book as Rs. 430/-.
- ii). Cash paid to bank for Rs. 100/- had been entered in the cash book as Rs. 90 /-
- iii). A transfer of Rs. 1500/- to saving bank had not been entered in the cash book.
- iv). A cheque drawn for Rs. 40/- has not been presented in the bank.
- v). Cash book balance had been incorrectly brought down on 1st April, 2015 as debit balance of Rs. 1200/- instead of debit balance of Rs. 1100/-.

- vi). Bank has debited Rs. 20/- in the bank statement as bank charges which did not appear in the cash book.
- vii). Receipts of Rs. 900/- paid into the bank through challan on 31st May, 2015 did not appears in the bank statement till 1st June, 2015.
- viii). Bank has paid Rs. 30/- towards fee as per standing instruction which had not been entered in the cash book.
- ix). A cheque of Rs. 50/- received and paid into the bank had been return by the bank “Marked date of Cheque missing”.
- x). Bank received directed diposit of Rs. 100/- from a trainee.
- xi). Cheque for Rs. 150/- paid into the bank incorrectly entered as Rs. 170/- in Cash Book.

Solution : Bank reconcillation statement as on 31st May, 2015 in respect of SAI Regional Centre, XXX

		Rs.	Rs.
Add	Bank balance as per the cash book (Dr.)		1,900/-
	i). Cheque paid for Rs. 340/- had been entered in the cash book as Rs. 430/-.	90	
	ii). Cash paid to the bank Rs. 100/- had been entered in the cash book as Rs. 90/-.	10	
	iii). A receipt of Rs. 10 shown in the bank statement not recorded in the cash book.	10	
	iv). Cheque drawn but not presented to the Bank.	40	250
	v). Direct deposit by a member into the bank not recorded in the cash book.	100	
Less	vi). Transfer to saving bank had not been recorded in the cash book.	1,500	2,150
	vii). A debit balance of the cash book of Rs. 1,100 brought forwarded as Rs. 1,200.	100	
	viii). Bank charges is not recorded in the cash book.	20	
	ix). Receipts of Rs. 900/- paid into the bank on 31 st May, 2003 did not appear in the bank statement untill 1.6.2003.	900	
	x). A payment made by bank as per standing order not recorded in the cash book.	30	
	xi). Cheque dishonoured but not entered in the cash book.	50	
	xii). Cheque diposited Rs. 170/- wrongly totalled as Rs. 150/-	20	2,620
	Bank balance as per the Pass Book (Dr.)		470

Adjustment of Margin Money in on Account of L/C payments :

Sports Authority of India procures imported Sports Equipment and Imported Scientific Instruments as per its requirement for replacement of old assets Obsolete assets or creation of new assets. This necessitates special precaution at the time of bank reconciliation. Wherever, debits appear in bank statements against Letter of Credit established by the organization the L/C Details should be verified and payment entries made in the bank book "Debiting Fixed Assets" if the item imported was a Fixed Assets. If such imports are relating to consumable sports equipment, the amount will be debited to Consumable Sports Equipment".

Special Attention is to be paid against L/C payment. It involves the release /adjustment of margin money, if any, held by the bank against the L/C. If the bank has debited SAI Account with the gross amount of L/C, it should be ensured that the bank has also released the margin money and simultaneously credited the SAI's account with the margin money (in the shape of FDR) held. When actual payment is made it is to be ensured that credit for FDR along with the interest for the period from the date of FDR till the date of credit of the maturity value/ proceeds is given. Where the bank has debited the SAI account with the net amount (the payment actually made against the L/C less margin money along with interest), the entry on the payment side of the bank book should be for the gross amount of the L/C and simultaneously an entry is made on the receipt side of the bank book crediting Investment (face value of FDR) and interest earned.

- 4.22 Accounting Procedures for Preparation of Final Accounts:-** After the preparation of trial balance, the next step in accounting is of preparation of Final Accounts. Since, Sports Authority of India is an Autonomous Body (Non Profit Organization) under Ministry of Youth Affairs and Sports, the following three key statements of accounts are prepared at the end of Financial Year:

1. Receipts and Payments Account
2. Income and Expenditure Account
3. Balance Sheet

The above three statements of Accounts are separately prepared for “Group Saving Linked Insurance Scheme” (GSLIS) and also for “General Provident Fund” (GPF) Accounts.

4.23 Receipts and Payments Account : A Receipt and Payment Account is a summary of cash book having cash and bank columns both. It is prepared to determine how the cash and bank balances have been added to the opening balance (All Receipts in the Organization – Revenue, Capital, Deposits and Loan etc.) and deducted (All Payments - whether Revenue, Capital, Deposits, Loan, and advances etc.). At the end of the financial year how much closing balances have been worked out. The Receipt and Payment Account is presented on one page in the horizontal format being replica of the cash books. All cash /bank receipts and payment transactions are grouped under few broad heads on either side. The cash in hand and bank balances as on 1st April of the year are shown as opening balances in the Receipt and Payment Accounts and must tally with corresponding figures shown in the schedule of Current Assets in the Balance Sheet of the previous year, and previous year’s figure in the balance sheet of the current year. Similarly, the Closing Balances (Cash in Hand and Bank Balance) as on 31st March of the current year shown as closing balance in the receipt and payment account should tally with the corresponding figure shown in the schedule of Current Assets in the Balance Sheet of the current year.

In fact, the Receipt and Payment Account starts with the Opening Cash and Bank Balances and ends with the Closing Balances (Cash and Bank). It includes all Cash and Bank receipts and payments whether they are related to current, past or future period. The Standard Format including showing broad heads (clubbing similar nature of transactions on receipt side and payment side) is as under:

4.24 Standard Format

Sports Authority of India

Name of the Unit

Receipts and Payments Accounts for the Period /Year Ended 31st March

Receipt		Schedule	CY	PY		Payments	Schedule	CY	PY
1. Opening Balance						1. Expenses			
(A) Cash in Hand									
Cash (post-age)						A) Establishment Expenses -Salaries			
Imprest									
	Franking Machine					i) Non-Plan			
(B) Bank Balances						ii) Plan			
						iii) Plan (NER)			
	i) In Current Accounts		-	-					
	ii) In a Deposit								

The details of broad heads on receipt side and payment side in the above format are as under :-

4.25 Broad Heads to be Shown on Receipt Side :

1. Opening Balances
- A. Cash in Hand
 - I. Cash (Postage)
 - II. Cash (Franking Machine)
 - III. Imprest

- B. Bank Balances
 - I. In current Accounts
 - II. In Saving Accounts
 - III. In Deposit Accounts
- C. Cash and Bank Balance
- 2. Grant Receipt
 - I. From Govt. of India
 - II. From State Govt.
 - III. From Other Socials
- 3. Income on investments
 - I. Earmarked fund
 - II. Endowment Fund (Corpus Fund)
 - III. SAI Own Funds
- 4. Interest Income
 - I. On Bank Deposits
 - II. Loan / Advances etc.
- 5. Other Income
 - I. Fees /subscription
 - II. Royalty, Publication etc.
 - III. SAI Stadia
 - IV. Donations
 - V. Other Receipts
 - VI. Boarding Account
 - VII. Refund of Loans and Advances
 - VIII. Sale of Assets
- 6. Amount Borrowed
- 7. Any other Receipts
 - I. Current liabilities
 - II. Refund of Sponsored / Other Schemes

- III. Investment of Funds
- IV. Other Welfare Fund
- V. Remittances
- VI. Balances transferred
- VII. Others
- VIII. Round off

Grand Total

Broad Heads to be Shown on Payment Side :

Expenses :

- A. Establishment Expenses –Salaries
 - I. Non-Plan
 - II. Plan
 - III. Plan (NER)
- B. Administrative Expenses –Generals
 - I. Non-Plan
 - II. Plan
 - III. Plan (NER)
- C. Other Plan Schemes
 - a. Non-Plan
 - b. Plan General
 - I. Operational Schemes (Plan)
 - II. Other Plan Schemes
 - III. Academic Program (Plan)
 - IV. SAI Stadium Come & Play at Delhi
 - V. SAI Stadium Come & Play at Regional Centres
 - c. Plan SC Component
 - I. Operational Schemes (Plan)
 - II. Other Plan Schemes

- III. Academic Program (Plan)
- IV. SAI Stadium Come & Play at Regional Centres
- d. Plan ST Component :
 - I. Operational Schemes (Plan)
- II. Other Plan Schemes
- III. Academic Program (Plan)
- IV. SAI Stadia Come & Play at Regional Centres e. Plan (NER) :
 - I. Operational Schemes (Plan NER)
 - II. Other Plan NER Schemes
 - III. SAI Stadium Come & Play at Regional Centres
- D. Expenditure Towards :
 - I. MYAS Schemes
 - II. Other Than MYAS Schemes
 - III. Payments made against funds for various projects
 - IV. Investments and deposits made
 - a. Out of earmarked /endowment funds
 - b. Out of own funds (investments)
 - V. Expenditure on Fixed Assets & Capital work in progress
 - a. Purchase of fixed assets

Non-Plan

Plan

- i. Plan General
- ii. Plan SC Component
- iii. Plan ST Component

Plan (NER)

Sponsored /Other Schemes

- i. MAYS Schemes
- b. Capital Work in Progress

Non-Plan

Plan

- i. Plan General
- ii. Plan SC Component
- iii. Plan ST Component

Plan NER

Sponsored /Other Schemes

- i. MYAS Schemes
- V. Refund of surplus money /loan
 - a) To the Government of India
 - b) To the State Government
 - c) To Other Providers of Funds (Balance sheet transfer within Centres Unit)

VI. Finance Charges

VII. Other Payments

- a) Catering /boarding account
- b) Statutory liability over due
- c) Remittances to Units/Centres
- d) Other Welfare Fund
- e) LC Margin Money
- f) Round off

VIII. Closing Balance

Balance transferred to Chandigarh Centre for Hatc Shilarro

- a) Cash in Hand
- b) Cash (Postage)
- c) Imprest
- d) Franking machine balance

- e) Bank Balance
 - I. In Current Accounts
 - II. In Deposit Accounts
 - III. Saving Accounts

Grand Total :-

In Sports Authority of India, the preparation of Accounts originates at sub units in the field like STC, SAG, COE, National Sports Academies etc. The accounts of sub units are compiled by the concerned Regional Centers/Institutes and then the Regional Centers prepare their Receipt and Payment Account, Income and Expenditure Account & Balance Sheet along with prescribed schedule to these Financial Statement. The Regional Center/ Institutes submit their monthly account to the Finance Division of SAI, HO where final account of SAI is prepared for each month and at the end of financial year Annual Accounts for the financial year concerned.

4.26 Consolidation of Accounts:

- (i) Accounts prepared by Sub-units, alongwith all information relating thereto, are submitted to their concerned DDOs/ Accounts Officers.
- (ii) On receipts of Accounts from the Sub-Units, the Accounts Officer of the Regional Centers/ Institutes will get them posted in the consolidated ledgers showing unit wise and head wise expenditure including that of Accounts of the Regional Center/Institute Head Office. These consolidated Accounts shall be the accounts of the Regional Centers/ Institutes concerned.
- (iii) The Account Office of these Regional Centers/ Institutes will submit its consolidated accounts to the Finance Division of SAI Head Office.
- (iv) On Receipt of Account from all the Regional Center/Institute/ Units of SAI and the Account of DDO SAI Head Office and the transactions/accounts of Finance Division, all these accounts shall be posted in the consolidated ledgers. On the basis of

information with regards to assets and liabilities where Journal Entries are required to be made, necessary steps shall be taken to records these entries in the consolidated Journal in the respective Regional Center Folio under relevant head of accounts.

- (v) Based on this finally consolidated Accounts/information, the final accounts of SAI shall be prepared along with all the prescribed Schedules and Sub-Schedules.

4.27 Income and Expenditure :

Introduction

It is a revenue account prepared at the end of the financial period for determining surplus or deficit of that period in non profit organisation. In the profit earning organisation, Profit and Loss Account is prepared. The method and technique of preparation of both these account are similar. The Income and Expenditure Account is prepared by matching expenses against the revenues of the period concerned. All incomes are shown on right hand side (Income Side) and all expenditures are shown on left hand side (Expenditure Side). Both cash/bank transactions (like salary, purchase of goods, etc.,) and non cash/bank transactions (like depreciation, write of losses etc.,) are taken into consideration but all Capital Expenditures and Incomes are excluded. Only current year Income and Expenses are considered. The items which are not concerned to the period (month/year) are not taken into account for example Salaries prepaid, liability of previous year etc., All such items which do not pertain to the current period are directly transferred from Receipt and Payment Account to the Balance Sheet. If the right hand side of the total (Income) of this account exceeds the left hand side (Expenditure), the balance is shown as “Surplus” and is usually termed as “Excess of Income over Expenditure”. On the other hand, if the left hand side (Expenditure) exceed the right hand side total (Income), the balance is shown as “Deficit” and is called “Excess of Expenditure over Income”.

4.28 Preparation of Income and Expenditure Account:- In the course of preparation of Final Account trial balance is prepared from Cash Book and Ledger. Thereafter, Receipt and Payment Account is prepared from the Trial Balance. This is first Financial Statement. The Second Financial Statement is “Income and Expenditure Account” which is prepared from the Receipt and Payment Account. In brief the following steps are taken in preparation of “Income and Expenditure Account”

1. Revenue Payments, in which no adjustments are to be made, are directly posted from the payment side of the Receipt and Payment Account on the Expenditure side (Left hand side/debit side) of Income and Expenditure Account.
2. A statement in respect of Revenue payments posted in the Receipt and Payment Account in which adjustments are to be made is prepared. Now, adjusted amount of each such Revenue Payment pertaining to that period is posted to the Expenditure side of Income and Expenditure Account. E.g.,

Salary paid	Rs. 60,000/-
Less Prepaid Salary	Rs. 20,000/-
Net Salary paid for the period	Rs. 40,000/-

(Adjusted Revenue Payment)

3. Similarly, from Receipt Side of the Receipt and Payment Account, revenue receipt are segregated. Now, all such revenue receipt in which no adjustment is to be made are directly posted to the income side (Right Hand Side/Credit Side) of the Income and Expenditure Account.
4. Prepare statement in respect of all such revenue Receipt in which adjustment is to be made. Now, in such Revenue Receipt, requisite adjustment are made and Net amount of Revenue Receipt pertaining to

that period is worked out. The net amount after adjustment of the Revenue Receipt is posted on the Income Side of the Income and Expenditure Account.

E.g.,

Rent Received from XXX stadium	Rs. 40,000/-
Less: Rent Received in Advance	Rs. 10,000/-
Net Rent Received for the Current Period	Rs. 30,000/-
(Adjusted Amount of Received)	

The other alternative is that, instead of preparing separate statements for working out the Net figures of Revenue Expenditure and Revenue Receipt for the current year, such adjustment are shown in the respective side of Income and Expenditure Account.

- Now, additional information available in the Ledger Account is analysed like “depreciation on fixed assets”, “loss on sale of assets”, “Profit/Income on sale of assets” etc. These entries are now posted in the Income and Expenditure Account on the respective side. Some of the entries are given hereunder:

1	Depreciation	Post to the expenditure side of Income and Expenditure Account
2	Loss on Sale of Assets	Post to the expenditure side of Income and Expenditure Account
3	Income on Sale of Assets	Post to the Income side of Income and Expenditure Account

- Total of Income Side and total of Expenditure side of Income and Expenditure Account are worked out and difference between the total of two sides is worked out. Now, the following treatment is given to the this difference.

- If the total of income side is greater than the total of expenditure side, the difference is a “Income over Expenditure/Surplus” and this figure (Difference) is posted in the Expenditure Side as “to Excess of Income over

Expenditure” in the Income and Expenditure Account.

- b) If the total expenditure side is greater than the total of Income side there is a “Deficit/ Excess of Expenditure over Income”. This amount of difference is posted in the Income side of Income and Expenditure Account as “By Excess of Expenditure over Income”

Such “Surplus” or “Deficit” of Income and Expenditure Account is subsequently transferred to the Accumulated Fund Account from where it is transferred to the Balance Sheet.

4.29 Format of Income and Expenditure Account:

The format of Income and Expenditure Account prescribed for the Non-Profit Organisations/Autonomus Bodies funded by Governement of India (Like Sports Authority of India) is given below:-

Sports Authority of India				
Name of Unit				
Income and Expenditure Account				
For the period ended _____				
Income		Schedule	Current Year	Previous Year
Income from Sale/Services				
Grants in Aid/subsidies				
A) From Government of India				
B) From State Government				
C) From Other Sources				
Remittances received from by Units/ Centres				
Fees Subscription				
A) Earmarked/Endowment Fund				
B) Own Funds (Other Investment)				
Income from Royalty, Publication etc				

Income from Intrest Earned			
i) On Bank Deposits			
ii) On Loan and Advances			
iii) Others			
Other Income			
A) Receipt From Stadia/Building			
B) Receipt from Donation			
C) Catering/Boarding Account			
D) Others Receipts			
F) Remittances received by Units/Centres			
G) Others			
Grand Total			
Expenditure			
A) Establishment Expenses			
I) Non-Plan			
II) Plan			
III) Plan (NER)			
B) Administrative Expenses			
I) Non-Plan			
II) Plan			
III) Plan (NER)			
C) Other Schemes			
a. Non-Plan			
b. Plan (General)			
I. Operational Schemes (Plan)			
II. Other Plan Schemes			
III. Academic Programme (Plan)			
IV. SAI Stadium Come & Play At Delhi			
V. SAI Stadium Come & Play at Regional Center			
c. Plan SC Component			

I. Operation Schemes (Plan)			
II. Other Plan Schemes			
III. Academic Program (Plan)			
IV. SAI Stadium Come & Play at Regional Center			
d. Plan ST Component			
I. Operational Schemes (Plan)			
II. Other Plan Schemes			
III. Academic Program (Plan)			
IV. SAI Stadium Come & Play At Regional Center			
e. Plan NER			
I. Operational Schemes (Plan NER)			
II. Other Plan NER Schemes			
III. SAI Stadium Come & Play at Regional Center			
D) Expenditure on Capital Work in Progress			
I) Plan			
II) Plan SC Component			
III) SAI Stadium Come and Play Scheme			
D) Expenditure on Capital work in progress			
I) Plan			
II) Plan SC Component			
III) Plan ST Component			
IV) Plan (NER)			
E. Other Payments			
A) Catering/Boarding Account			
B) Remittances to Units/Centers			
Expenditure on Grants, Subsidies Etc.,			
Interest			

Balance Transferred within centers/ units			
Others			
Depreciation			
Balance being excess of Income over Ex- penditure/Balance being excess of Ex- penditure over Income			
To unspent specific grant received against ongoing scheme carried forward for subsequent adjustment in future years transferred to Balance Sheet			
Grand Total			

As is evident from the above format, there are different kinds of Receipt/Income which are group-wise clubbed under “Grants/Subsidies”, “Remittances received from Units/Centers”, “Fees/Subscription”, “Income on Investments” (Like Interest, Dividend), “Receipts from Stadia/Building”, “Receipt from Donation”, “Boarding Account Receipts”, “Other Receipts”, “Sale of Assets”, “Other Remittances” all such group of Receipts are grouped from different entries in the Ledger Accounts and incorporated in the Income and Expenditure Account. Details under each group of Income are explained in the Schedules.

Similarly, on Expenditure Side of the Income and Expenditure Account, the Expenditure are grouped under different broad heads like “Establishment Expenses”, “Administrative Expenses”, “Expenditure on Other Scheme” “Expenditure on Capital Work in Progress”, “Expenditure on Catering”, “Expenditure on Grants/Subsidies”, “Interest Payment”, “Depreciation Etc., Details of these expenditure under each broad head are prepared in the form of separate schedules.

4.30 Schedules to Income and Expenditure Accounts: In the Regional centers/Institution of SAI, Monthly Accounts based

on Cash Book/Bank Book ledgers are received from Units (STC, SAG, COE, etc.,) under their respective jurisdiction. These accounts along with accounts of Head Quarter's (of Regional Center/Institute) accounts are posted in consolidated ledgers at Regional Centers/Institute is prepared on the basis of the consolidated ledger accounts.

Monthly Accounts received from the Regional Centers and DDO, HO are posted in the consolidated ledger accounts maintained in the Finance Division. The transactions made directly by the Finance Division are also accounted for in the consolidated ledger. Monthly Accounts and Annual Accounts are prepared from the consolidated ledger. So far as, Cash/Bank transactions are concerned. Similar process is adopted in case of Journal Entries in which Cash/Bank Transaction are not involved. Schedules to the Income and Expenditure Account are drawn from the entries in the consolidated ledger account and consolidated Journal.

4.31 Schedules forming part of "Income Side"

Schedule 13- Grants/Subsidies		
Irrevocable Grants & Subsidies Received	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Grant-in-aid from Govt. of India		
Non-Plan		
Grant-in-Aid General		
Grant-in-Aid Salary		
Grant-in-Aid Capital Assets		
Plan		
Grant-in-Aid General		
Grant-in-Aid Salary		
Grant-in-Aid SC Component		
Grant-in-Aid SC Component		
Plan (NER)		
State Government(s)		

Other Government Agencies		
International Organisation		
Others (Specify)		
Total		

Government of India through Ministry of Youth Affairs and Sports releases Grant-in-Aid to SAI based on the approved Budget Allocation in each financial year. The Grant-in-Aid is received separately for Non-Plan Schemes, Plan Schemes and Others Schemes. Under Non-Plan Sector, the Grant is received separately for Salaries, Capital Assets, and for General Expenditure like Administrative Expenditure. Similarly, under Plan Sector separate Grant-in-Aid is received for Salary, General Expenditure, SC Component, ST Component and for Plan Scheme of SAI in North East Region (NER). The Receipt and Expenditure are shown separately under each of these Components separately.

Schedule 14- Fees & Subscription		
Head of Accounts	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
(i) Fees from Academic Programme		
(ii) Subscriptions		
(iii) Others		
(iv) Institutions/Welfare Bodies		
Total		

In this Schedule the fees received from Students in Academic programmes of Sports (NIS Diploma Course Students, Certificate Course Students etc.) and Academic Programmes of Physical Education (LNCPE Trivananthpuram) are shown. Similarly, the subscription received for periodical publication like Scientific Journal issued by NIS Patiala etc., are shown against "Subscription". Kit money received from the students is shown under "others". In Certain cases other institutions sponsors the students and send money towards their expenditure on fees etc. Such receipts are accommodated under "Institution/Welfare Bodies".

Schedule 15- Income from Investment		
Head of Accounts	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
(i) Earmarked Fund		
(ii) Endowment Fund		
(iii) Corpus Fund		
(iv) Own Funds (SAI Funds)		
(v) Other Investments		
Total		

Each Endowment Fund/Earmarked Fund/Corpus Fund is kept as a separate saving accounts. The income interests earned on these accounts are shown against “Earmarked/Endowment Fund”. Similarly, Bank interest earned on Investment out of SAI Funds including those accrued during the year are shown against “Own Funds/Other Investment”. Income from other investment is accounted for “Other Investment”.

Here, it may be noted that no investment is made in any speculative instrument because of the risk factor (Like Investment in Mutual Funds, Shares, etc.,)

Schedule 16- Income from Royalty, Publication Etc.,		
	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
(i) Income from Royalty		
(ii) Income from Publication		
(iii) Others (Specify)		
Total		

Income received from sale of Books and Publications, Prospectus, Badges and Ties are shown in this schedule.

Schedule 17- Interest Earned		
	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
(i) On Bank Deposits		
(A) Term Deposits		
(B) Saving Accounts		

(ii) Loans and Advances		
(A) Employees/Staff		
(B) Others		
(iii) Interest Income from other sources		
Total		
Note:- Tax deducted on source to be indicated		

Interest income received is classified into three broad categories namely “On Bank Deposits” (Saving Bank Account, FDRs and LCs), “On Loans and Advances” (Motor Car Advance, Scooter Advance, Computer Advance, House Advance etc.,) and “Interest Earned on Debtors/Other Receivable”. All such Income on account of interest earned is accommodated in this schedule

Schedule 18- Other Income		
	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
A) Receipt from Stadia/Building		
B) Receipt from Donation		
C) Catering/Boarding Account		
D) Other Receipts		
E) Remittances received by Units/Centers		
F) Other		
Total		

In this Schedule Other Income like Income from SAI Stadia on account of using Infrastructure under Come & Play Scheme, License Fee/Rent, Rent from Guest Houses/Residential Wing/Hostels, Water and Electricity Charges received from Licensee Lodging Charges for National Coaching Camp, Other Receipts are accommodated. Similarly, receipts under Boarding Account, Remittances released to the Regional Centers/Units their received back unutilized are shown against the same Head of Accounts under which the remittance was released and sent back unspent (fully or partially).

4.32 Schedules forming part of “Expenditure Side”

Schedule 20- Establishment Expenses		
	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
A) Non-Plan		
Salaries and Other Expenses on Non-Plan Establishment		
a) Salaries and Wages		
b) Allowance and Bonus		
c) Contribution to Provident Fund (New-2004 onward)		
d) Contribution to Gratuity Fund		
e) Contribution to Pension Fund		
f) Contribution to Leave Encashment Fund		
g) Contribution to Other Funds		
h) Others (Specify)		
Total (A)		
Pension and Retirement Benefits		
a) Pension		
b) Gratuity		
c) Leave Encashment		
d) Other Benefits		
Total (B)		
Total Establishment Expenses on Non-Plan (A+B)		
B) Plan		
Salaries and Other Misc Expenses on Coaches		
a) Salaries and Wages		
b) Allowance and Bonus		
c) Contribution to Provident Fund (New-2004 onward)		
d) Contribution to Gratuity Fund		
e) Contribution to Pension Fund		
f) Contribution to Leave Encashment Fund		
g) Contribution to Other Funds		
h) Pension and Retirement Benefits		
i) Others (Specify)		
Total (C)		

Salaries and Others Misc. Expenses on Establishment and Field Staff a) Salaries and Wages b) Allowance and Bonus c) Contribution to Provident Fund (New-2004 onward) d) Contribution to Gratuity Fund e) Contribution to Pension Fund f) Contribution to Leave Encashment Fund g) Contribution to Other Funds h) Pension and Retirement Benefits i) Others (Spefiy)		
Total (D)		
Total Establishment Expenses on Plan (C+D)		
C) Plan NER		
Salaries and Other Misc Expenses on Coaches a) Salaries and Wages b) Allowance and Bonus c) Contribution to Provident Fund (New-2004 onward) d) Contribution to Gratuity Fund e) Contribution to Pension Fund f) Contribution to Leave Encashment Fund g) Contribution to Other Funds h) Pension and Retirement Benefits i) Others (Spefiy)		
Total (E)		
Salaries and Others Misc. Expenses on Establishment and Field Staff a) Salaries and Wages b) Allowance and Bonus c) Contribution to Provident Fund (New-2004 onward) d) Contribution to Gratuity Fund e) Contribution to Pension Fund f) Contribution to Leave Encashment Fund g) Contribution to Other Funds h) Pension and Retirement Benefits i) Others (Spefiy)		
Total (F)		
Total Establishment Expenses on Plan NER (E+F)		

Establishment Expenses (Non-Plan) includes Pay & Allowances, contribution to provident fund (For employees covered under New Pension Scheme, 2004). Contribution to retirement benefit funds etc., on account of Non-Plan Establishment (for the posts classified under Non-Plan).

Establishment Expenses (Plan) include Pay & Allowances, contribution to Provident Fund (For coaches/employees covered under New Pension Scheme, 2004). Contribution to retirement benefit funds etc., on account of Plan Establishment (for the posts classified under Plan).

Establishment Expenses (Plan- NER) includes Pay & Allowances, contribution to Provident Fund (For coaches/employees covered under New Pension Scheme, 2004). Contribution to retirement benefit funds etc., on account of Plan NER Establishment in North Eastern Region.

Schedule 21 - Administrative Expenses		
	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
A) Non-Plan		
Administrative Expenses a) Travelling Expenses b) Meeting and Seminar Expenses c) Bank Charges d) Uniform or Liveries e) Maintenance of Office Equipment f) Library g) Audio Visual h) Journal, Newspaper etc., i) Publicity and Advertisement j) Postage and Stamp k) Telephone, Fax/Telefax Charges l) Water and Electricity Charges m) Security Services n) Printing and Stationery o) Repairs of Furniture and Fixture p) Maintenance and Running Cost of Vehicles q) Legal and Professional Expenses r) Expenses on Audit s) Hospitality t) Conveyance /Transportation Charges u) Rent/License Fee v) Loss on Sale of Assets w) Bad Debts/ Irrecoverable Balances written off x) Depreciation		
Total		
Sports Promotion and Development Activities a) Award and Prizes b) Hospitality c) Seminars d) Others		
Total		
Training a) Expenses on Administrative, Staff/officers b) Expenses on Technical Staff/Officers		
Total		
Total Administrative Expenses Non-Plan		

B) Plan		
Administrative Expenses a) Travelling Expenses b) Meeting and Seminar Expenses c) Bank Charges d) Uniform or Liveries e) Maintenance of Office Equipment f) Library g) Audio Visual y) Water and Electricity Charges z) Security Services h) Journal,Newspaper etc., i) Publicity and Advertisement j) Postage and Stamp k) Telephone, Fax/Telefax Charges l) Printing and Stationery m) Repairs of Furniture and Fixture n) Maintenance and Running Cost of Vehicles o) Legal and Professional Expenses p) Expenses on Audit q) Hospitality r) Conveyance /Transportation Charges s) Rent/License Fee t) Loss on Sale of Assets u) Bad Debts/ Irrecoverable Balances written off v) Depreciation w) Contingent Advances		
Total Administrative Expenses Plan		
C) Plan NER		
Administrative Expenses a) Travelling Expenses b) Meeting and Seminar Expenses c) Bank Charges d) Uniform or Liveries e) Maintenance of Office Equipment f) Library g) Audio Visual h) Journal,Newspaper etc., i) Publicity and Advertisement j) Postage and Stamp k) Telephone, Fax/Telefax Charges		

l) Printing and Stationery m) Repairs of Furniture and Fixture n) Water and Electricity Charges o) Security Services p) Maintenance and Running Cost of Vehicles q) Legal and Professional Expenses r) Expenses on Audit s) Hospitality t) Conveyance /Transportation Charges u) Rent/License Fee v) Loss on Sale of Assets w) Bad Debts/ Irrecoverable Balances written off x) Depreciation y) Contingent Advances		
Total Administrative Expenses Plan (NER)		

Administrative Expenses under Non-Plan, Plan and NER are shown separately. The Administrative Expenses can be grouped under different Heads of Account like expenses on Rates and Taxes, Electricity and Water. Infact, the normal practice is to groupeAdministrative Expenses under Infrastructure (Rates and Taxes, Water and Electricity, Generator Running Expenses, and Security Services), Communication (expenses on Postage, telephone, fax, internet etc.,) and Others (All expenses such as on Insurance, Running of Vehicle, Travelling Expenses, Hospitality, Audit Fees, Advertisement and Publicity, Legal Expenses, Printing and Stationery and Audit Fees etc.). However, in SAI the practice is that in the Schedule detailed Head wise Expenditure is shown.

Schedule 21 (A)- Others Schemes: Non-Plan (General)		
	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Expenditure on Computerised Sports Data Bank		
Operation and Maintenance of Staff Houses		
Total Other Scheme Non-Plan		

All expenditure relating to purchase of consumable items, Annual Maintenance Charges, Stationery, up gradation of Computer infrastructure, Expenditure on LAN and other Misc. Expenditure

relating to computerized sports data bank is shown in this Schedule under broad head Computerized Sports Data Bank.

Expenses on repair of Housing Complexes of SAI, Service Charges, Water and Electricity Charges, Expenditure on Guest Houses and other Misc. Expenses on Housing Complexes is grouped under "Operation and Maintenance of Staff Houses" Non-Plan.

Schedule 21 (B)- Others Schemes: Plan (General)		
	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1. National Sports Talent Context Scheme		
a) Expenditure on Trainees		
b) Expenditure on Competetion Exposure		
c) Expenditure on Sports Equipment		
d) Expenditure on Selection Trial		
e) Expenditure on Foreign Coaches		
f) Expenditure on Infrastructure Grant on adopted school		
g) Expenditure on maintenance grant to adopted school		
Total		
2. Army Boys Sports Companies (ABSC)		
a) Expenditure on Trainees		
b) Expenditure on Competetion Exposure		
c) Expenditure on Sports Equipment		
d) Expenditure on Selection Trial		
e) Expenditure on Foreign Coaches		
f) Expenditure on Infrastructure Grant on adopted school		
g) Expenditure on maintenance grant to adopted school		
Total		

3. Special Area Games (SAG) A. Expenditure on Trainees and Training Infrastructure a) Expenditure on Trainees b) Expenditure on Competetion Exposure c) Expenditure on Sports Equipment d) Expenditure on Selection Trial e) Expenditure on Foreign Coaches f) Expenditure on Infrastructure Grant on adopted school g) Expenditure on maintenance grant to adopted school		
Total		
B. Operational and Maintenance Expenses a) Stadia and Building b) Play fields c) Horticulture d) Residential Accomodation e) Service/Property Tax f) Water and Electricity Charges g) Cleaning and Scavenging h) Guest House Expenses i) Office Equipment j) Printing and Stationery k) Hopitality and Expenses l) Conveyance/Transportation m) Meeting and Seminar n) Running and Maintenance of Office Vehicle		
Total		
4. Special Area Games (SAG) Extention Center A. Expenditure on Trainees and Training Infrastructure a) Expenditure on Trainees b) Expenditure on Competetion Exposure c) Expenditure on Sports Equipment d) Expenditure on Selection Trial e) Expenditure on Foreign Coaches f) Expenditure on Infrastructure Grant on adopted school g) \Expenditure on maintenance grant to adopted school		
Total		

<p>5. SAI Training Centers (STC) A. Expenditure on Trainees and Training Infrastructure a) Expenditure on Trainees b) Expenditure on Competition Exposure c) Expenditure on Sports Equipment d) Expenditure on Selection Trial e) Expenditure on Foreign Coaches f) Expenditure on Infrastructure Grant on adopted school g) Expenditure on maintenance grant to adopted school</p>		
<p>Total</p>		
<p>B. Operational and Maintenance Expenses a) Stadia and Building b) Play fields c) Horticulture d) Residential Accomodation e) Service/Property Tax f) Water and Electricity Charges g) Cleaning and Scavenging h) Guest House Expenses i) Office Equipment j) Printing and Stationery k) Hopitality and Expenses l) Conveyance/Transportation m) Meeting and Seminar n) Running and Maintenance of Office Vehicle</p>		
<p>Total</p>		
<p>C. SAI Training Center (STC) Extention Center A. Expenditure on Trainees and Training Infrastructure a) Expenditure on Trainees b) Expenditure on Competition Exposure c) Expenditure on Sports Equipment d) Expenditure on Selection Trial e) Expenditure on Foreign Coaches f) Expenditure on Infrastructure Grant on adopted school \Expenditure on maintenance grant to adopted school</p>		
<p>Total</p>		

<p>6. Center of Excellence (COE) A. Expenditure on Trainees and Training Infrastructure a) Expenditure on Trainees b) Expenditure on Competition Exposure c) Expenditure on Sports Equipment d) Expenditure on Selection Trial e) Expenditure on Foreign Coaches f) Expenditure on Infrastructure Grant on adopted school Expenditure on maintenance grant to adopted school</p>		
Total		
<p>B. Operational and Maintenance Expenses a) Stadia and Building b) Play fields c) Horticulture d) Residential Accomodation e) Service/Property Tax f) Water and Electricity Charges g) Cleaning and Scavenging h) Guest House Expenses i) Office Equipment j) Printing and Stationery k) Hopitality and Expenses l) Conveyance/Transportation m) Meeting and Seminar Running and Maintenance of Office Vehicle</p>		
Total		
<p>7. Sports Science and Medical Center Expenses a) Expenses on Fellowship b) Expenses on Equipment(Consumable) c) Expenses on Equipment d) Annual Maintenance of Equipment e) Professional and Consultancy Services f) Expenses on Orientation Courses g) Expenses on Research and Information Center h) Other Misc. Expenses</p>		
Total		

<p>8. Sports Equipment Support</p> <p>a) Purchase Of Consumable Sports Equipment</p> <p>b) Annual Maintenance Charges Of Equip-ments</p> <p>c) Expenses On Dumerage/Airport/Port Au-thority/Caring Charges/Transportation</p> <p>d) Other Misc. Expenses</p>		
Total		
<p>9. Operation and Maintenance of SAI Housing Complexes</p> <p>a) Repairs and Maintenance Charges</p> <p>b) Property Tax</p> <p>c) Security Arrangment</p> <p>d) Water/Electricity Charges</p> <p>e) Guest House Expenses</p>		
Total		
<p>10. Academic Programmes (Plan)</p> <p>A. Physical Education Programme (Plan)</p> <p>a) Expenditure on Sports Event</p> <p>b) Workshop, Seminar and Orientation Courses</p> <p>c) Purchase of Office Equipment (Consumable)</p> <p>d) Purchase of Scientific Equipment (Consumbale)</p> <p>e) Purchase of Sports Equipment (Consumable)</p> <p>f) Purchase of Kitchen Equipment (Consumable)</p> <p>g) Hire of Vehicle/Transport</p> <p>h) Maintenance and Running cost of Vehicles</p> <p>i) Teaching/Training Aids</p> <p>j) Professional and Legal Expenses</p> <p>k) Printing and Stationery Expenses</p> <p>l) Expenditure on Postage and Telephone</p> <p>m) Interest on GPF</p> <p>n) Other Misc. Expenses</p> <p>o) Maintenance of Building/Play fields</p> <p>p) Security Arrangment</p> <p>q) Water/Electricity Charges</p>		
Total		

B. Acadmic Programme (Sports) (Plan) a) Expenditure on Sports Event b) Workshop, Seminar and Orientation Courses c) Purchase of Office Equipment (Consumable) d) Purchase of Scientific Equipment (Consumbale) e) Purchase of Sports Equipment (Consumable) f) Purchase of Kitchen Equipment (Consumable) g) Hire of Vehicle/Transport h) Maintenance and Running cost of Vehicles i) Teaching/Training Aids j) Professional and Legal Expenses k) Printing and Stationery Expenses l) Expenditure on Postage and Telephone m) Interest on GPF n) Other Misc. Expenses o) Maintenance of Building/Play fields p) Security Arrangment q) Water/Electricity Charges		
Total		
11. SAI Stadium-Come and Play a) Expenditure at JLN Stadium b) Expenditure on MDCNS c) Expenditure on Indira Gandhi Stadium d) Expenditure on DR. SPMSPC e) Expenditure on Dr. KSSR f) Expenditure on JN Stadium Office Complex g) Operation and Maintenance of Housing Complex		
Total		
12. SAI Stadium-Come and Play at Regional Centers, Plan-General		
Total		
Grand Total Operation Scheme Plan General		

This schedule accommodates Expenditure on SAI Sports Promotional Scheme (Plan) and other SAI Plan Scheme. Only Revenue Expenditure on SAI Plan Schemes is shown in this Schedule.

Schedule 21 (C)-		
	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1. Operational Scheme-SC Component		
a) National Sports Talent Contest (NSTC)		
b) Army Boys Sports Compnies (ABSC)		
c) Special Area Games (SAG)		
d) SAI Training Center (STC)		
e) Center of Excellence (COE)		
f) Sports Science, Medical Center		
g) Equipment Support		
2. Academic Programme (SC)		
a) Physical Education		
b) Sports		
c)		
3. Operation and Maintenance of Stadia Building at Regional Center (SC)		
Total		

Schedule 21 (D)-		
	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1. Operational Scheme-ST Component		
h) National Sports Talent Contest (NSTC)		
i) Army Boys Sports Compnies (ABSC)		
j) Special Area Games (SAG)		
k) SAI Training Center (STC)		
l) Center of Excellence (COE)		
m) Sports Science, Medical Center		
n) Equipment Support		
2. Academic Programme (ST)		
d) Physical Education		
e) Sports		
f)		
3. Operation and Maintenance of Stadia Building at Regional Center (ST)		
Total		

Schedule 22- Expenditure on Capital Work in Progress		
	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
A) Non-Plan		
B) Plan		
C) Plan NER		
Total		

Schedule 21 (E)-		
	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1. Operational Scheme-NER Component		
a) National Sports Talent Contest (NSTC) b) Army Boys Sports Compnies (ABSC) c) Special Area Games (SAG) d) SAI Training Center (STC) e) Center of Excellence (COE) f) Sports Science, Medical Center g) Equipment Support		
2. Academic Programme (NER)		
a) Physical Education b) Sports		
3. Operation and Maintenance of Stadia Building at Regional Center (NER)		
Total		

Schedule 22- Capital Work/Construction Work		
	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Capital Work/Construction Work Plan-General		
a) Expenditure on Departmental Repairs/Minor Works b) Expenditure on Annual Maintenance and Repari/Special Repair/Minor Works by CPWD c) Expenditure on Annual Maintenance and Repari/Special Repair/Minor Works by PWD		

<p>d) Expenditure on Annual Maintenance and Repari/Special Repair/Minor Works by NDMC</p> <p>e) Expenditure on Annual Maintenance and Repari/Special Repair/Minor Works by DDA</p> <p>f) Expenditure on Annual Maintenance and Repari/Special Repair/Minor Works by other agency</p> <p>g) Annual Maintenance Repairs (Civil)</p> <p>h) Accrued during the year</p> <p>i) Annual Maintenance Repars (Electrical)</p> <p>j) Security Arrangment</p> <p>k) House Keeping</p> <p>l) Water Charges</p> <p>m) Maintenance of Horticulture</p> <p>n) Medical Test of Age Verfication</p> <p>o) Misc. Expenses</p> <p>p) Accrued during the year</p>		
Total		
Capital Prjoect/Construction work (SC Component)		
<p>a) Expneidture on Department/Reparis/Minor works</p> <p>b) Expenditure on Annual Maintenance and Repari/Special Repair/Minor Works by CPWD</p> <p>c) Expenditure on Annual Maintenance and Repari/Special Repair/Minor Works by PWD</p> <p>d) Expenditure on Annual Maintenance and Repari/Special Repair/Minor Works by NDMC</p> <p>e) Expenditure on Annual Maintenance and Repari/Special Repair/Minor Works by DDA</p> <p>f) Expenditure on Annual Maintenance and Repari/Special Repair/Minor Works by other agency</p>		
Total		
Capital Prjects/Construction work (ST Component)		
<p>a) Expneidture on Department/Reparis/Minor works</p> <p>b) Expenditure on Annual Maintenance and Repari/Special Repair/Minor Works by CPWD</p> <p>c) Expenditure on Annual Maintenance and Repari/Special Repair/Minor Works by PWD</p> <p>d) Expenditure on Annual Maintenance and Repari/Special Repair/Minor Works by NDMC</p>		

e) Expenditure on Annual Maintenance and Repair/Special Repair/Minor Works by DDA		
f) Expenditure on Annual Maintenance and Repair/Special Repair/Minor Works by other agency		
Total		
Construction Work (Plan, NER)		
a) Expenditure on Department/Repair/Minor works		
b) Expenditure on Annual Maintenance and Repair/Special Repair/Minor Works by CPWD		
c) Expenditure on Annual Maintenance and Repair/Special Repair/Minor Works by PWD		
d) Expenditure on Annual Maintenance and Repair/Special Repair/Minor Works by NDMC		
e) Expenditure on Annual Maintenance and Repair/Special Repair/Minor Works by DDA		
f) Expenditure on Annual Maintenance and Repair/Special Repair/Minor Works by other agency		

Schedule 23- Others		
	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Catering/Boarding Account		
a) Boarding Expenditure on Students		
b) Boarding Expenditure on Guests		
c) Exp. On Certificate/refresher/other courses		
d) Others		
Remittances to Units/Centres		
a) Fund for Non-Plan Programme		
b) Fund for Plan Schemes of SAI (Other than Construction)		
c) Fund for Plan Scheme of SAI (for construction)		
d) Fund released during C.Y but taken next year for plan Scheme of SAI (Other than Construction)		
e) Fund released during C.Y but taken next year for plan Scheme of SAI (For Construction)		
f) Fund for Plan (NER) Schemes of SAI (Other than Construction)		
g) Fund released during C.Y but taken next year for Plan (NER) Scheme of SAI (For construction)		

h) Fund released during CV but taken during next year for STC		
i) Fund Released during CY but taken during next year for SAG		
j) Fund released during current year but taken during next year for COE		
Total		

Schedule 25- Other		
	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Employees Contribution for NPS-Sent to NPS Cell		
Contribution made by SAI for NPS sent to NPS Cell		
Pension Scheme (New 2004) Tier 1		
Total		
Depreciation charged during the year		
Balance being excess of Income over Expenditure		
Grand Total		

4.33 Balance Sheet

4.34 Format of Balance Sheet

The following format, as prescribed by the Ministry of Finance, Government of India for Central Autonomous Bodies, has been adopted in SAI. This is called Vertical format. Corpus/ Capital Fund and Liabilities are shown first followed by Assets in the first vertical column of the format. The second vertical column is for the Schedule. Each group of Liabilities and Assets are grouped together separately and shown in the Balance Sheet. For Example: all fixed assets are grouped together and all current assets grouped together separately. The standard format adopted by SAI is given below.

Sports Authority of India

Name of the Unit

Balance Sheet As on _____

(Amount in Rs.)

Liabilities	Schedule	Current Year	Previous year
Corpus/Capital Fund	1		
A) Capital Fund			
B) Corpus Fund			
C) Other Current Liability (Corpus Fund)			
Reserve and Surplus*	2*		
Earmarked/Endowment Funds	3		
A) Security/Caution/Earnest Money Deposit			
B) Amount Payable			
C) Advance to Construction Agencies for Commonwealth Games-2010			
D) Other Welfare Fund			
E) other (UGC)			
F) Amount Due to Govt.			
Secured Loans and Borrowings*	4*		
Unsecured Loans and Borrowing*	5*		
Deferred Credit Liabilities*	6*		
Current liabilities and Provisions	7		
A) Security/Caution/Earnes Money Deposits			

B)Accrued Liabilities 1) Non-Plan 2) Plan 3) Plan (NER)			
C) Provision made for pension gratuity, leave encashment			
D) Provision to be made for pension gratuity, leave encashment (Plan and Non-Plan)			
Total			

*These items are not operated in Sports Authority of India.

(Amount in Rs.)

Assets	Schedule	Current Year	Previous year
Fixed Assets	8		
Investment (Corpus Fund)	9		
Closing balance for Interest on Corpus Fund			
Investments-Others	10		
Current Assets, Loans & Advances	11		
A) Closing Balance			
B)Balance for Franking Balance			
C) Other Welfare Fund			
D)Loans and Advances			
E)Amount Receivable			
F) Others			
G)Security Deposits			
H) Advance for Capital Work Maintenance			
I) Remittance in Transit			
J) GPF and GSLIS Premium			
K) Accrued Assets/Prepaid Expenses			

L) Advance to Construction Agencies for common wealth game			
M) Amount Due from Govt.			
N) Advance Tax Paid To Income Tax Department			
Total			
Significant accounting policies	24		
Contingent liabilities and notes on accounts	25		

The broad heads used in the Balance Sheet, both on Liability side and Assets are briefly defined as under:

3.35 Liabilities:

The liabilities can be classified as Fixed Liabilities, Current Liabilities and Contingent Liabilities:

1. **Fixed Liabilities:** These are long term liability which are generally redeemed after a long period of time. For Example: Long term Loans, etc. Such liabilities are not applicable in Sports Authority of India.
2. **Current Liability:** These are those liabilities which fall due for payments within one year from the date of Balance Sheet. Such as, Outstanding Salaries, Outstanding Rent, Caution Money, Earnest Money Deposits etc., When Current Liabilities are created, it increases the resources of an organization in the form of Current Assets.
3. **Contingent Liability:** These are condition-based, for example: Possibility of Penalty from any Statutory Authority, penalties expected from Income Tax Authority. Since such liabilities cannot be quantified in terms of money, these are not recorded in the books of account.
4. **Capital:** In Accounting terms, capital is the money contributed by the owner to an organization to enable it to function. It is measured by the excess of Assets over Liabilities. In Sports Authority of India, Capital

Fund is made available by Government of India out of Funds received in the form of Grant-in-Aid. This is in fact promoters funds. Central Autonomous organization like Sports Authority of India have no owners. Since these bodies are set up as society under the society registration act, 1860 or under Acts of Parliament, Government of India promotes them by giving Grant-in-Aid for Revenue Expenditure and Capital Expenditure. From Non-Plan Fund as well as Plan Fund, the funds so received are treated as promoter's funds. Out of these, the funds utilised for Revenue Expenditure are accounted for as Income under the head "Grants-in-Aid"/Subsidies in the Income and Expenditure Account. Whereas, the funds out of such grants are utilised for Capital Expenditure are accounted for under "Capital Fund" in the Balance Sheet.

In addition, the Expenditure on Assets created out of Corpus Fund, Earmarked Fund and Sponsored projects where the ownership vests in the organization, such Assets are merged with the Fixed Assets and are shown in the Balance Sheet. Similarly, Gifted Assets which are received free are also merged with the Capital Fund.

"Corpus Fund/Capital Reserve" which are set up for specific purposes are also part of Capital Fund. The excess Income over Expenditure or Excess Expenditure over Income, are added or deducted from the Capital Funds, as the case may be. When advance is released for the creation of an Assets, the advance amount, to the extent utilize, is Capitalized and added to the Capital Fund as soon as such Assets is created, handed over to the organization and accounted for as an Assets.

A consolidated figure appears against each broad

head in the Balance Sheet for current and previous year. The details are mentioned in the schedules forming part of Balance Sheet in respect of each such broad head. The schedules forming Balance Sheet are explained as under :-

4.35 Schedules forming part of Liabilities in the Balance Sheet

Liability Side; Schedules to Balance Sheet

Corpus /Capital Funds

1. Schedule 1: Corpus Fund /Capital Fund :

	Current year		Previous year	
Schedule 1 : Corpus /Capital Fund :				
Balance as at the beginning of the year				
Add : Contributions towards Corpus /Capital Fund				
Add /(Deduct) : Balance of net income/(expenditure) transferred from the Income and Expenditure Account				
Balance as at the year –end				

In order to reflect fair position of capital fund /corpus fund, separate schedules of capital fund, corpus fund (consolidated) and the corpus fund with the Regional Centres are shown in these schedules which are numbered as Schedule -1 (A), Schedule -1 (B) and Schedule -1 (C) which are explained as under :-

	Current year	Previous year
Schedule 1 (A) : Capital Fund :		
Balance as at the beginning of the year	-	-
Add – Contribution towards Capital Fund	-	-
Add- Excess of Income Over Expenditure (Transferred from Income & Expenditure Accounts)		
Or		
Deduct –Excess Expenditure Over Income (Transferred from Income & Expenditure Accounts)		
Add the following Balances /Adjustments :		
1. Accrued Income		

<p>2. LPC Adopted during the year 3. Amount Transferred from Regional Centres (Assets side) 4. Amount Transferred from Regional Centres (Liability side) 5. Liabilities Transferred One Regional Centres to another 6. Previous year adjustment of FDR 7. Taxes Return off 8. Previous year adjustment of Amount Payable 9. Accrued Liabilities Return off 10. Adjustment of Receipt as per Audit Observations 11. Adjustment of Amount due to Govt. (previous years) 12. Assets Created as per Audit Observations 13. Assets Transferred /Created under MYAS Schemes 14. Adjustments of other Schemes (Previous year) 15. Amount Adjusted and Transferred from Capital Grant 16. Fixed Assets created during the year 17. Amount of the depreciation adjustment (previous year) 18. Balance of assets transferred in respect of Regional Centres /Units 19. Unspent Balance adjusted by SAI (HO) 20. Unspent Balance of Sponsored Schemes (Adopted) 21. Assets Transferred from DDO (HO)/ Divisions of SAI (HO) 22. Adjustment of Corpus Funds Deduct the following Balances /Adjustments : 1. LPC issued during the year 2. Balance transferred to the Regional Centres/units 3. Adjustment of previous year advances for maintenance to the agencies 4. Adjustment of advances to staff 5. Adjustment of Corpus Fund 6. Accrued Assets Return off 7. Unspent Balance of Grant in Add under Plan and Non- Plan 8. Assets Return of as per audit observation</p>		
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9. Accrued Assets Return of 10. Adjustment due to rounding off 11. Adjustment of book value of sale of assets 12. Balance of Liabilities transferred in respect of Regional Centres/ Units 13. Unspent Balances adjusted by SAI (HO)		
Balance at the end of the year :		
Schedule -1 (B) : Corpus Fund : Balance as at Beginning of the year Add : 1. Amount Transferred to FDR Accounts towards new FDRs made during the year 2. Contributions made towards Corpus Funds by way of (a) Interest on Investments (b) Interest on Bank Accounts © Interest Accrued but not Due as on 31st March _____. On Investment of Corpus Funds Deduct : 1. Revenue Expenditure 2. Capital Expenditure		
Total : Balance end of the year		
Balance at the end of year represented by a) Bank Balance b) Investment in FDRs c) Investments in Bonds / Security of Govt. d) Accrued Interest		

Schedule : -1 (C) : Other Current Liabilities of Corpus Funds

Name of the units/Centres	Opening Balance as on beginning of the financial year	Adjustment to Capital Fund	Bank Interest Accrued on Corpus Fund	Fund Received	Bank Interest Received on Corpus Fund	Fund Released during the year to Units/Centres	Balance as on closing of the financial year
SAI, NS Central Centre Bhopal							
DDO (HQS)							
SAI, NS NIS Patiala							
SAO. Sub Centre Guwahati							

SAI, NS Northern Centre Sonepat							
SAI, NS Eastern Centre Kolkata							
SAI Sub Centre Lucknow							
SAI, LNCPE Trivandrum							
SAI, NS Western Centre Gandhi Nagar							
SAI (HQS)							
Total							

A) Capital Fund:

This is first broad head on the liabilities side of a balance sheet and it shows the owners fund in the organization. Central Autonomous bodies like SAI are set up by the Government of India and have no owners since these have been promoted and set up as societies under the Society Registration Act and the Government of India regularly provide Grant-in-aid for revenue expenditure as well as capital expenditure. Out of the Grant-in-aid so received, the funds utilized for capital expenditure are accounted for under “Capital fund” in the Balance Sheet.

In addition to the Capital expenditure met out of grants, the other additions to the Capital Fund are expenditure on assts created out of Corpus fund, earmarked Fund and Sponsored project fund (where the ownership on the assets created has not been retained by the sponsors) and the value of gifted assets.

B) Corpus Fund

A corpus fund is treated as a specific fund and shown as a separate and distinct head in balance sheet.

A corpus fund is created with the approval of the Governing Body of SAI. It is desirable to have a separate bank account for corpus Fund. Additions to the Corpus fund every year will include **interest on investments (on accrual basis)** and **interest on savings**. The permitted expenditure (Revenue

and Capital) is debited to the Fund and balance at the end of the year is carried forward. In SAI Corpus Fund is being maintained and is governed by a separate set of rules called "SAI, Corpus Fund Rules". Only returns on investment of Corpus Fund, presently the interest earned, is utilized for maintenance and creation of Sports Infrastructure.

When Capital Expenditure is incurred from the Corpus Fund, the Assets created are owned by the Organization. As the expenditure has already been debited to the funds, assets account have to be set up in the main accounts, and merged and shown in the Balance sheet alongwith the other assets. This is done by passing a Parallel journal entry debiting asset account and crediting capital fund. Depreciation should be provided in the normal course on the assets created. The accounting policy of the organization should disclose the items of receipts which are treated as additions to the Corpus Funds and items of expenditure.

C) Other Current Liabilities:

This schedule -1 (C) shows Regional Centre wise, including SAI (HO) the Opening Balances of Funds with each of the Regional Centres /Institutes /Units of SAI as on 1st Day of the Current Financial Year, adjustment to Capital Fund, Bank Interest Accrued, Bank Interest Received, Fund Received, Fund Released during the year to the Units/Centres and Closing Balance as on 31st March, of the Financial Year.

(i) Earmarked /Endowment Funds :

Earmarked fund and endowment funds are characteristically similar. These funds are received from external sources or funds are created by the organization itself with a specific objects /defined activities and hence these funds are accounted for separately in the account of the organization. Saving bank account for each such fund is required to be opened and maintained. Normally these are long term funds and represented by corresponding investments

shown separately on the assets side under the head “Investment from Earmarked /Endowment Funds”. The interest earned on such investment flows back to the fund. Revenue and capital expenditure incurred for achieving the objects of the fund are debited to the concerned fund and at the end of financial year closing balances are shown on the assets side of cash and bank balances and carried out to the subsequent year.

This may be noted that, capital expenditure incurred out of these funds is subject to depreciations only if the organizations own them. In other words if the assets created become property of the organization then only the assets created are merged /added with /to the assets of the organization by setting up Assets Account (Debit) with corresponding to capital funds (Credit). However, endowment funds are particularly maintained in the education institutes of higher education and normally, revenue expenditure is allowed out of such funds.

Schedules 3 : Earmarked /Endowment Funds

(A)

Particulars	Current year	Previous year
a) Opening Balance		
b) Additions during the year		
c) Income from investments made out of the funds		
d) Accrued interest on investments made out of the funds		
e) Accrued interest on advances		
f) Interest on savings Banks a/c		
g) Other additions		
Total (A)		
B. Utilization /Expenditure towards objectives of funds		
(i). Revenue Expenditure		
(ii). Capital Expenditure		
Total (B)		

Closing Balance at the year end (A-B)		
Represented by Cash and Bank Balance Investments Interest Accrued but not due on Investments Interest Accrued but not due on Advances Bank Transfer pending from /to other Funds Recoverable amount out of March Salary		
Current Year		
Previous Year		

In Sports Authority of India Current Liabilities, Amount Payable Advance to construction agencies for specific projects, other welfare fund, fund received from UGC and amount due to Govt. are shown under this Broad Head in different groups in the Balance Sheet supported by separate sub schedules which are explained below :

Schedule 3 (B) Amount Payable:

This schedule accommodates the taxes payable, amount due to other agencies like LIC, Income Tax Department, Sales Tax Department, TDS deducted from contractors, TDS deducted from professional, other deductions GSLIS final payments funds from other schemes for courses, new pension scheme fund, unspent balances of grant received for medal funds and service tax etc. the format of this schedule is as under :

Taxes Payable to Statutory Agencies

Descriptions	Current Year	Previous Year
1. Taxes payable		
a) Income Tax/TDS		
Balances at the beginning of the year	-	-
Add recovered during the year	-	
Less transferred to the amount receivable		
Less deposited during the year		
Less amount written off		
Balance at the end of the year		

<p>b) TDS from contractors Balances at the beginning of the year Add recovered during the year Less transferred to the amount receivable Less deposited during the year Less amount written off Balance at the end of year</p> <p>c) TDS from professionals Balances at the beginning of the year Add recovered during the year Less transferred to the amount receivable Less deposited during the year Less amount written off Balance at the end of year</p>		
<p>2. Amount due to others : Opening Balance as on Less : Written off 7 shown in the I & E A /C during the year Less : Refund during the year Add : Received during the year Rounding off Less : Transferred from GSLIS Final payment Add: Transferred from other Centres / Units Less : Transferred to other Centres/Units Balance at the end of year</p>		
<p>3. LIS (SS) Opening Balance as on Add : Recovered during the year Less : Deposited during the year Balance at the end of year</p>		
<p>4. Opening Balance as on Add : Received during the year Less : Paid during the year Transferred to due to others Balance at the end of year</p>		

<p>5. Other Deductions Opening Balance as on Less : Paid during the year Add : Received during the year Rounding off</p> <p style="text-align: center;">Balance at the end of year</p>		
<p>6. Due to others (Schemes other Than MYAS) Opening Balance as on</p> <p style="text-align: center;">Balance at the end of year</p>		
<p>7. Summer Coaching Camps Opening Balance as on Less : Adjusted and shown in the I & E Account BY DDO (HQS)</p> <p style="text-align: center;">Balance at the end of year</p>		
<p>8. Fund from Ministry /Agencies for Specific programme Opening Balance as on Less Paid during the year Add : Received during the year</p> <p style="text-align: center;">Balance at the end of year</p>		
<p>9. New Pension Scheme Tier I and II Opening Balance as on Amount received during the year Amount deposited Employee contribution Employee contribution last year</p> <p style="text-align: center;">Balance at the end of year</p>		
<p>10. Unspent Balance of Plan & Plan, NER Grant Medal Funds Opening Balance Add : Received during the year</p> <p style="text-align: center;">Balance at the end of year</p>		

Schedule : 3 (C) Schedule of Advance to Construction Agencies for Commonwealth Games -2010 as on

	Current year	Previous year
Balance at the Beginning of the year		
Deposit made to construction agencies for Commonwealth Games -2010		
Balance at the year end		

Schedule : 3 (D) Schedule for Other Welfare Fund

Staff Benefits Funds	Current year	Previous year
Balance at the Beginning of the year		
Addition during the year		
Investments		
Interest Accrued Less: Payment Made		
Balance at the end of the year		
Represented by 1. Investments in FDR 2. Investment in Government Security 3. Saving Bank Accounts		

This Schedule is for exhibiting the details of Employees Welfare Fund.

Schedule : 3 (E) Schedule for Others (UGC) As on _____

Head of Accounts	Current year	Previous year
Balance at the Beginning of the year		
Add: Received during the year		
Add: Received during the year		
Less: Paid during the year		
Balance at the End		

In Sports Authority of India, funds from UGC are received for academic programmes (Physical Education) at Laxmi Bai College of Physical Education, Thiruvannathpuram and Academic Programmes (Sports) under Netaji Subash National Institute of Sports, Patiala.

Schedule: 3 (F) Schedule for Amount Due to Government_____

De- scrip- tion (1)	Open- ing Bal- ance (2)	Fund Re- ceived during the year (3)	Fund Trans- ferred from Due from Govt (4)	Total 5 (2 + 3 + 4)	Ex- pendi- ture during the year (6)	Un- spent Balance Re- funded to Govt (7)	Trans- ferred to Due from Govt (8)	Total 9 (6 + 7 + 8)	Balance Due to Govt. as on 31 st March__ 10 (5-9)
Total									

Schedule: 3 (G) Schedule for Amount Due from Government_____

De- scrip- tion (1)	Opening Balance (2)	Fund Re- ceived during the year (3)	Fund Trans- ferred from Due from Govt (4)	Total 5 (2 +3 +4)	Expendi- ture during the year (6)	Unspent Balance Re- funded to Govt (7)	Trans- ferred to Due from Govt (8)	Total 9 (6+7 +8)	Balance Due to Govt. as on 31 st March__ 10 (5-9)
Total									

Sports Authority of India frequently receives funds from Government for conducting different events/programmes on its behalf. After such events are over, the expenditure is accounted for under the approval of competent authority and balance amount left unspent is to be refunded to the Government. Where such balances are left un-refunded, the details are depicted in the Balance Sheet supported by this Schedule.

4.36 Current Liability and Provision

Current liabilities are such liabilities which fall due for discharge/payments within short period normally, not exceeding twelve months. This is a broad head/major head in the Balance Sheet which includes a number of items of similar nature like Security, Caution Money, EMD, Accrued Liabilities, which are supported by Schedules containing details of each of such groups of items.

In fact, current liabilities are divided into three groups

namely (a) Security Deposits received from Staff, students, supplier and contractors (b) Statutory Liabilities (Overdue and Others) and (c) Other Current Liability. The Statutory Liabilities include liability in terms of Central State Laws under which the Autonomous organization functions. This includes unpaid liability of taxes deducted at source under Income Tax Act, Statutory Bonus under payment of Bonus Act, Sales Tax, Custom Duty due and other statutory levies. It may be made clear that “Overdue liabilities” comprise of undisputed amount which are due and remain unpaid beyond the normal due date indicating that such liabilities are in default. Other “Statutory Liabilities” represent the statutory liabilities which are due but due dates have not expired. For Example: GPF, NPS, TDS recovery made in the month of March, which are to be remitted in April. In the Balance Sheet as on 31st March all such liabilities are shown against “Other Statutory Liabilities”

4.37 Other Current Liabilities

Other current liabilities comprise of accrued liabilities on account of supplies/services received before 31st March but payments not released during the financial year. Unspent balances of sponsored project, unutilised grant, other funds, outstanding liabilities for expenses accrued on account of services received/supplies received (bills have been received) but not paid as on 31st March. For example unpaid bills on account of telephone, electricity, water, newspaper and periodicals, TA/LTC/Medical Reiumbersent, Security Services and Bills of Supplier/Contractor against which goods have received but payment not released as on 31st March. Amount of deductions made from the salary bills which are to be remitted to the concerned agencies like LIC, Cooperative Societies, etc., but could not be remitted as on 31st March and other current liabilities. Such figures are supported by a Schedule (Schedule No. 7)

4.38 Provisions

In Central Autonomus Organisation provisions are made for

“Retirement Benefits” and Provisions for Unknown Liabilities for which exact amount cannot be determined. Such figures are supported by a Schedule (Schedule No. 7)

Schedules

Schedule : 7 (A) Schedule of Security Deposit/Caution Money/Earnest Money

1. Security Deposits	Current year	Previous year
Balance at the Beginning of the year		
Less: Amount written off		
Less: Refunded during the year		
Add: Amount Received during the year		
Balance at the End		
2. Earnest Money Deposits		
Balance at the Beginning of the year		
Less: Amount written off		
Less: Refunded during the year		
Add: Amount Received during the year		
Balance at the End		
3. Caution Money		
Balance at the Beginning of the year		
Less: Amount written off		
Less: Refunded during the year		
Add: Amount Received during the year		
Balance at the End		
Grand Total		

Schedule 7 (B) Accrued Liabilities as on 31st March, _____

Non-Plan

Name of the Centers/Units	Opening Balance as on 1 st April	Accrued during the year	Add due to Internal Adjustments	Discharge during the year	Less due to Internal Adjustments	Return off during the year	Balance as on 31 st March
1. _____							
2. _____							
3. _____							
4. _____							
5. _____							
6. _____							
7. _____							
8. _____							
9. _____							
10. _____							
11. _____							
12. _____							
Total							

Plan

Name of the Centers/ Units	Opening Balance as on 1 st April	Accrued during the year	Add due to Internal Adjustments	Discharge during the year	Less due to Internal Adjustments	Return off during the year	Balance as on 31 st March
1. _____							
2. _____							
3. _____							
4. _____							
5. _____							
6. _____							
7. _____							
8. _____							
9. _____							
10. _____							

11. _____							
12. _____							
Total							

Plan (NER)

Name of the Cent-ers/ Units	Open- ing Balance as on 1 st April	Accrued during the year	Add due to Internal Adjust- ments	Dis- charge during the year	Less due to Inter- nal Adjust- ments	Return off during the year	Bal- ance as on 31 st March
1. _____							
2. _____							
3. _____							
4. _____							
5. _____							
6. _____							
7. _____							
8. _____							
9. _____							
10. _____							
11. _____							
12. _____							
Total							
Grand To- tal							

Schedule 7 (B)(1) Major Head Wise details of Accrued Liabilities as on 31st March _____

Non-Plan

Head of Accounts	Opening Balance as on 1 st April	Ac- crued during the year	Add due to Inter- nal Ad- just- ments	Discharge during the year	Less due to Internal Adjust- ments	Return off dur- ing the year	Bal- ance as on 31 st March
1. _____							
2. _____							
3. _____							
4. _____							

5._____							
6._____							
7._____							
8._____							
9._____							
10._____							
11._____							
12._____							
Total							

Plan

Heads of Accounts	Open- ing Balance as on 1 st April	Accrued during the year	Add due to Internal Adjust- ments	Dis- charge during the year	Less due to Internal Adjust- ments	Re- turn off during the year	Bal- ance as on 31 st March
1. _____							
2. _____							
3. _____							
4. _____							
5. _____							
6. _____							
7. _____							
8. _____							
9. _____							
10. _____							
11. _____							
12. _____							
Total							

Plan (NER)

Heads of Accounts	Open- ing Balance as on 1 st April	Accrued dur- ing the year	Add due to Internal Adjust- ments	Dis- charge during the year	Less due to Internal Adjust- ments	Return off dur- ing the year	Balance as on 31 st March
1. _____							
2. _____							

3._____							
4._____							
5._____							
6._____							
7._____							
8._____							
9._____							
10._____							
11._____							
12._____							
Total							

Others

Heads of Accounts	Opening Balance as on 1 st April	Accrued during the year	Add due to Internal Adjustments	Discharge during the year	Less due to Internal Adjustments	Return off during the year	Balance as on 31 st March
1. _____							
2. _____							
3. _____							
4. _____							
5. _____							
6. _____							
7. _____							
8. _____							
9. _____							
10. _____							
11. _____							
12. _____							
Total							
Grand Total							

**Schedule of Provisions made for Pension Gratuity, Leave
Schedule 7(H)**

Head of Accounts	Current Year	Previous Year
Balance at the Beginning of the year		
Provision made for pension, gratuity, leave encashment under plan and Non-Plan		
Add: Actual Interest received on provision made for pension		
Leave encashment (Plan and Non-Plan)		
Add:-Interest accrued on for provision made for pension, leave encashment and gratuity		
Balance at the Year End		

Schedule of Provision to be made for pension, gratuity and leave encashment as on __

Particular	Current Year	Preveious Year
Pension		
Opening Balance		
Non-Plan		
Plan		
Add: Provision made during the year		
Closing balance of Pension as on		
Gratuity		
Opening Balance		
Non-Plan		
Plan		
Add: Provision made during the year		
Closing balance of Gratuity as		
Leave Salary		
Opening Balance		
Non-Plan		
Plan		
Add: Provision made during the year		
Closing Balance of Leave Salary		
Pension, Gratuity, and Leave Encashment		
Plan		
Non-Plan		

Plan.NER		
Closing Balance of Pension, Gratuity, and leave encashment		
Grand Total		
Less: FDR with Bank Against Actuarial Liabilities		
Less: Provision made for pension, Leave Encashment (Plan and Non-Plan)		
Balance		

4.39 Assets and their classification with reference to the Accounts of SAI:

Assets are resources from which probable future benefits are obtained whether, in terms of goods or services and the right to which have been acquired by the organization as a result of past transactions or events. Assets must be valuable, measurable money cost and owned by the organization. Broadly, these are categorized as under:

1. **Fixed Assets:** These assets are tangible in nature relatively long lived resources of an organization and are used for service/activities of the organization for relatively long period. Such Assets are for the use in the organization and not for sale in the ordinary course of business. For example Land & Building, Plant and Machinery, Furniture and Fixture etc., are Fixed Assets.

It is the first broad head on the Assets side of the Balance Sheet. Under this head value of Net Block of Fixed Assets are shown. The figure of Net Block is determined by deducting Depreciation from the Book Value of the Assets (Book Value or Gross Value minus Depreciation = Net Value). These figures of Net Value against each group of Fixed Assets is supported by a "Schedule of Fixed Assets" forming part of the Balance Sheet.

Fixed Assets Schedules to Balance Sheet

This schedule has two parts viz., Part A- Assets and Part B- Capital Work in Progress. Both the parts have separate totals

and total of Part A and Part B are clubbed together to form Grand Total. The Schedule of Fixed Assets is given below;

Description	Gross Block			Depreciation				Net Block		
	Cost/ Valuation as at beginning of the year	Additions during the year	Deduction during the year	Cost/ Valuation at the year end	As at the beginning of the year	For the year	De- duc- tions/ Ad- just- ments	Total up to the Year End	As at the Cur- rent Year End	As at the pre- vious year end
Fixed Assets 1. Land & Buildings a) On Free hold Land b) On Leasehold Land c) Ownership Flats/Premises d) Superstructures on Land not belonging to the entity plant, machinery, & Equipment Vehicles, Furniture, Fixtures, Office Equipment, Computer/Peripherals, Electric Installations, Library Books, tube wells & W. Supply, Other Fixed Assets 1. Land 2.										
Total of Current Year										
Previous Year										
Capital Work in progress										
Total										

The aforesaid format of "Schedule of Fixed Assets" is a standard format approved by Government of India, Ministry of Finance for Central Autonomous Organization (Non-Profit Organizations). However, keeping in view its specific requirement, Sports Authority of

India prepares this Schedule in the following format accommodating Regional Center/Institution/Unit Wise details.

4.40 Schedule of Fixed Assets (showing Regional Center-wise details)

(Amount in Rupees)

Name of the Center and Head of Accounts	Gross Block				Depreciation				Net Block	
	Cost/Valuation as at beginning of the year	Additions during the year	Deduction during the year	Cost/Valuation at the year end	As at the beginning of the year	For the year	Deductions/ Adjustments	Total up to the Year End	As at the Current Year End	As at the previous year end
Part A Fixed Assets 1. Land & Buildings (Including Synthetic surfaces and Residential Units) i. DDO HO ii. NIS Patiala iii. NSSC Bangalore iv. Regional Center Chandigarsh v. NSWC, Gandhinagar vi. NSEC, Kolkata vii. Sub-Center, Guwahati viii. LNCPE, Trivandrum ix. NERC, Imphal x. NSNC, Sonpath xi. NSCC, Bhopal xii. Sub-center, Lucknow 2. Plant, machinery, & Equipments a) Plant and Machinery i. DDO HO ii. NIS Patiala iii. NSSC Bangalore										

<p>iv. Regional Center Chandigarsh v. NSWC, Gandhinagar vi. NSEC, Kolkata vii. Sub-Center, Guwahati viii. LNCPE, Trivandrum ix. NERC, Imphal x. NSNC, Sonpath xi. NSCC, Bhopal xii. Sub-center, Lucknow</p> <p>3. Equipment (Office Equipment/Kitchen Equipment/Electrical Equipment/Electronic Equipment/Sports Science Equipment/Medical Equipment/Other Equipment)</p> <p>i. DDO HO ii. NIS Patiala iii. NSSC Bangalore iv. Regional Center Chandigarsh v. NSWC, Gandhinagar vi. NSEC, Kolkata vii. Sub-Center, Guwahati viii. LNCPE, Trivandrum ix. NERC, Imphal x. NSNC, Sonpath xi. NSCC, Bhopal xii. Sub-center, Lucknow</p> <p>4. Vehicles</p> <p>i. DDO HO ii. NIS Patiala iii. NSSC Bangalore iv. Regional Center Chandigarsh</p>									
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<p>v. NSWC, Gandhinagar vi. NSEC, Kolkata vii. Sub-Center, Guwahati viii. LNCPE, Trivandrum ix. NERC, Imphal x. NSNC, Sonpath xi. NSCC, Bhopal xii. Sub-center, Lucknow</p> <p>5. Furniture & Fixtures/Audio Visual i. DDO HO ii. NIS Patiala iii. NSSC Bangalore iv. Regional Center Chandigarsh v. NSWC, Gandhinagar vi. NSEC, Kolkata vii. Sub-Center, Guwahati viii. LNCPE, Trivandrum ix. NERC, Imphal x. NSNC, Sonpath xi. NSCC, Bhopal xii. Sub-center, Lucknow</p> <p>6. Computer/ Peripherals including LAN Accessories i. DDO HO ii. NIS Patiala iii. NSSC Bangalore iv. Regional Center Chandigarsh v. NSWC, Gandhinagar vi. NSEC, Kolkata vii. Sub-Center, Guwahati</p>									
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<p>viii. LNCPE, Trivandrum ix. NERC, Imphal x. NSNC, Sonepath xi. NSCC, Bhopal xii. Sub-center, Lucknow</p> <p>7. Computer Software i. DDO HO ii. NIS Patiala iii. NSSC Bangalore iv. Regional Center Chandigarsh v. NSWC, Gandhinagar vi. NSEC, Kolkata vii. Sub-Center, Guwahati viii. LNCPE, Trivandrum ix. NERC, Imphal x. NSNC, Sonepath xi. NSCC, Bhopal xii. Sub-center, Lucknow</p> <p>8. Electric Installations i. DDO HO ii. NIS Patiala iii. NSSC Bangalore iv. Regional Center Chandigarsh v. NSWC, Gandhinagar vi. NSEC, Kolkata vii. Sub-Center, Guwahati viii. LNCPE, Trivandrum ix. NERC, Imphal x. NSNC, Sonepath xi. NSCC, Bhopal xii. Sub-center, Lucknow</p>									
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<p>9. Library Books i. DDO HO ii. NIS Patiala iii. NSSC Banglore iv. Regional Center Chandigarsh v. NSWC, Gandhinagar vi. NSEC, Kolkata vii. Sub-Center, Guwahati viii. LNCPE, Trivandrum ix. NERC, Imphal x. NSNC, Sonpath xi. NSCC, Bhopal xii. Sub-center, Lucknow 10. Tube wells & W. Supply i. DDO HO ii. NIS Patiala iii. NSSC Banglore iv. Regional Center Chandigarsh v. NSWC, Gandhinagar vi. NSEC, Kolkata vii. Sub-Center, Guwahati viii. LNCPE, Trivandrum ix. NERC, Imphal x. NSNC, Sonpath xi. NSCC, Bhopal xii. Sub-center, Lucknow</p>									
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<p>11. Other Fixed Assets (including Assets created for Asiad 82 and CWG2010) i. DDO HO ii. NIS Patiala iii. NSSC Banglore iv. Regional Center Chandigarsh v. NSWC, Gandhinagar vi. NSEC, Kolkata vii. Sub-Center, Guwahati viii. LNCPE, Trivandrum ix. NERC, Imphal x. NSNC, Sonpath xi. NSCC, Bhopal xii. Sub-center, Lucknow</p>										
<p>Total of Current Year</p>										
<p>Previous Year</p>										
<p>Part B Capital Work in progress i. DDO HO ii. NIS Patiala iii. NSSC Banglore iv. Regional Center Chandigarsh v. NSWC, Gandhinagar vi. NSEC, Kolkata vii. Sub-Center, Guwahati viii. LNCPE, Trivandrum ix. NERC, Imphal x. NSNC, Sonpath xi. NSCC, Bhopal xii. Sub-center, Lucknow</p>										
<p>Total</p>										
<p>Grand Total</p>										

4.41 Format: Narration

In the above Schedule there are twelve vertical columns under Part A and Part B. First two columns are Sr. No, Name of Regional Center and Head of Account followed by four columns of Book Value/Gross Block of the Assets (viz., Opening Balance, Addition during the year, Deduction on Account of Sale/write off/Transfer/Audit Observation etc, and Closing Balance), than four columns for Depreciation Block (Opening Balance, Depreciation for the Current Year, Deduction/Adjustments and Total Depreciation as on Last Date of the Year), this is followed by Net Value/Net Block having two column (Net Value at the end of current year and Net Value as at the end of Previous year).

Horizontal Columns are for the broad heads like Land and Buildings, Plant and Machinery/Tools, Furniture and Fixture, Equipment etc., under Part A. Below each of the broad heads name of the Regional Center/Sub Center/Unit/Institution of SAI has been shown so that Consolidated Fixed Assets of SAI can be depicted. Similarly, under Part B only Work in Progress (Whether Departmental or through Construction Agency) are shown. It may be noted that no Depreciation for the “Capital Work in Progress” is to be provided. Therefore, against the Assets under Part B “Work in Progress” there will be no figure in the Depreciation Block (Four Horizontal Columns).

The Grand Total i.e., total of Part A + Total of Part B is shown at the end of the Horizontal Columns.

4.42 Gross Block and Net Block of Fixed Assets

Gross Block is the book value of the Assets. Book Value means the cost of acquisition of the assets which includes cost of the equipment, transportation cost, installation cost, other acquisition cost. The total of all these component form the acquisition cost of an assets. This is also called Gross Block. When depreciation is deducted from this Gross Block, the Net Block/Net Value of the Assets is determined.

4.43 Condemnation/Disposal of Assets and its Accounting

As and when an Assets is declared condemned/obsolete and sent for disposal its Net Value/Net Block at end of the previous year is removed through the following Journal Entries.

i. Residual Value of the Assets written off Dr.

To Assets Account

(Being book value/ Assets condemned and written off)

ii. Income and Expenditure Account Dr.

To Residual value of the Assets written off

(Being closing the balance in the later account to Income and Expenditure Account as an expenditure)

Normally, when the Assets is declared as scrap it loses its identity because all such scrap is sold as a lot and accounted for as miscellaneous income. However, when a specific Assets is condemned and sold, the corresponding value of that Assets which is included in the Net Block as at the end of the previous year get reduced through an entry in the Cash Book to record the sale proceed. If the sale proceed is higher than the book value, the entry on the receipt side on the cash is be made as under;

To Assets Account (with Book Value)

To Income on sale of assets (Difference between book value and actual sale proceed)

The profit on sale of Assets will be closed on the Income and Expenditure Account as Income. If the sale proceed is lower than the book value, the entry on the Receipt side of the Cash Book is made as under;

To Assets Account (Value of Actual Sale Proceed)

Simultaneously, a Journal Entry is passed;

Loss on Sale of Assets Dr.

(Difference between Book Value and Actual Sale Proceed)

To Assets Account

(Being the loss on Sale of Fixed Assets)

The net effect of the above entries in the cash book and the Journal is to remove book value of the assets from the net block because the asset is no longer with the organization. Since in the Schedule of Fixed Assets such an Asset which has been condemned and disposed off has also been shown along with the depreciation charged till its disposal, such entries are also required to be deleted from the Schedule to show the actual and fair picture. This is taken care of by using column no. 3 of Gross Block deductions (Column no. 5 of the Schedule) in which original cost of the Assets is shown as Minus Figure and Column No. 3 of the Depreciation Block (Column No. 9 of the Schedule) in which depreciation charged on that Assets up to the end of the previous year is shown as minus figure. It may be noted that, normally accounting policy specify that no depreciation for the year is charged on an assets which is condemned/disposed off during the year.

4.44 Fixed Assets created out of Plan, Non-Plan and Plan (NER) Grants

The Government of India provides plan, Non-Plan and Plan (NER) Grants for Revenue and Capital Expenditure. Accounting of Receipt and Expenditure under Plan Grants, Non-Plan Grants and Plan (NER) Grants are shown separately in order to facilitate the Audit Authority to ensure utilization of the Grant for the purpose for which it was given. In the schedule of Income and Expenditure Account the Revenue Expenditures are shown separately. Therefore, it is prudent to disclose the Capital Expenditure also distinctly. In most of the organizations capital expenditure is clubbed together in the Balance Sheet and its Schedule. This problem can be resolved by preparing sub-schedules separately of the Main Schedule showing Assets created out of Grants for Plan, Non-Plan and Plan (NER).

4.45 Capital Works-in-Progress

It is depicted in the part B of the Schedule. While opening

balance, addition during the year, deduction and closing balance are shown against each Regional Center/Unit/Institute of SAI, the figures shown in all the four column should also be supported by all such Work In Progress in each Regional Center/Institute/Units.

When any work in progress upto the end of the previous financial year is completed during current financial period, the cost of that work is shifted from the heads "Work in Progress" to the concerned Assets heads (For example if the construction of the building, it will go with the Building Account, if it is plant and machinery, it will go with concerned account) such shifting of figures/expenditure is called capitalization of the Assets/Creation of Assets. This is done by passing Journal entry as under;

Assets Heads (Relevant Head of Account) Dr.

To Capital work in Progress

(Being transferring the work in progress completed during the year to the Assets heads)

Simultaneously, entries in column no. 2 of Gross Block (addition during the year) against the relevant Assets head, and column no. 3 of Gross Block (deductions) against Capital Work in Progress should be made. While accounting for the total deduction during the year contra entry with the assets and "Capital Work in Progress" should be taken into account.

4.46 Investments

Investments of Corpus Fund, Earmarked Fund/Endowment Fund in the Autonomous organization under Central Government are not made in speculative instruments like Share, Mutual Funds, Debentures etc. Investments out of such funds are made in Government Securities, Government Bonds, and Fixed Deposits with the Schedules Bank because of the risk factor. Term Deposits, Government Security and Government Bonds are the safe investments. Though, in technical terms investment in terms deposits with the Banks is not treated as Investment but that is a part of Bank

Balances. It is shown to have a comparison between the Earmarked Fund/Endowment fund balances on liability side and corresponding investment on the Assets side of the Balance Sheet.

In Sports Authority of India, a Corpus Fund (in addition with the Capital Fund) is maintained and is covered by a separate set of Rules approved by Government of India, Ministry of Youth, Affairs and Sports. This fund is normally invested in the term deposits of the banks and the annual interest earned on such Investments is utilized for the maintenance/creation of sports infrastructure of SAI Stadia in Delhi and Sports Infrastructure in the Regional Center/Institute/Units. The details of the Investments are shown in the following Schedule No. 9 of the Balance Sheet;

Schedule 9, Investments

(Amount in Rs.)

Schedules 9. Investment from ear-marked/endowment funds	Current Year	Previous Year
1. In Government Securities		
2. Other approved Securities		
3. Shares		
4. Debentures and Bonds		
5. Subsidiaries and Joint Ventures		
6. Others (to be specified)		
Total		

4.47 Other Investments

This broad head covers Investment of other surplus fund such as General Fund, Grant Fund and Fund of Sponsored Project. In the Schedule supporting a figure mentioning in the Balance Sheet the breakup is shown in accordance with the Nature of the Investment. However, Investments in terms deposit with the bank, which is not treated as investments should be provided and shown under Current Assets-Cash and Bank Balances. The terms deposits are not treated as investments because of one reason also that the term deposit can be broken prematurely and in cashed whereas

Investment in Government Security/Bonds/Debentures has no such facilities rather it can be traded in the Market.

The surplus fund out of Grant/Sponsored Project/General Funds are available generally for short period which can not be locked up for long period and hence such surplus fund are normally kept in term deposit are “Sweep Accounts” of the Banks.

Income from investment is treated as income of the organization unless there are restrictions imposed against treating it as Income with such invested funds. These are explained in Schedule 10.

Schedule 10, Other Investments

(Amount in Rs.)

Schedules 10. Other Investment from ear-marked/endowment funds	Current Year	Previous Year
1. In Government Securities		
2. Other approved Securities		
3. Shares		
4. Debentures and Bonds		
5. Subsidiaries and Joint Ventures		
6. Others (to be specified)		
Total		

4.48 Interest Earned: Depiction and Entries in the Accounts

The interest earned on investments of surplus fund in the Fixed Deposits with the Bank and Interest earned on Saving Bank Account is shown in the Income and Expenditure Account. Interest Accrued but not due on Surplus Fund in Fixed Deposit with the bank and interest Accrued but not due pertaining to the Financial Year on interest bearing advances paid to the employees is also shown in the Income and Expenditure Account. If, any interest as accrued and become due but not credited by the bank, should also be included in the aforesaid. The exceptions are the interest earned on the Bank Account of Corpus Fund, Earmarked/Endowment Funds which are directly added to the respective fund account in the Balance Sheet. Where revolving fund for the

earned should be shown at Gross Figure and TDS is to be mentioned separately.

4.49 Current Assets, Loans and Advances:

(A) Current Assets

Normally, this broad head is shown as last head on the Assets of the Balance Sheet. The details are depicted in the Schedule supporting the figures mentioned against each this head. This schedule as two parts viz., Part A- “Current Assets” accommodating Inventories, Sundry Debtors (These are not applicable to SAI) and Cash Balances. Part B- “Loan and Advances” accommodating Advances to staff, advances on Capital Account to Supplier, Contractors and Others (For Example Advances to Contraction Agency), Prepaid Expenses, Income/Interest Accrued on investment of Earmarked/ Endowment Fund, Income/Interest accrued on Other Investment, Income/Interest accrued on Loan and Advances, Income/Interest accrued on others and Claims recoverable. There should be separate total for Part A and Part B and thereafter both the total should be clubbed for Grand Total, in the schedule matching the figure shown in the Balance Sheet.

Part A: Current Assets (As applicable in SAI)

1. Closing Balances (Cash and Bank)
The closing balances should be shown separately under following sub-heads
 - a) Cash on Hand
 - b) Cheques/Draft on Hand
 - c) Imprest Balances
 - d) Postage on Hand
 - e) Bank Balances
 - (i) Current Account
 - (ii) Saving Bank Account
 - (iii) Deposit Account
 - (iv) Margin Money

Imprest Balances

Imprest is sanctioned to meet petty expenditure in day to day functioning. It is permanent advance sanctioned in favored of an officer. The imprest holder is required to maintain a petty Cash Book. At the end of the financial year 31st March, the unspent balance out of imprest sanctioned is required to be intimated to the DDO concerned. All the unspent balances of the imprest amount sanctioned to various officer/units are clubbed together and shown against the sub head "Imprest Balances". The bills out of Interest Amount which are not recouped upto 31st March should be entered in the Journal as on 31st March, debited the relevant expenditure heads with the expenditure incurred and crediting the Imprest Accounts. This will show in the ledger head "Imprest" the actual balance with the holder of the Imprest which will tally with the balance shown in the Balance Sheet.

Franking Machine Balances/Postage on Hand

Postage Stamp are purchased/equivalent amount is loaded in the Franking Machine. The amount spent on this is not treated as expenditure unless the postage stamp are used, PHYSICALLY or through Franking Machine. The Actual amount of postage stamp used during the Financial Year is debited to the concerned expenditure head in the "Income and Expenditure Account". Where postal stamps are purchased and kept in physical stock of stamps, the amount of actual stamp held upto 31st March is treated as Expenditure and amount of unutilized postal stamps are shown in the Balance Sheet. Simultaneously, a Journal Entry is passed debiting Postage Stamp on hand as on 31st March and crediting the Expenditure head "Postage and Telegrams". Thus, Postage on Hand appears under Current Assets.

Similarly, in the offices where the Franking Machines are used, Meter reading in the Machines at the end of working hours on 31st March is taken and a certificate is submitted to the Accounts Department about the balance postage available in the Machine. Based on this certificate Journal Entry is Passed as in case of Postage Stamp.

(a) Bank Balances

(i) Bank Balances

Bank Balances from the Bank Statement received from different Bank Accounts are noted down, reconciled and then summed up. These figures are taken under relevant head “Bank Balances” under Current Assets. It is important for the DDOs to verify the Cash and Bank Balances at the end of the Financial Year and, after bank reconciliation, record a certificate in the Cash Book/ Bank Book incorporating the cash and Bank Balances both in figures and words. It would be desirable that a certificate with regard to the Bank Balance available in the concerned Bank Account is taken from the Bank Managers as on 31st March.

(ii) Deposit Account

All fixed/termed deposit receipt, bonds, Government Securities etc., should be kept in safe custody of the DDO concerned and physical verified. At the end of the Financial year, Head Of The Departments/ Head of office, as the case may be, should either himself or through an office nominated by him get all such investments instruments/ documents physical verified with reference to ledger account concerned and identify differences, if any.

(iii) Margin Money

Whenever the bank issues Bank Guarantee or Open letter of Credit for payments to the suppliers/contractors located abroad, the bank, on behalf of the organization becomes legally liable to make the payment to the beneficiaries on behalf of the organizations, even if the Banks cannot get reimbursement from the organization on whose behalf they issued Bank Guarantee are opened letter of Credit. The banks, as safeguards to protect their interest, keep Margin Money in the form of Fixed Deposits so that the organization may ensure that adequate balance are available in its account with the Bank to meet the eventuality if a Bank Guarantee is invoked or debits received against the letter of credit. This is also a short of monitoring mechanism in respect of Letter of Credit and Bank Guarantees.

(b) Other Welfare Fund

Details with regards to the Opening Balance in the Saving Bank Accounts, Investments and Interest Accrued thereon and Closing Balances of the Employees Welfare Fund in respect of previous year and current year are depicted in this Schedule. In SAI, “Staff Benefits Fund” is maintained and shown in this schedule.

Part B: Loan and Advances (As applicable in SAI)

(B) Loan and Advances to Staff

(a) Non Interest Bearing Advances

Certain Advances like Festival Advance, LTC Advance, TA Advance and Medical Advance etc., paid to the employees are non interest bearing advances. There is one ledger account in respect of each employee for each category of advance all debits and credit are accounted for in this Ledger Account in the Financial Year. At the end of the Financial Year these ledger account are balanced. There will be debit balance at the end of the Financial Year which shows the amount of that particular advance of the employee concerned. These should tally with the figures shown in the control account balances. The outstanding balances of these advances are included under broad head “Loan and Advances”.

(b) Interest bearing advances

In SAI, Long term interest bearing advances like House Building Advance, Moter Car Advance, Scooter/Motercycle Advance, and Computer Advance are given to its employees on same terms and conditions as applicable to the Central Government Employees. These are called Interest bearing advance. However, the recovery of the interest is started after full repayment of the principle amount of the advance concerned. Employees wise and advance wise subsidiary account are posted upto date during the financial year and total of individual balances as on 31st March as per these subsidiary ledger account are reconciled with the balances shown in the Control Account. The Balances as per control accounts should be included under the broad head “Loan and Advances” in the Balance Sheet.

In some of the organization a “Revolving Fund” for the payment of such advances is maintained. It is categorized under “Earmarked

Fund". The Installment recoveries are added to the respective fund and fresh advances in the year are treated as expenditure out of the fund concerned. In such case, the outstanding balances does not figure separately as they are merged in the concerned fund account. Only a note is required to be given in the Schedule of "Earmarked Fund" depicting the outstanding balances under House Building Advance, Moter Car Advance, Computer Advance as on 31st March. However, Subsidiary Ledgers Accounts are maintained.

(c) Interest Accrued but not Due

Under the accrued system of Accounting agreement of outstanding balances as per control accounts with that of subsidiary ledger account is a must because the interest income accrued on such advances for the year has to be calculated and treated as income of the year, although a recovery of interest will actually start after full repayment of the principal amount of the advance paid. The interest is calculated on the monthly diminishing balance and treated as income of the year by debiting the interest accrued to the "Interest Accrued but not due on the Advance Concerned" (Interest Accrued but not due on HBA, MCA, Computer Advance etc., should be shown separately), the total of which are shown under broad head "Loan and Advance" as separate items.

(d) Recovery of Interest

When the recovery of interest start after full repayment of principal amount of advance concerned, such recoveries are credited to the head "Interest Accrued but not Due" and should not be treated as Income in the year in which the recovery of interest takes place. This is because the interest accrued in each of the previous year has already been treated as income in the respective year by debiting the head "Interest Accrued but not due".

(e) Advances Recoverable

"Advances and other amounts recoverable in Cash or in Kind or for Value to be received" is a part of main broad head "Loans and Advances". These include the following:

- (i) Advances on Capital Account to construction agency
- (ii) Advances on Capital Account to Contractor/Supplier of

Equipment

- (iii) Advances to the Contractors/Maintenance Agencies of Infrastructures
- (iv) Advances to other Suppliers
- (v) Advances to employees for specific purposes like local purchases etc

In respect of all the above advances separate subsidiary ledger account are maintained and balances tallied with the balances as per Control Account.

(f) Prepaid Expenses

Under this category expenditure on Annual Maintenance Contract, Insurance Premia, etc., are kept. The portion of such expenditure which does not pertain to the current financial year rather spills over/covers the next Financial Year comes under this sub-heads "Prepaid Expenses" When a bill from the agency concerned having both these component is presented like Insurance Premium (for the period covering a portion of current financial and a portion of subsequent financial year, for example say 1st October 2015 to 30th September 2016) is presented for payment, after payment, the classification on the Voucher should be recorded "Insurance on Vehicle", with the amount pertaining to the Current Financial Year (1st October, 2015 to 31st March, 2016) and "Prepaid Expenses-Insurance on Vehicles" (1st April, 2015 to 30th September, 2016) pertaining to the subsequent Financial Year. Both the amount should be accounted for under the relevant heads of accounts.

(g) Security Deposits

While taking connections from public utilities authorities like telephone connections, water connection, Electricity Connections etc., prescribed amount is deposited with the concerned department as Security Deposits. These are Current Assets of the organization. Mostly these are interest free.

(h) Income Accrued but not Due

Under this sub-head the following type of transaction are

accommodated;

- (i) Interest/Income Accrued on Investments as on 31st March from Corpus Fund/Earmarked fund/Endowment Fund which flows back to the respective fund by crediting the same.
- (ii) Interest/Income Accrued as on 31st March on Other Investment on Surplus Funds of the Organizations which is treated as income of the organization.
- (iii) Income/Interest accrued but not due as on 31st March, on interest bearing advances paid to the employees where interest is treated income of the organization. (If no revolving funds are maintained for the purpose) are it flows back to the concerned Revolving Funds (If revolving fund are maintained)

In all the above cases interest accrued is calculated for the year upto 31st March in respect of each investments for the period for which interest is not at due. This amount is debited to the head "Interest Accrued but not due" for each category. The credit will be afforded as mentioned above in each category.

When the interest is actually received, "Current Assets" - "Interest Accrued but not Due" are credited in all the above categories.

(i) Other Receivables from Government/Other Agency

Under this head the Debit balances in the individual ledger account like Grant for Government, Sponsored Project Account/Expenditure Incurred on behalf of any other Government Department/ Refund Claims due from Government Department are accommodated.

Schedule of Current Assets, Loans, Advances etc., to Balance Sheet

Schedule 11- Current Assets, Loans, Advances etc.,				
	Current Year		Previous Year	
A. Current Assets				
1. Inventories a) Stores and Spares b) Loose Tools c) Stock-in-Trade Finished Goods Work in Progress Raw Material				
2. Sundry Debtors (a) Debts Outstanding for a period exceeding six month (b) Others				
3. Cash Balances in hand (Including Cheques/ draft and imprest)				
4. Bank Balances: (a) With Schedule Banks On current Accounts On Deposit Accounts (Includes margin money) On saving Banks (b) With non Schedule Banks On Current Account On Deposit Account On Saving Account				
5. Post Office Saving Accounts				
Total (A)				
B. Loans and Advances and Other Assets				
1. Loans (a) Staff (b) Other Entities engaged in activities (c) Others (Specify) 2. Advances and other amounts recoverable in Cash or in kind or for value to be received (a) On Capital Account (b) Prepayments (c) Others 3. Income Accrued (a) On Investment from Earmarked/Endowment Funds (b) On Investments Others (c) On Loans and Advances (d) Others 4. Claim Receivable				

Total (B)				
Total (A+B)				

In order to provide detailed information with regard to each of the above broad Heads of Accounts, the figures are supported by sub-schedules. The following sub-schedules are prepared in Sports Authority of India;

**(C) Sub-Schedule For Closing Balances As on
Schedule -11 (A)**

Name of the Units/Centres	Closing Balance as on 31/03/2014	Closing Balance as on 31/03/2013
i. DDO HO ii. NIS Patiala iii. NSSC Banglore iv. Regional Center Chandigarsh v. NSWC, Gandhinagar vi. NSEC, Kolkata vii. Sub-Center, Guwahati viii. LNCPE, Trivandrum ix. NERC, Imphal x. NSNC, Sonepath xi. NSCC, Bhopal xii. Sub-center, Lucknow		
Total		

Sub-Schedule for Balance for Franking Machine

Schedule- 11(B)

Name of the Center/Institute	Current Year 2013-14			Previous Year 2012-13
	Opening Balance	Add: Paid During the year	Total	
i. DDO HO ii. NIS Patiala iii. NSSC Bangalore iv. Regional Center Chandigarsh v. NSWC, Gandhinagar vi. NSEC, Kolkata vii. Sub-Center, Guwahati viii. LNCPE, Trivandrum ix. NERC, Imphal x. NSNC, Sonopath xi. NSCC, Bhopal Sub-center, Lucknow				
Grand Total				

Sub-Schedule for Other Welfare Fund as on _____

Schedule 11 (C)

Head of Accounts	Current Year	Previous Year
Staff Benefit Fund		
Saving Balance		
Investment		
Interest Accrued		
Total		
Grand Total		

Sub-Schedule of Loans and Advances as on 31.03.2014

	Current Year	Previous Year
Loans and Advances		
1. Advances for Maintenance		
Balance at the Beginning of the year		
Add:- Paid during the year		
Less:- Adjusted during the year		
Less:- Advance adjusted & shown in the Income and Expenditure Account during the year		
Balance at the end of the year		

II. Advance to private parties Opening Balance Add:- Advance paid during the year Less:- Advance adjusted during the year Add: Adjustment due to rounding off Less:- Balances transferred to SAI Center Lucknow Add:- Transferred from remittances in transit Add:- Transferred to/from advance to staff Balance at the year end		
III. Advance to Staff Opening Balance Add:- Advance paid during the year Less:- Advance adjusted during the year Add:- Balances transferred from other center Balance at the year end		
IV. Advance to DGMT (ABSC) Opening Balance Add:- Advance paid during the year Less:- Adjustment due to rounding off Less:- Prior period adjustment & shown in the earmarked fund Balance at the year end		
V. Advance to adopted schools Opening Balance Less:- Adjustment due to rounding off Add: Balances transferred to other center Balance at the year end		
Grand Total		

Sub- Schedule of Amount Receivable as On

Schedule -11 (E)

	Current Year	Previous Year
Head of Accounts		
1. Advance tax paid to income tax department Opening Balance Balance at the year end		
2. Due from Others Opening Balance Adjustment due to rounding off Balance at year end		
3. Due from others (Schemes other than MYA&S) Opening Balance Transfer from Amount Payable Less:- Received during the year Balance at the year end		

4. LC Margin Money Opening Balance Add:- Paid during the year Less:- Adjusted during the year Balance at the year end		
5. TDS Payable by SAI Opening Balance Add:- TDS During the year Add:- TDS on Accrued Income Balance at the year end		
6. New Pension Scheme Tier 1 and II Opening Balance Amount Receivable during the year Amount Deposited Balance at the year end		
7. Advance to maintain Agencies Opening Balance Amount Receivable Amount Deposits Balance at the year end		
Grand Total		

Sub-Schedule of Others As on

Schedule 11(F)

	Current Year	Previous Year
Lottery Fund		
Opening Balance		
Balance at the year end		
UGC Fund		
Cash with Bank		
Balance at the year end		
Grand Total		

Sub-Schedule of the Security Deposit As on

Schedule 11 (G)

Name of the Units/Centres	Opening Balance	Deposit made during the year	Transferred/Adjustments from Security Deposit	Total as on
i. DDO HO ii. NIS Patiala iii. NSSC Banglore iv. Regional Center Chandigarsh v. NSWC, Gandhinagar vi. NSEC, Kolkata vii. Sub-Center, Guwahati viii. LNCPE, Trivandrum ix. NERC, Imphal x. NSNC, Sonpath xi. NSCC, Bhopal xii. Sub-center, Lucknow				
Grand Total				

Sub- Schedule Advance for Capital Work/Maintenance as on

Schedule -11 (H)

	Current Year	Previous Year
Opening Balance		
Less:- Adjustment and shown in Expenditure on Income and Expenditure Account		
Add: Advance Paid for Capital Works/Maintenance		
Balance at the year end		

Sub-Schedule of Remittances in Transit as on

Schedule 11(I)

Name of the Units/Centres	Opening Balance	Fund Released During the Year	Fund Released During the year but received during the year	Adjustment of SAI Extension Center	Remittances in Transit as on _____
i. DDO HO ii. NIS Patiala iii. NSSC Banglore iv. Regional Center Chandigarsh v. NSWC, Gandhinagar vi. NSEC, Kolkata vii. Sub-Center, Guwahati					

viii. LNCPE, Trivandrum					
ix. NERC, Imphal					
x. NSNC, Sonepath					
xi. NSCC, Bhopal					
xii. Sub-center, Lucknow					
Grand Total					

Sub-Schedule of GPF & GSLIS Premium As on

Schedule -11 (J)

	Current Year (2013-14) Assets	Current Year (2013-14) Liabilities	Net Current Year (2013-14)	Previous Year (2012-13)
GPF Deduction and Deposited and revolving fund				
Opening Balance				
Transferred to opening for revolving fund				
GPF deduction made during the year				
GPF deduction remitted during the year				
Recoupment received from NIS Patiala				
Refund to NIS Patiala				
Advance paid				
Less:- Adjustment of previous year of GPF				
Add:- Internal Adjustment				
Total				
GSLIS				
Opening Balance				
Premium recovered during the year				
Deduction of GSLIS to be sent to LNCPE Trivendrum				
Remitted to GSLIC Cell during the year				
Payment LNCPE Trivendram for GSLIS				
Final Payment Claim Received				

Total				
Grand Total				

**Sub-Schedule of Accrued Assets/Prepaid Expenses As on
Schedule 11 (K)**

Head of Accounts	Opening Balance	Accrued Income As per Audit Observation	Accrued Income during the year	Re-ceived/ Dis-charged during the year	LPC Adopted	Adjusted and showed in Capital Fund	Balance As on 31/ 03/ 2014
Licence Fee/ Rent From Stadia/Building etc.,							
Other Receipt							
Rent from Guest House/ Residential Wing							
License Fees, Water & Electricity Charges from Staff							
Water/ Electricity & Charges from Licence other than staff							
Bank Interest							
Bank Interest Received on Corpus Fund							
Boarding Receipts from Students							
Boarding Receipts from Guests							
Certificate refresher Course							
Interest on Advances							

Pay And Allowances							
Grand Total							

Sub-Schedule of Advances to Construction agencies for Commonwealth Games

Schedule 11 (L)

Head of Accounts	Current Year	Previous Year
Balance At the Beginning of the Year		
Deposits made to construction Agencies for commonwealth games- 2010		
Balance At the Year End		

Sub-Schedule of Amount due form Govt. As on

Schedule 11(E)

	Opening	Expenditure During the Year	Fund Received/ Reimbursement during the year	Refund to Head office	Transfer ED to Due from Govt.	Balance as on
Due from Govt.						
Prize Money						
Festival of USSR in India						
Festival of France in India						
DSM Courses						
Exp on Coaching Monetary committee						
Commonwealth Games						
Bejing Asian Games						
TA/DA to Govt. Nominees						
Sports Conferences						
Sports Prospectus and Programmes						

1 st South Asia Games to be held at Dehradun						
SARCH Programmes						
Pre Olympics Hockey Tournament						
MAKA Trophy						
Total						

Sub-Schedule of Advance Tax Paid to Income Tax Department

Schedule 11 (N)

Head of Accounts	Current Year	Previous Year
Advance Tax Paid to Income Tax Department		
Opening Balance		
Add:- During the year		
Balance at the year end		

4.50 Significant Accounting Policies, Disclosures through Notes forming part of Accounts for the year

As already mentioned in the beginning every organization is required to disclose its significant accounting policies in compliance of which accounts of the organization have been prepared. Similarly, Contingent Liabilities, Capital Commitments, Current Assets, Loans and Advances, are to be clearly disclosed through notes to be appended to the Accounts in order to present a fair financial health of the organization.

In order to comply with the above requirements “Significant Accounting Policies” and “Contingent Liability” and “Other Requisite Disclosures” are required to be prepared and enclosed with the accounts of the organization either in the form of separate Schedules or Annexure to the Accounts.

Name of the Organization _____

Period of Accounts _____

Schedule 20 “Significant Accounting Policies”

1. Basis of preparation of Accounts

The accounts are prepared under the Historical Cost Convention unless otherwise stated and generally on Accrual Method of Accounting.

2. Revenue Recognition

All incomes and Expenditure (Plan and Non-Plan) are accounted for on accrual basis as they have earned or incurred, however, if there is any dispute regarding recovery of income at the end of financial year, it is treated as income only when realized. Fees from students, sale of publication, and interest on Saving Bank Account etc., are accounted for on Cash Basis.

Income from Land, Building and other property and Interest on Investments are accounted on Accrual Basis.

Interest Bearing Advances to Staff is accounted on Accrual basis every year, however, the actual recovery of interest start after the full repayment of the principal amount.

3. Fixed Assets

- Fixed Assets are stated at cost of acquisition inclusive of Inward Freight, duties and taxes and incidental and direct expenses incidental to the acquisition. The Fixed Assets received free of cost are to be valued at Rs. 1/- per item. Procurement of fixed assets during the year is shown under the concerned head of fixed assets. Up to the financial year 2004-05, capital work in progress was shown as advances for construction work but from the financial year 2005-06, fixed assets in the course of construction have been shown against the head Capital Work in Progress in the Schedule of Fixed Assets.

- Expenditure on acquisition of software has been separated from computers and peripherals, as apart from being intangible assets, the rate of obsolescence in respect of these is very high. Depreciation in respect of software, Computer and Peripherals has been provided at the rate prescribed under Income Tax Act, 1961 as amended time to time.
- Fixed Assets are valued at the cost less accumulated depreciation. The Depreciation is charged on the basis of Written down Value as provided under Income Tax Act, 1961 in respect of Fixed Assets added/deleted during the year, depreciation is provided on Pro-Rata Basis. Depreciation charged on the Fixed Assets has been shown in the Income and Expenditure Account as per the uniform format prescribed for Central Autonomous Bodies issued by Ministry of Finance and the value of Depreciation has been deducted from the fixed assets shown in Balance Sheet.
- Where an asset is fully depreciated, it will be carried at a residual value of Rs. 1/- in the Balance Sheet and will not be further depreciated. Thereafter, depreciation is calculated on the additions of each year separately.
- Assets created out of Earmarked Funds and funds of Sponsored Projects, where the ownership of such assets vests in the Sports Authority of India, are setup by credit to Capital Fund and merged with the Fixed Assets of the Sports Authority of India. Depreciation is charged at the rates applicable to the respective assets.

4. Stocks

- Expenditure on purchase of Stationery, Chemicals, glassware, publications, building materials, and other stores is accounted as revenue expenditure. Closing

Stocks at the end of financial year are ascertained and physically verified, however, Inventories Account have not been set up.

5. Retirement Benefits

- Retirement benefits i.e., Pension, gratuity, and leave encashment are provided on the basis of actuarial valuation, at the end of each financial year. Pension contribution received in respect of employees on deputation is credited to the provision for Pension Account.
- Other Retirement benefits, contribution to New Pension Scheme, Medical reimbursement to retired employees and Travel to Home Town on retirement are accounted on accrual basis (actual payments plus outstanding bills at the end of the year)

6. Corpus Fund

- Income from investment of Corpus Fund established in SAI is utilized for both Revenue and capital expenditure based on “Corpus Fund Rule”. The assets created out of Corpus Fund are merged with the assets of SAI by crediting an equal amount of the Capital Fund.

7. Investment

- To the extent not immediately required for the expenditure, the amount available are invested by depositing for fixed term with the banks. The interest received, interest accrued and due and interest accrued but not due on such investments are shown in the Income and Expenditure Account.

8. Earmarked Funds for renovation of Stadia/Building

(Commonwealth Games)

- Funds received from Government of India and released to the concerned agency for renovation of Stadia/Building for Commonwealth Games, 2010 has been shown separately in the Receipt and Payment Account and Balance Sheet.

9. Annual Accounts of GSLIS

- Accounts of Group Salary Linked Insurance Scheme is prepared on Cash Basis and shown separately.

Schedule 21; Contingent Liabilities and Notes to Account

1. Contingent Liabilities

- Accrued Liabilities pertaining to Earmarked/Endowment Fund/Sponsored Scheme/Other Scheme of Ministry of Youth Affairs and Sports have not been shown in the Accounts.
- Accrued Liabilities on account of contraction/capital works/work in progress have not been shown in the accounts. Letter of Credit opened by the Bank on behalf of the SAI and outstanding as on 31st March, ____ (previous year Rs. _____)

2. Grants

- Receipts of Plan Grants of Rs. _____ during the year includes an amount of Rs. _____ sanctioned before 31st March, _____ but the money received in April _____ has been accounted for on Accrual Basis as per accounting policies.
- Receipts of Non-Plan Grants of Rs. _____ during the year includes an amount of Rs. _____ sanctioned before 31st March, _____ but the money received in April _____ has been accounted for on Accrual Basis as per accounting policies.

- Receipts of Plan NER Grants of Rs. _____ during the year includes an amount of Rs. _____ sanctioned before 31st March, _____ but the money received in April _____ has been accounted for on Accrual Basis as per accounting policies.

3. Current Assets, Loan and Advances

- In the opinion of SAI, the Current Assets, Loan and Advances have a value on the realization in the ordinary post, equal at least to the aggregated amount shown in the Balance Sheet.
- The details of Balances in Saving Bank Account, Current Account and Fixed Deposits Account with the Banks are enclosed separately as Annexure _____.
- As the provident Fund account and the New Pension Scheme Account are owned by members of those fund and not by SAI, accounts were separated from the main account and are appended herewith.

Notes

1. Sports Authority of India have adopted uniform format of account as prescribed for Central Autonomous bodies by the Government of India, Ministry of Finance.
2. The Accounts have been prepared on Accrual basis.
3. The Accounts includes figures of the accounts of all Regional Center/Institute/ Units and Sub Units/functionaries under their respective jurisdiction.
4. All taxes including Income Tax, Service Tax, Professional Tax etc, as due, have been recovered from the concerned staff/ parties in accordance with the relevant Acts/Rules.
5. All deductions passed on to the other departments have been accounted for during the year.
6. Deposits made with the Construction Agency have not been

capitalized for want of completion certificate.

7. All investment made have been shown in the Balance Sheet.
8. Liabilities (Fund received minus Expenditure incurred) on account of interest received on Endowment Fund (Corpus Fund) has been shown separately in the Balance Sheet under the head "Other Contingent Liabilities"
9. Provision for Retirement Benefits to the employee viz., Gratuity, Pension and Leave Encashment has been shown in the Balance Sheet.
10. The accounts of the GPF and GSLIS have been segregated from the main accounts and the same have been enclosed separately with this consolidated accounts.
11. The demand on account of Property Tax received from Municipal Corporation in respect of SAI stadia in Delhi is being reconciled and shall be shown in the Accounts, if applicable. It is also mentioned that Sports Authority of India is the custodian of Five Stadia located at Delhi. SAI is only maintaining and utilizing Agency of these Stadia. Since these Stadia are owned by Government of India, Ministry of Youth, Affairs and Sports, the value of the Stadia has not been shown in the Account.
12. The liabilities figures on accounts of Service Charges is under reconciliation with the concerned agency. These will be shown in the Accounts after reconciliation.
13. Sports Authority of India has no Deferred Revenue Expenditure.
14. Transactions denominated in foreign currency are accounted at exchange rate prevailing at the date of the transaction.
15. Current assets foreign currency loans and current liabilities are converted at the exchange rate prevailing as at the year end and the resultant gain/loss is adjusted to cost of fixed assets, if the foreign currency liabilities relates to fixed

assets, and in other cases is considered to revenue.

16. Liability towards gratuity payable on death/retirement of employees is accrued on actuarial valuation.
17. Provision for accumulated leave encashment benefit to the employees is accrued and computed on the assumption that employees are entitled to the benefit at the each year end.
18. Account of GSLIS has been prepared on cash basis.
19. Accrued liabilities pertaining to Earmarked/Endowment Fund/Sponsored/other Schemes of MYAS has not been shown in the Accounts.
20. Accrued Liabilities pertaining to Earmarked/Endowment Fund/Sponsored/Other Schemes of MYAS has not been shown in the Accounts.
21. Accrued Income of Licence fees/Rent from Stadia Building has been shown in the Income and Expenditure Account.

Chapter -5

Purchase Procedure

5.1 Procedure for Purchase of Goods/Stores and Services

Purchase procedure as given below is framed generally on the basis of rules prescribed in General Financial Rules 2005; the Policies & Procedures notified by the Ministry of Finance, Department of Expenditure, Government of India and also having in mind the special circumstances and requirements of SAI. These guidelines will supersede earlier guidelines on the subject issued vide No. F.No.1 (22)/SAI/B&F/2008-09/264 to 272 dated 21.07.2008 & subsequent orders, if any.

5.2 Objective:-

The guidelines intend to regulate/streamline the purchase and hiring processes of stores, consumables and services and bring in uniformity in these regards in SAI Head Office and all SAI's Centers, STC etc. The broad objectives are:-

1. To ensure timely purchase of materials in right quantity and of desired quality;
2. To secure the materials at the least possible cost ensuring a fair, transparent and reasonable procedure; following CVC guidelines
3. To ensure optimum utilization of all items procured; and
4. To adhere to budget allocations under respective heads of purchase;

5.3 Definitions

The term "Goods/Stores" used in this chapter includes all articles, material, commodities, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant, etc, purchased or otherwise acquired for the use of SAI but excludes books, publications, periodicals, etc for a library.(Rule 136 of GFR)

5.4 Powers for Procurement of Goods

In exercise of the powers conferred on the Director General, Sports Authority of India under Rule 9(h) of the Financial Bye-laws of Sports Authority of India and Rule 21(b) of the Rules of the Society as contained in Memorandum of Association (MOA), Director General, SAI has delegated Financial Powers to various officers in SAI vide Office Order No.8/2015 dated 25.08.2015 read with addendum dated 04.09.2015. All the officers will exercise the powers to the extent as delegated under orders referred to subject to General Instructions, which are part of the delegation order. Beyond the delegated powers, all proposals will be placed before the next approving authority.

5.5 Flow Chart of Procedure

Indent is raised for material/equipment/service required by the user department indicating present stock position, specification, estimated cost, source of supply etc of the indented material, and justification for purchase. The indent is forwarded through proper channel to the Purchase Section. The Purchase Section will ensure availability of funds under specific budget provisions.

On ensuring availability of funds under the specific head, estimate will be framed by the Purchase Section for administrative approval of the competent authority.

After Administrative Approval, the Purchase Section will initiate the purchase process. Firstly, detailed technical specifications of the equipment/ stores and scope of services in consultation with the technical experts of the concerned discipline will be finalized and then tender documents will be prepared for approval of the competent authority.

Depending on the value of the purchase, the purchase is made adopting one of the methods as discussed in this chapter.

5.6 Fundamental Principles of Public Buying

Every authority delegated with the financial powers of

procuring goods in public interest shall have the responsibility and accountability to bring efficiency, economy and transparency in matters relating to public procurement and for fair and equitable treatment to suppliers and promotion of competition in public procurement, must conform to the following yardsticks:

- (i) The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring organizations. The specifications so worked out should meet the basic needs of the organization without including superfluous and non-essential features, which may result in unwarranted expenditure. Care should also be taken to avoid purchase of quantities in excess of requirement to avoid inventory carrying costs;
- (ii) Offers should be invited following a fair, transparent and reasonable procedure;
- (iii) The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects;
- (iv) The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required.
- (v) at each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision. (Rule 137 of GFR)

5.7 Transparency, Competition, fairness and elimination of arbitrariness in the procurement process

All the purchases should be made in a transparent, competitive and fair manner, to secure best value for money. This will also enable the prospective bidders to formulate and send their competitive bids with confidence. Some of the measures for ensuring the above are as follow:-

- (i) The text of the bidding document should be self contained and comprehensive without any ambiguities. All essential information which a bidder needs for sending responsive bid, should be clearly spelt out in the bidding document in simple language. The bidding document should contain, inter alia-
 - (a) The criteria for eligibility and qualification to be met by the bidders such as minimum level of experience, past performance technical capability, manufacturing facilities and financial position etc;
 - (b) Eligibility criteria for goods indicating any legal restrictions or conditions about the origin of goods etc., which may required to be met by the successful bidder;
 - (c) The procedure as well as date, time and place for sending the bids;
 - (d) Date, time and place of opening of the bid;
 - (e) Terms of delivery;
 - (f) Special terms affecting performance, if any.
- (ii) Suitable provision should be kept in the bidding document to enable a bidder to question the bidding conditions, bidding process and/ or rejection of its bid.
- (iii) Suitable provision for settlement of disputes, if any, emanating from the resultant contract, should be kept in the bidding document.
- (iv) The bidding document should indicate clearly that the resultant contract will be interpreted under Indian Laws.
- (v) The bidders should be given reasonable time to send their bids.
- (vi) The bids should be opened in public and authorized representatives of the bidders should be permitted to

- attend the bid opening.
- (vii) The specifications of the required goods should be clearly stated without any ambiguity so that the prospective bidders can send meaningful bids. In order to attract sufficient number of bidders, the specification should be broad based to the extent feasible. Efforts should also be made to use standard specifications which are widely known to the industry.
 - (viii) Pre bid conference: In case of turnkey contract(s) or contract(s) of special nature for procurement of sophisticated and costly equipment, a suitable provision is to be kept in the bidding document for a pre bid conference for clarifying issues and clearing doubts, if any, about the specifications and other allied technical details of the plant, equipment and machinery projected in the bidding document. The date, time and place of pre bid conference should be indicated in the bidding document. This date should be sufficiently ahead of bid opening date.
 - (ix) Criteria for determining responsiveness of bids, criteria as well as factors to be taken into account for evaluating the bids on a common platform and the criteria for awarding the contract to the responsive lowest bidder should be clearly indicated in the bidding documents.
 - (x) Bids received should be evaluated in terms of the conditions already incorporated in the bidding documents; no new condition which was not incorporated in the bidding document should be brought in for evolution of the bids. Determination of a bid's responsiveness should be based on the content of the bid itself without recourse to extrinsic evidence.
 - (xi) Bidders should not be permitted to alter or modify

their bids after expiry or the deadline for receipt of bids.

- (xii) Negotiation with bidders after bid opening must be severely discouraged. However, in exceptional circumstances where price negotiation is necessary due to some unavoidable circumstances the same may be resorted to only with the lowest evaluated responsive bidder.
- (xiii) In the rate contract system, where a number of firms are brought on rate contract for the same item, negotiation as well as counter offering of rates are permitted with the bidders in view and for this purpose special permission has been given to the Directorate General of Supplies and Disposals (DGS & AD)
- (xiv) Contracts should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the corresponding bidding document. However, where the lowest acceptable bidder is not in a position to supply the full quantity required, the remaining quantity, as far as possible, be ordered from the next higher responsive bidder at the rates offered by the lowest responsive bidder.
- (xv) The name of the successful bidder awarded the contract should be mentioned in the notice board or bulletin or website of SAI.

5.8 Efficiency, Economy and Accountability in Public Procurement system

Public procurement procedure is also ensuring efficiency, economy and accountability in the system. To achieve the same, the following keys areas should be addressed:-

- (i) To reduce delay, appropriate time frame for each

stage of procurement should be prescribed. Such a time frame will also make the concerned purchase officials more alert.

- (ii) To minimize the time needed for decision-making and placement of contract every Department, with the approval of the competent authority, may delegate, wherever necessary, appropriate purchasing powers to the lower functionaries.
- (iii) The Purchase department should ensure placement of contract within the original validity of the bids. Extension of bid validity must be discouraged and resorted to only in exceptional circumstances.
- (iv) The Head Office, SAI should bring into the rate contract system more and more common user items which are frequently needed in bulk by various user divisions of SAI. The Central Purchase Division should also ensure that the rate contracts remain available without any break.

5.9 Purchase Procedure for Procurement of Goods

5.9.1 Rate Contract

The Head of Department shall conclude rate contracts with the suppliers after observing codal requirements i.e. call of open e-tenders for goods and items of standard types, which are identified as common user items and are needed on recurring basis by various Regional Centers, sub-centers/STCs etc. This is necessary to have uniform/standard items on same rates, terms & conditions. (Rule 141 of GFR)

5.9.2 Registration of Suppliers

- (i) With a view to establishing reliable sources for procurement of goods commonly required for use of SAI, purchase division will prepare and maintain item wise list of eligible and capable suppliers. Such approved supplier will be known as “Registered Suppliers”. Such

registered suppliers are prima facie eligible for consideration for procurement of goods through Limited Tender Enquiry. A Head of Department may also register suppliers of goods which are specifically required by that Department or Office.

- (ii) Credentials, manufacturing capability, quality control systems, past performance, after sales service, financial background, etc., of the supplier(s) should be carefully verified before registration.
- (iii) The supplier(s) will be registered for a fixed period (between 1 to 3 years) depending on the nature of the goods. At the end of this period, the registered supplier(s) willing to continue with registration are to apply afresh for renewal of registration. New supplier(s) may also be considered for registration at any time, provided they fulfill all the required conditions.
- (iv) Performance and conduct of every registered supplier is to be watched by the concerned Procuring Department. The registered supplier(s) are liable to be removed from the list of approved suppliers if they fail to supply the goods on time or supply sub-standard goods or make any false declaration to any Government agency or for any ground which, in the opinion of the SAI, is not in the public interest. (Rule 142 of GFR)

5.10 Reserved Items

The Central Government, through administrative instructions, has reserved all items of handspun and hand-woven textiles (khadi goods) for exclusive purchase from Khadi Village Industries Commission (KVIC). It has also reserved all items of handloom textiles for exclusive purchase from KVIC and/

or the notified handloom units of ACASH (Association of Corporations and Apex Societies of Handlooms). SAI will make their purchases for such reserved goods and items from such units as per the instructions issued by the Central Government in this regard. (Rule 144 of GFR)

5.11 Procurement of Vehicles at DGS&D Rate

The vehicles should be purchased in restricted manner following the instructions issued from time to time by the GOI. It should be made strictly keeping in view the sanction strength of the drivers as well as only to replace existing vehicles that have been condemned or are fit for replacement. The vehicles should be purchased through DGS&D rate contract to the extent available. In case of non-availability through DGS&D Rate Contract, open route of tenders may be resorted to.

5.12 Purchase of Machinery/Other Capital Items

The Purchase procedure outlined above will apply to the purchase of machinery and other capital items. The value of any single item of purchase should not exceed the delegated powers of the approving authority. Where the value of purchase order exceeds the delegated powers, prior administrative approval of DG should be taken before initiating purchase procedures and effecting purchases.

5.13 Purchase of Goods Without Quotation

Purchase of goods up to the value of Rs 15,000 (Rupees Fifteen Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format:-

“I, _____, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”(Rule 145 of GFR)

Note:- *Purchase of goods without recording requisite certificate will be treated as irregular purchase in violation of provision of GFR.*

5.14 Purchase of Goods by Purchase Committee

Purchase of goods costing above Rs 15,000 (Rupees Fifteen Thousand) only and up to Rs 1,00,000 (Rupees One lakh) only on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:-

“Certified that we _____, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.” (Rule 146 of GFR)

(Note: Local purchase without the above certificate is subject to audit objection. All Procurement Officers should ensure compliance of the above rule position, before approving the recommendations of Local Purchase Committee.)

5.15 Local purchase of stationery and other articles from Kendriya Bhandar, NCCF and other Multi-State Co-operative Societies having majority shareholding by the Central Government

In partial modification of Rule 145 & 146, Departments are permitted to make purchases at their discretion of all items required for office consumption up to Rs.1 lakh on each occasion directly from Kendriya Bhandar/NCCF without calling for quotations. The responsibility for ensuring the reasonableness of rates, quality, specifications etc. will be equally that of the Purchasing Department and KB/NCCF. Further, the reasonableness of rates, quality, specifications, etc. should be certified by the Local Purchase Committee as envisaged under Rule 146 of the GFRs, 2005. It

shall be ensured that supply orders are not split under any circumstances with the objective of circumventing the limit of Rs.1 lakh.

For procurement of all items of office consumption beyond Rs.1 lakh to Rs. 25 lakh, where limited tenders are to be invited as per Rule 151 of the GFRs, 2005, KB and NCCF among others shall also be invited to participate in such limited tenders, in case these cooperatives are functioning at the station. Other things being equal, Purchase Preference will be granted to KB/NCCF, if the price quoted by the co-operatives is within 10% of the L1 price and if these cooperatives are willing to match the L1 price. No price preference over and above the L1 price shall be given to these co-operatives. However, KB/NCCF will be exempted from furnishing bid security (Earnest Money Deposit).

Supply orders up to Rs.25 lakh, in respect of office equipments covered under the DGS&D rate contract may also be procured from KB and NCCF provided KB/NCCF offer the items at DGS&D rate contracted prices as also fulfill all the contractual obligations which the manufacturers/suppliers of such products are required to meet under the DGS&D rate contract. The Departments shall make their own arrangements for inspection and testing of such goods where required.

Other Multi-State Cooperative Societies registered prior to the issue of this Office Memorandum in which the Majority of the shares are held by the Central Government, are also permitted to avail of the facility of Purchase Preference in respect of limited tender enquiries up to Rs 25 lakh.

(GI.,Dept. of Per.& Trg.OM F.No. 14/12/94-Welfare (Vol II), dated the 5th June 2007.)

This dispensation is being extended from time to time by the Government.

5.16 Purchase of Goods Directly under Rate Contract

The purchase division will procure goods against approved

rate contract finalized by Head Office, SAI, wherever available, the prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract.; The purchase division shall make its own arrangement for inspection and testing of such goods where required, unless otherwise specified in the rate contract.

In cases where Rate Contract not finalized by Head Office, SAI, the respective purchase division can make their own arrangement observing laid down procedure for procurement of items required for their use after seeking comments of concerned HOD in the Head Office, SAI, if demand cannot be postponed till finalization of the rate contract.

The Head Office, SAI should host the specifications, prices and other salient details of different rate contracted items, appropriately updated, on the website for use by the procuring units, in addition to dispatch of hard copy to all the procuring units, under proper acknowledgement. (Rule 147 of GFR)

5.17 Splitting up of Demand

A demand for goods should not be divided into small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand. (Rule 148 of GFR)

5.18 Purchase of Goods by obtaining Bids

Standard Tender Enquiry Documents

All centers should use standard forms of tender enquiry documents and contracts in line with the extant rules, regulations, directives, procedures etc.

A set of standard documents may be kept updated for this purpose by each center, broadly following the standard documents prescribed by Head office, SAI and customizing these standard templates to suit specific requirements.

Head of Centers would prescribe the kind of alterations permitted in the standard templates and the cases where deviations from the standard provisions can be made with appropriate legal and financial advice.

Except in cases covered under Rules, 145,146 and 147(1), Purchase Division shall procure goods under the powers delegated to them by following the standard method of obtaining bids in:-

- (1) Advertised Tender Enquiry;
- (2) Limited Tender Enquiry;
- (3) Single Tender Enquiry

5.19 Advertised Tender Enquiry

- (i) Subject to exceptions incorporated under Rules 151 and 154 of GFR, invitation to tenders by advertisement should be used for procurement of goods of estimated value Rs 25 Lakh (Rupees Twenty Five Lakh) and above. Advertisement in such case should be given in the Indian Trade journal (ITJ), published by the Director General of Commercial Intelligence and Statistics, Kolkata and at least in one national daily having wide circulation.
- (ii) An organization having its own website should also publish all its advertised tender enquiries on the web site and provide a link with NIC website. It should also give its website address in the advertisements in ITJ and newspapers.
- (iii) The organization should also post the complete bidding document in its website and permit prospective bidders to make use of the document downloaded from the website. If such a downloaded bidding document is priced there should be clear instruction for the bidder to pay the amount by demand draft, etc., along with the bid.
- (iv) Where the Procuring Department feels that the goods

of the required quality, specifications etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the procuring department may send copies of the tender notice to the Indian embassies abroad as well as to the foreign embassies in India. The selection of the embassies will depend on the possibility of availability of the required goods in such countries.

- (v) Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders. (Rule 150 of GFR).

5.20 Limited Tender Enquiry

- (i) This method may be adopted when estimated value of the goods to be procured is up to Rupees Twenty-five Lakhs. Copies of the bidding document should be sent directly by speed post/registered post/courier/e-mail to firms which are borne on the list of registered suppliers for the goods in question as referred under Rule 142 above. The number of suppliers firms in Limited tender Enquiry should be more than three. Further, web-based publicity should be given for limited tenders. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis.
- (ii) Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees twenty five lakhs, in the following circumstances:-
 - (a) The competent authority in the Purchase Division certifies that the demand is urgent

and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. Purchase Division should also put on record the nature of urgency and reasons why the procurement could not be anticipated.

- (b) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry.
 - (c) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped is remote.
- (iii) Sufficient time should be allowed for submission of bids in Limited tender Enquiry cases. (Rule 151 GFR)

5.21 Procedure for call of tenders under two/three envelope system

For purchasing high value plant, machinery etc., of a complex and technical nature, bids may be obtained in two parts as under:-

- (a) Technical Bid consisting of all technical details along with commercial terms and conditions; and
- (b) Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscripted and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. The technical bids are to be opened by the purchasing Department at the first instance and evaluated by a competent committee or authority. At the second stage, financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.

(i) Pre-bid conference

There shall be a pre-bid conference in which the doubts of the intending tenderers shall be clarified, besides discussion on any additional suggestion proposed by the tenderers. If found necessary, a corrigendum to the tender documents would be issued to all the intending tenderers, and conference more than once, especially in more complex types of works.

The NIT approving authority must decide the time gap between pre-bid conference and last date of submission of tender based on the importance and complexity of work to avoid extension in the last date of submission of tender.

5.22 Late Bids

In the case of advertised tender enquiry or limited tender enquiry, late bids (i.e. bids received after the specified date and time for receipt of bids) should not be considered. (Rule 153 of GFR).

5.23 Single Tender Enquiry

Procurement from a single source may be resorted to in the following circumstances:-

- (i) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
- (ii) In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.
- (iii) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm.

Note- *Proprietary Article Certificate in the following form is*

to be provided by the Department before procuring the goods from a single source under the provision of sub Rule 154 (i) and 154 (iii) as applicable.

- (i) The indented goods are manufactured by M/s
.....
- (ii) No other make or model is acceptable for the following reasons:-
.....
.....
.....
- (iii) Concurrence of finance wing to the proposal vide:_
.....
- (iv) Approval of the competent authority vide:
.....

(Signature with date and designation of the procuring officer)

(Rule 154 of GFR)

5.24 Content of Bidding Document

All the terms, conditions stipulating and information to be incorporated in the bidding document are to be shown in the appropriate chapters as below:-

Chapter-1: Instruction to Bidders

Chapter-2: Conditions of Contract

Chapter-3: Schedule of Requirement

Chapter-4: Specifications and allied Technical Details

Chapter-5: Price Schedule (to be utilized by the bidders for quoting their prices)

Chapter-6: Contract Form

Chapter-7: Other Standard Forms, if any, to be utilized by the purchaser and the bidders (Rule 155 of GFR)

5.25 Cost of Tender Documents

Price of the tender document should take care of the preparation and delivering cost only. If it is too high, it will discourage the prospective bidders to purchase the document and participate in the bidding process. Scale of charges for tender documents should normally be:

1. Works costing up to Rs 1 lakh - 150/-
2. Working costing more than Rs 1 lakh & up to Rs50 lakhs - 500/-
3. Works costing more than Rs 50 lakh & up to Rs 2 crore - 1000/-
4. Works costing more than Rs 2 crore 1500/-

5.26 Sale of Tender Documents

Tender documents should preferably be sold up to one day prior to date of opening of tenders and the same should be clearly indicated in the documents. The organization should also post the complete tender document in the web site and permit prospective tenderers to make use of the document downloaded from the web site. If the tender document is a priced one, there should be clear instructions for the tenderers in the document (which has been downloaded) to pay the amount by demand draft etc. along with the tender, prepared in the downloaded document.

The purchase organization shall maintain proper records about the number of tender documents sold, list of parties to whom sold, details of the amount received through sale and, also, the number of unsold tender documents, which are to be cancelled after the opening of the tenders.

5.27 EARNEST MONEY AND PERFORMANCE SECURITY

5.27.1 Earnest Money Deposit (EMD)

- (a) Earnest Money Deposit (EMD) is also known as Bid Security. To safeguard against a bidder's withdrawing / altering its bid during the bid validity period in the case of advertised or limited tender enquiry, EMD is

to be obtained from the bidders ordinarily between 2% to 5 % of the estimated value of the goods to be purchased. EMD may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or a Bank Guarantee in acceptable form from any of the commercial Banks, safeguarding the purchaser's interest in all respects. The EMD should remain valid for a period of 45 days beyond the final tender validity period. (Rule-157)

(b) Forfeiture of EMD

EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.

(c) Refund of EMD

Bids Securities/EMD of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of contract.

5.27.2 Performance Security

(a) To ensure due performance of the contract, Performance Security is to be obtained from the successful bidder awarded the contract. Performance Security should be for an amount of five to ten per cent of the value of the contract. Performance Security is to be furnished by a specified date (generally 21 days after notification of the award) and it should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier, including warranty obligations.

(b) Forfeiture of Performance Security

Performance security is to be forfeited and credited

to the SAI's account in the event of a breach of contract by the supplier, in terms of the relevant contract.

(c) Refund of Performance Security

Performance Security should be refunded to the supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects but not later than 60 days of completion of all such obligations under the contract.

5.28 Verification of the Bank Guarantee

Bank Guarantees submitted by the tenderers / suppliers as EMD / Performance Security need to be immediately verified from the issuing Bank before acceptance.

Suitable mechanism for safe custody, etc and monitoring of EMDs and Performance Securities and other instruments should be evolved and implemented by each Centre. The Centre shall also make institutional arrangements for taking all necessary actions on time for extension or encashment or refund of EMDs and Performance securities, as the case may be. Monitoring should also include a monthly review of all Bank Guarantees and other instruments expiring after 3 months, along with a review of the progress of the corresponding contracts. Extension of Bank Guarantees and other instruments, where warranted, should be sought immediately and implemented within their validity period.

5.29 EVALUATION OF TENDERS AND PLACEMENT OF CONTRACT

Evaluation of tenders is one of the most significant areas of Purchase Management. The entire process of tender evaluation and placement of contract must be transparent as per criteria stipulated in the tender document.

No new condition should be brought in while evaluating the tenders. Similarly, no tender enquiry condition (specially the significant/essential ones) should be over looked while evaluating the tenders. Aim should be to ensure that no

tenderer gets undue advantage at the cost of other tenderers and/or at the cost of the purchaser.

5.30 Scrutiny of Responsive Tenders

The responsive tenders (i.e. after ignoring all the unresponsive tenderers) are to be evaluated and ranked as per the procedure indicated in NIT.

In a case of hiring of manpower services, the lowest bidder had quoted NIL charges over and above the minimum wages. When this issue was referred to Ministry of Law, it was advised that in such cases an agreement without consideration becomes null and void. Based on this, Ministry of Finance vide OM No. 29(1)/2014-PPD dated 28.01.2014 notified that Department may consider inclusion of the clause in the bid documents itself that if a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.

After completing the entire evaluation process for the responsive tenders on equitable basis, they are to be entered into a ranking statement in ascending order of the evaluated prices (like L1, L2, L3...etc.) so that a clear picture of their standing as well as comparative financial impact is available at a glance.

5.31 Reasonableness of Price

Before placing the contract on the lowest evaluated responsive tender (L1), the purchase department is to ensure that the price to be paid is reasonable.

The broad guidelines for judging the reasonableness of price are as under:

Last purchase price of same (or, in its absence, similar) goods

Current market price of same (or, in its absence, similar) goods

Price of raw materials, which go into the production of the goods

Receipt of competitive offers from different sources

Quantity involved

Terms of delivery

Period of delivery

Cost analysis (material cost, production cost, over-heads, profit margin)

5.32 Price not Reasonable

If L1's price is not reasonable, then, in the first place, the purchase department is to review its own data & details to recheck whether the reasonable price so arrived is correct or not. If it is correct, the purchase section may, strictly as an exception, negotiate the price only with the lowest evaluated responsive tender (L1) in an attempt to bring down the same. If L1 reduces the price to the desired level, contract may be placed on it but if it does not agree, then further action like re-tendering etc. may be decided by the purchase organization.

5.33 Lack of Competition

Sometimes, a situation may arise where, after analysing the tenders, the purchase department ends up with one responsive tenderer. In such situations, the purchase department is first to check whether, while floating/issuing the tender enquiry, all necessary requirements like standard tender enquiry conditions, industry friendly specification, wide publicity, sufficient time for formulation of tenders, etc. were fulfilled. If not, the tender is to be re-issued/re-floated after rectifying the deficiencies. However, if after scrutiny it is found that all such aspects were fully taken care of and in spite of that the purchaser ends up with one responsive tender only, then contract may be placed on that tenderer provided the quoted price is reasonable.

5.34 Dividing the Quantity

As per standard procedure, the tenderer who does not quote for the complete schedule as required is normally to be treated as unresponsive and ignored. However, there may be special occasions of purchase of very large quantities of

goods which are beyond the capacity of a single tenderer and the lowest responsive tenderer is unable to take the load of the entire quantity. In such cases, the remaining quantity may be ordered on the second lowest responsive tenderer (L2) at the rates offered by the lowest responsive tenders (L1), as far as feasible and for this purpose negotiation may be held with the above tenderer (viz. L2)

5.35 Award of Contract

Before expiry of the tender validity period, the purchase department shall notify the successful tenderer in writing, directing to furnish the required Performance Security within a specified period (generally 21 days). Promptly after the above notification, the purchase organization is also to issue the contract to the successful tenderer asking therein, inter alia, to send its unconditional acceptance of the contract within fifteen days. It should also be made known to the successful tenderer that in case, it does not furnish the required performance security or does not accept the contract within the stipulated target dates, such non-compliance will constitute sufficient ground for forfeiture of its EMD and processing the case for further action against it (the successful tenderer).

5.36 Delivery Period, Delay in Supply, Cancellation of Contract

(a) Delivery Period

The period for delivery of the ordered goods and completion of any allied service(s) thereof (like installation and commissioning of the equipment, operators' training, etc.) are to be properly specified in the contract with definite dates and the same shall be deemed to be the essence of the contract. Expressions such as 'immediate', 'ex-stock', "as early as possible", 'off the shelf', etc. must not be used to indicate contractual delivery period.

(b) Linkage between Terms of Delivery and Date of Delivery

Delivery dates in respect of contracts incorporating standards and commonly used terms of delivery shall be deemed to be as follows:-

(c) Terms of Delivery

- Ex Works....
- FOR, Station of Dispatch
(FOR stands for Free on Rail)
- FOR, Destination
- CIP, Destination (CIP stand for Carriage and Insurance paid)
- Local Delivery at Site
- FAS, port of shipment (FAS stands for Free Alongside Ship)
- FOB, port of Shipment (FOB stands for Free on Board)
- CIF, port of destination

(d) Date of Delivery

- The date the supplier delivers the goods to the purchaser at its (Supplier's) factory/ Premises
- The date on which the goods are placed by the supplier on rail with clear RR (Rail Receipt)
- The date on which the ordered goods reach the destination railway station specified in the contract.
- The date on which the delivery is effected at the destination mentioned in the contract.
- The date on which the delivery is made at the consignee's site mentioned in the contract.
- The date on which the supplier deliver the goods alongside the vessel at the specified port of shipment. This date is reflected in the bill of lading.

- The date on which the supplier delivers the goods on vessel's board at the specified port of shipment. This date is reflected in the Bill of Lading.
- The date on which the goods arrived at the destination port

NB:- The FAS, FOB & CIF terms of delivery are applicable for goods which are Directly imported from foreign countries against the subject contract and not imported already by the supplier under its own arrangement. The CIP terms of delivery may be applied both for domestic as well as imported supplies.

(e) Remedies to Purchaser for delay in Supply / Non-Supply for which Supplier is responsible

Extend the delivery with imposing of liquidated damages and other denial clauses

Forfeit the performance security

Cancel the contract

Impose other available sanctions/penalties

(f) Liquidated Damages

There should be a suitable provision in the terms & conditions of the contract for claiming liquidated damages of appropriate amount from the supplier to take care of delays in supplies and performance, for which the supplier is responsible. Such recovery through liquidated damages; should be without prejudice to the other remedies available to the purchaser under the terms of the contract.

(g) Extension of Delivery Period

If the supplier is unable to complete the supply within the stipulated delivery period for which the supplier is responsible, it (supplier) is required to request for

extension of delivery period. If the purchaser agrees to extend the contractual delivery schedule, the same may be done by issue of an amendment to the contract with imposition of liquidated damages for delay.

(h) Cancellation of Contract for Default

The purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the contract.

If the supplier fails to deliver any or all of the stores within the time period(s) specified in the contract, or any extension thereof granted by the Purchaser; or

If the supplier fails to perform any other obligation under the contract within the period specified in the contract or any extension thereof granted by the purchaser.

In the event the purchaser terminates the contract; the purchaser may take recourse to any one or more of the following action.

The Performance Security is to be forfeited;

The purchaser may procure, upon such terms and in such manner as it deems appropriate, stores similar to those undelivered, and the supplier shall be liable for all available actions against it in terms of the contract.

Before cancelling the contract and taking further action, it may be desirable to obtain legal advice from the Legal Wing of the Department

5.37 Documents for Payment

The documents, which are needed from the supplier for release of payment, are to be clearly specified in the contract. The paying authority is also to verify the documents received from the supplier with corresponding stipulations made in the contract before releasing payment

5.38 Contractual requirements

While claiming payment, the supplier is also to certify in the bill that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming this payment has been fulfilled as required under the contract. There should also be a suitable provision for verification of the authenticity of the person signing the invoice etc. for claiming the payment.

5.39 Modes of Payment

(a) Payment to Domestic Suppliers

Payments to domestic suppliers are usually made by cheque/demand draft. Such payment can also be made to the supplier's bank, if the bills are endorsed in favour of the bank with a pre-receipt embossed on the bills with the words, "Received payment" and both the endorsement and pre-receipt are authenticated by the supplier.

(b) Payment to Foreign Suppliers

Payment to foreign suppliers are ordinarily made by Letters of Credit (LC) opened by the State Bank of India or any other scheduled/authorized Bank as decided by the purchasing Department. If Letter of Credit is not opened, payment can also be made to the seller through Direct Bank Transfer for which buyer has to ensure that payment is released only after the receipt of prescribed documents.

(c) E - Payment

E - Banking and E - Payments are now used by various banks by adopting Electronic Clearing System (ECS) and Electronic Fund Transfer (EFT) procedure. Payments to suppliers may be made through such mechanism where such facilities are available.

5.40 Advance payment to supplier:-

Ordinarily, payments for services rendered or supplies made

should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payment in the following types of cases:-

- (i) Advances payment demanded by firms holding maintenance contracts for servicing of Air-Conditioners, computers, other costly equipment, etc.
- (ii) Advances payment demanded by firms against fabrication contracts, turnkey contracts etc.

Such advances payment should not exceed the following limits:-

- (i) Thirty per cent of the contract value to private firms:
- (ii) Forty Per cent of the contract value to a state or Central Government agency or Public Sector Undertaking; or
- (iii) In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

D.G. SAI may relax, in consultation with their Executive Director (Fin), the ceiling (including percentage laid down for advance payment for private firms) mentioned above.

While making any advance payment as above, adequate safeguards in the form of bank guarantee, etc., should be obtained from the firm. (Rule 159(1) of GFR.

5.41 Recovery of Public Money from Supplier's Bill

Sometimes, requests are received from a different Department for withholding some payment of a supplier out of the payment due to it against a contract. Such requests are to be examined by the Department (which has received the request) on the merits of the case for further action. It will however, be the responsibility of the Department asking for withholding of payment to defend the Government against any legal procedure arising out of such withholding as also for payment of any interest thereof.

5.42 Refunds from Supplier

Sometimes, the suppliers, after claiming and receiving

reimbursements for sales tax, excise duty, custom duty etc. from the purchaser, applies to the concerned authorities for refunds, on genuine grounds, of certain portions of such duties and taxes paid by it and receives the allowable refunds. Such refunds contain the purchaser's share also (out of the payments already made by the purchaser to that supplier). The tender enquiry document and the contract are to contain suitable provisions for obtaining such refunds from the supplier.

5.43 Quality Control and Inspection of Ordered Goods

The tender document and the subsequent contract should specify the details of inspection and tests to be carried and stages and manner for carrying out the same. Pre-despatch inspection, on receipt of goods at consignee's site & inspection after installation & commissioning of the equipment/goods should also be specified in the tender documents.

5.44 Rejection of material

If the supply is found defective or not suitable for use or not as ordered, then the same should be rejected. A rejection note should be made. The supplier should be informed of the rejection and asked to clear the material within one week failing which storage cost may be recovered from the supplier. If the supplier fails to clear the material within the specified time, a second notice should be sent informing him of the same and also referring to first notice and highlighting proposal to auction the material within a week. The notice of rejection and reminder should be in the form of a registered letter. The supplier should also be telephonically contacted and informed of the rejection. If the supplier continues to ignore the notice, the material may be auctioned subject to prior approval from Head Office.

5.45 Approving Authority,

The approving authority may be the authority as per delegated financial powers. She/he will also apply his mind and check if

the purchase of item is absolutely essential or if the same can be hired or temporarily shifted from another department.

5.46 Purchase officer

Will be responsible to see:-

1. NOC from Nodal officer of the HO/ Center is taken.
2. To inform the Appropriate Authority if funds under the specific head of account is available for purchase.
3. On receipt of the invoice, check if necessary entries for acceptance of the quality of the material has been made by the indenting department.
4. Check if necessary entries have been made for entry of the items in the stock book or asset register.
5. Check if the ordered item and received item are the same as per the purchase order and the invoice.
6. Check if the invoice value as per the purchase order and all taxes and duties are correctly indicated.
7. Prepare the payment voucher and process payment.
8. Entries are made in the register.

The Purchase officer will be **also** responsible for the following

1. He will on receipt of the approval of the appropriate authority to initiate the purchase process, finalize the specifications and send out enquiries or tender the requirement depending on the value.
2. He will follow up with the suppliers and ensure the necessary quotes or bids are received.
3. He will convene the standing committee on purchase and place before the Committee the bids received.
4. Prepare the comparative charts and arrange for incorporating the committee's recommendations for submission to the approving authority.
5. He will release the Purchase Order.
6. Follow up with the supplier to ensure timely delivery.

7. Follow up with stores on receipt of material and submit the invoice to the accounts for payment.

Note

- i) If the items have not been checked at the supplier's premises before dispatch, the purchase officer should open the consignment on the receipt of the same and check the content received as per supply order in the presence of the insurance agent and representative of suppliers.
- ii) When the items received as per supply order have been accepted by the center, the material cum inspection note shall be certified by the Stores Officer and the Sl. No. of the entry in the Asset Register shall also be recorded.
- iii) The security at the center and Head office should stamp the delivery challan after recording the details of the items in the Material Movement Register to be maintained at the Gate.

5.47 Store-In charge

- (i) The stores in charge will be responsible for the following
- (ii) Receive the incoming material and check the physical quantity against the invoice.
- (iii) Arrange for the safe storage of the material and make entries in the goods inward register.
- (iv) Informing the indenting department of the receipt of goods and arrange for inspection. On completion of inspection and acceptance make necessary entries in the stock register or asset register.
- (v) Indicate on the invoice the page number where the entries have been made in the stock register or asset register.
- (vi) Forward the invoice to the purchase department who will in turn forward it to the accounts.

- (vii) Issue the material to the indenting department and maintain records of issue in issue registers.

5.48 Standing Committee on Purchase

This committee will scrutinize the bids received and decide in consultation with technical experts which of the technical bids are acceptable.

Take up the comparison of financial bids and recommend which bid is to be accepted.

5.49 Approval of Samples

Where approval of samples by intenders is one of the conditions stipulated in the purchase order or where the industry material demands approval/Testing specific instruction should be incorporated in the tender/enquiry calling upon the tenders to spare the sufficient quantity of the representative samples along with the offers.

5.50 Residuary Matters

Any aspect which is not covered above will be governed by the prevailing rules, regulations and guidelines of the GOI and/or as modified or amended from time to time by SAI, Head Office.

5.51 Part payment to suppliers

Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after it dispatches the goods from its premises in terms of the contracts.

5.52 Resolution of disputes

In case of any dispute between the supplier and SAI, the decision of Director or the Head Office shall be final and binding on the supplier. In house arbitrator may be appointed with the approval of the Head Office in case of inevitable and unavoidable circumstances.

5.53 Venue of Arbitration

The venue of arbitration shall generally be the place from

where the contract has been issued except when foreign supplier opts for Arbitration, in accordance with the provision of concerned Arbitration Rules, the venue can be a neutral country.

5.54 Legal Advice

While processing a case for arbitration, the purchase organization is to take legal advice, at appropriate stages from competent authorities.

5.55 Buy Back Offer

When it is decided with the approval of the competent authority to replace some existing old goods with their newer and better versions/substitutes, the department may trade the existing old goods while purchasing the new ones. For this purpose, suitable clauses are to be incorporated in the tender enquiry document so that the interested tenderers formulate and submit their tenders accordingly. Provisions should also be kept in the tender documents to permit the interested tenderes to inspect the old goods to be traded through this transaction.

Appropriate provision should also be kept in the tender document allowing the purchase organization to reserve its right to trade or not to trade the old goods while purchasing the new ones and the tenderers are to be asked to frame their quotations accordingly covering both the options.

5.56 Maintenance Contract

Some goods, especially sophisticated equipment and machinery need proper maintenance for trouble free service. For this purpose, the purchase department may enter into maintenance contract. It must however be kept in mind that maintenance contract is to start after the expiry of the warranty period, during which period the goods are to be maintained free of cost by the supplier.

Maintenance contract may be entered into either with the manufacturer/ supplier of the goods or with a competent

and eligible firm, not necessarily the manufacturer/ supplier of the goods in question. The purchase organization should decide this aspect on case to case basis on merit.

If the maintenance contract is to be entered into with the supplier of the goods, then suitable clauses for this purpose are to be incorporated in the tender enquiry document itself and while evaluating the offers, the cost component towards maintenance of the goods are also to be added in the evaluated tender on overall basis to decide the inter se ranking of the responsive tenderers.

However, if the maintenance contract is to be entered into with a competent and eligible supplier separately, then a separate tender enquiry is to be floated for this purpose and tenders evaluated and ranked accordingly for placement of maintenance contract.

5.57 Procurement of Services

The Head Office, SAI may hire external professional, consultancy firms or consultants (referred to as consultant hereinafter) for a specific job, which is well defined in terms of content and time frame for its completion or outsource certain services. (Rule 163 of GFR)

5.58 Identification of work/Service required to be performed by Consultants—

Engagement of consultants may be resorted to in situations requiring high quality services for which the department does not have requisite expertise. Approval of the competent authority should be obtained before engaging consultant(s). (Rule 165)

5.59 Preparation of scope of the required work/service—

The department should prepare in simple and concise language the requirement, objectives and the scope of the assignment. The eligibility and pre qualification criteria to be met by the consultants should also be clearly identified at this stage. (Rule 166)

5.60 Estimating reasonable expenditure- Department proposing to engage consultant(s) should estimate reasonable

expenditure for the same by ascertaining the prevalent market conditions and consulting other organization engaged in similar activities. (Rule 167)

5.61 Identification of likely sources—(i) Where the estimated cost of the work or service is up to Rupees Twenty Five Lakhs, preparation of a long list of potential consultants may be done on the basis of formal or informal enquiries from other Ministries or Departments or Organizations involved in similar activities, Chambers of Commerce & Industry, Association of consultancy.(ii) where the estimated cost of the work or service is above Rupees twenty five lakhs, in addition to (i) above, an enquiry for seeking “Expression of Interest” from consultants should be published in at least one national daily and SAI’s website. The website address should also be given in the advertisements. Enquiry for seeking Expression of Interest should include in brief, the broad scope of work or service, inputs to be provided by the Department, eligibility and the pre-qualification criteria to be met by the consultant(s) and consultant’s past experience in similar work or service. The consultant may also be asked to send their comments on the objectives and scope of the work or service projected in the enquiry. Adequate time should be allowed for getting from responses from interested consultants. (Rule 168 of GFR)

5.62 Short-listing of consultants---

On the basis of responses received from the interested parties as per Rule 168 above, consultants meeting the requirement should be short-listed for further consideration. The number of short listed consultant should not be less than three. (Rule 169)

5.63 Preparation of terms of Reference (TOR)

The TOR should include---

- (i) Precise statement of objectives;
- (ii) Outline of the tasks to be carried out;

- (iii) Schedule for completion of tasks;
- (iv) The support or inputs to be provided by the Ministry or Department to facilitate the consultancy.
- (v) The final outputs that will be required of the Consultants: (Rule 170)

5.64 Preparation and Issue of Request for Proposal (RFP)—

RFP is the document to be used for obtaining offers from the consultants for the required work/ service. The RFP should be issued to the short listed consultant to seek their technical and financial proposals. The RFP should contain;-

- (i) A letter of invitation
- (ii) Information to consultants regarding the procedure for submission of proposal.
- (iii) Terms of Reference (TOR)
- (iv) Eligibility and pre-qualification criteria in case the same has not been ascertained through Enquiry for Expression of Interest.
- (v) List of Key position whose CV and experience would be evaluated.
- (vi) Bid evaluation criteria and selection procedure.
- (vii) Standard formats for technical and financial proposals.
- (viii) Proposed contract terms.
- (ix) Procedure proposed to be followed for mid-term review of the progress of the work and review of the final draft report.

5.65 Receipt and opening of Proposals--

Proposal should ordinarily be asked for from consultants in 'Two-bid System' with technical and financial bids sealed separately. The bidder should put these two sealed envelope in a bigger envelope duly sealed and submit the same by the specified date and time at the specified place. On receipt, the technical proposals should be opened first by the specified

date and time at the specified place. (Rule 172)

5.66 Late Bids---

Late bids, i.e., bids received after the specific date and time of receipt, should not be considered. (Rule-173)

5.67 Evaluation of Technical Bids

Technical bids should be analyzed and evaluated by a consultancy evaluation committee (CEC) constituted by the Department. The CEC shall record in details the reasons for acceptance or rejection of the technical proposals analyzed and evaluated by it. (Rule 174)

5.68 Evaluation of Financial Bids of the technically qualified bidders

The Department shall open the financial bids of only those bidders who have been declared technically qualified by the Consultancy Evaluation Committee as per rule 174 above for further analyses or evaluation and ranking and selecting the successful bidders for placement of the consultancy contract. (Rule 175)

5.69 Consultancy by nomination

Under some special circumstances, it may become necessary to select a particular consultant where adequate justification is available for such single-source selection in the context of the selection should be recorded in the file and approval of the competent authority obtained before resorting to such single source selection. (Rule 176)

5.70 Monitoring the Contract

The Department should be involved throughout in the conduct of consultancy, preferably by taking a task force approach and continuously monitoring the performance of the consultant(s) so that the output of the consultancy is in line with the Department's objectives. (Rule 177)

5.71 Outsourcing of Services

Department may outsource certain services in the interest

of economy and efficiency and it may prescribe detailed instructions and procedure for this purpose without, however, contravening the following basic guidelines. (Rule 178)

5.72 Identification of Likely Contractors

The Department should prepare a list of likely and potential contractors on the basis of formal or informal enquiry from other Ministries or Department and organization involved in similar activities, scrutiny of 'Yellow pages' and trade journals, if available, website etc.(Rule 179 of GFR)

5.73 Preparation of tender enquiry

Department should prepare a tender enquiry containing, inter alia;-

- (i) The details of the work or service to be performed by the contractor;
- (ii) The facilities and the inputs which will be provided to the contractor by the Ministry or Department;
- (iii) Eligibility and qualification criteria to be met by the contractor for performing the required work/service; and
- (iv) The statutory and contractual obligation to be complied with by the contractors.

5.74 Invitation of bids

- (a) For estimated value of the work or service up to Rupees ten lakhs or less; the Department should scrutinize the preliminary list of likely contractors as identified as per Rule 179 above, decide prima facie eligible and capable contractors and issue limited tender enquiry to them asking for their offers by a specific date and time etc as per standard practice. The number of the contractors so identified for issuing limited tender enquiry should not be less than six.
- (b) For estimated value of the work or service above Rupees ten lakhs – the Department should issue

advertised tender enquiry asking for the offers by a specified date and time, etc., in at least one popular largely circulated national newspaper and website of the Department.

5.75 Late bids

Late bids i.e., bids received after the specified date and time of receipt, should not be considered. (Rule 182)

5.76 Evaluation of Bids Received

The Department should evaluate, segregate, rank the responsive bids and select the successful bidder for placement of the contract. (Rule 183)

5.77 Outsourcing by choice

Should it become necessary, in an exceptional situation to outsource a job to a specifically chosen contractor, the Competent Authority in the Department may do so in consultation with the Financial Adviser. In such cases the detailed justification, the circumstances leading to the outsourcing by choice and the special interest or purpose it shall serve shall form and integral part of the proposal.(Rule 184)

5.78 Monitoring the Contract

The Department should be involved throughout in the conduct of the contract and continuously monitor the performance of the contractor.

5.79 Works

In SAI, as per decision of the competent authority, all works including repair and maintenance of structures are being got done by engaging CPWD, NBCC, PWD etc as a deposit work. The procedure for deposit work has been defined in Chapter 5 of GFR. However, relevant provisions of said section, in brief, are referred as under;

5.80 Definition

The term 'Deposit Works' is applied to works of construction or repairs and maintenance, the cost of which is met out of

Government Grants to Autonomous or Semi-Autonomous bodies or Institution through their Administrative Ministries.

5.81 Procedure- Deposit Work

Whenever a 'Deposit Work' is to be got done, the concerned department should get the estimate from the executing agency and will get administrative approval and expenditure sanction from the competent authority for the work.

5.82 Deposit with Executing Agency, execution of work & settlement of Account.

After A/A & E/S, on requisition of executing agency, the money will be deposited as per agreed terms & execution of works & settlement of accounts will be in terms of MOU between SAI & the Public Works Organization, all in terms of provisions of CPWD Works Manual.

5.83 Adoption of E-procurement system

In terms of O.M no. 10/3/2012/PPC dated 30.03.2012 notified by Ministry of Finance Department of Expenditure, Public Procurement Cell, SAI has decided to procure goods/ execution of work/services fixing a limit of estimated cost of Rs. 2 Lakh and above as on date, through E-mode. All Centers/ Insititutes of SAI have to take follow-up action accordingly. Standard Forms of Contract stipulating E-tendering are being notified to all end users, along with this Manual.

5.84 Beyond the Policy

The important and significant areas of Pubic Buying have been covered in this Chapter. A situation may, however crop up in a purchase case for which no solution may be readily available in this Manual. In such a situation, the department may refer the case to Head Office, SAI for advice and guidance.

Chapter -6

PROCEDURE FOR FINANCE CONCURRENCE

6.1 Points to Be Checked In Finance/Accounts Section

In Sports Authority of India, Account functionaries like Jr/ Sr. Accountants, Junior, Accounts Officers, Accounts Officers discharges the function of associated Finance Officers to the respective Heads of Centers/STC, etc in addition to handling accounts related issues. Where there is no associated Finance Official, the concerned DDO will discharge the functions of associated Finance Officer. Therefore, proposals having financial implications are to be scrutinized by the associate Finance Officers in terms of rules & orders on the subject matter.

Following is the list of important points to be seen by Finance/Accounts section while scrutinizing different type of proposals and estimates.

6.1 Estimates

6.2 Abstract Estimate

- (i) Detailed justification is provided by the Center In-charge/Head of Office.
- (ii) Mention of completion period.
- (iii) The cost of purchase
- (iv) Competency of sanction
- (v) For out-of-turn purchase, reasons for urgency have to be placed on file.
- (vi) Certification of quantities is based on realistic field requirement of the work as per Plan.
- (vii) Rates taken are based on last, lowest, latest accepted rate for the similar items.
- (viii) The competent authority has signed the estimate

sheet and top sheet.

- (ix) Reference of administrative approval by the competent authority has been linked.
- (x) Clear fund certificate towards availability of funds during the year is obtained.
- (xi) The estimate is arithmetically accurate.
- (xii) All the provisions in the estimate are as per SAI's circulars issued from time to time.

6.3 Scrutiny of justification.

- (i) Whether as a result of mechanization any reduction in Manpower is possible or not?
- (ii) If equipments, machinery, plants, etc. are being procured on the basis of guidelines of SAI or instructions of higher authorities, the copies of such guidelines and instructions should be enclosed.
- (iii) It should be seen that guidelines are issued with the approval of DG, SAI.
- (iv) Allocation of the expenditure has been clearly shown.
- (v) Whether the equipments, machinery, plants, etc. proposed on replacement account, if so, complete details of condemnation of previous one enclosed.
- (vi) The rates have been taken as per prevailing market rates.
- (vii) Whether the procurement or replacement is likely to affect expenditure on items i.e., Manpower and maintenance.
- (viii) Introduction of a machine for the first time should be scrutinized thoroughly. The source should be sound having proved utility.

6.4 PURCHASE OF GOODS WITHOUT QUOTATION

- (i) Whether cost of goods to be purchased on each occasion without quotation is within the limits specified in Rule 145 of GFR 2005.

- (ii) Whether certificate in the format as prescribed in Rule 145 of GFR 2005 has been recorded by the competent authority
- (iii) Purchase proposal under this provision are not being split up.

6.5 PURCHASE OF GOODS BY PURCHASE COMMITTEE

- (i) Purchase of goods on each occasion is within the limits specified in Rule 146 of GFR.
- (ii) Requirement of goods is not split up to bring it within the powers of lower authority.
- (iii) Local Purchase Committee is constituted under approval of competent authority in terms of Rule 146 of GFR
- (iv) A certificate in prescribed format duly signed by all the members of the Purchase Committee is there.
- (v) Recommendations of Purchase Committee are approved by the competent authority

6.6 QUOTATION PROPOSALS

Quotations are exceptions to the tendering rule; therefore need to be resorted to sparingly

Following points need consideration while examining quotations:

- (i) Reasons for dispensing with calling of tender
- (ii) Justification for calling of Quotation
- (iii) Whether the quotation has been invited as per provisions of GFR
- (iv) Reference to the enquiry letter.
- (v) Approval of the competent authority for inviting quotations.
- (vi) Number of offers received (minimum three offers).
- (vii) Whether the quotations have been opened properly and on due date.

- (viii) Reference to the comparative sheet.
- (ix) Net cost of the work.
- (x) Certificate of suitability, reasonableness, technical suitability and rate reasonableness is submitted for the valid lowest offer.
- (xi) Repair is not for condemned items.
- (xii) Competency of the sanction in terms of delegation of Financial Powers as notified in SAI.
- (xiii) Availability of funds.
- (xiv) Adherence to annual ceiling limit of sanctioning authority in the financial year.

6.7 REPAIR PROPOSAL

- (i) Date/cost of procurement, installation/commissioning.
- (ii) The repair proposal is not for items which have been condemned.
- (iii) The nature of the work done by equipment/machine and life of the machine.
- (iv) The life of asset and work done by the asset.
- (v) Whether the machine is covered under period of warranty.
- (vi) Instances of earlier repairs, amount spent on its repair/maintenance till date, last similar repair, agency and mode of tender.
- (vii) Comparison between cost of machine and repair cost.
- (viii) Date of breakdown of the machines and how the work is managed after the breakdown.
- (ix) Justification for the work and mode of tendering system i.e. open, limited or single; is given. Possibility to get most competitive rates/conditions must be explored.
- (x) Administrative approval of the competent Authority exists.

- (xi) Cost benefit analysis indicating repairs cost and enhanced life of the machine. It should be worth spending on repairs so that life & performance of the asset increases considerably.
- (xii) Reasonability of rates to be certified and should match with the last accepted rates or actual expenditure.
- (xiii) Warranty for satisfactory working after its repair.
- (xiv) Competency of sanction and arithmetic accuracy.
- (xv) Availability of fund.

6.8 Hiring Of Vehicles

- (i) Justification for hiring of vehicles exists.
- (ii) Whether spare vehicles are available with the department from where the requirement can be met?
- (iii) Condemnation certificate is available if the hiring of vehicle is proposed on that ground.
- (iv) How the work is presently being managed?
- (v) How the cost of hiring has been worked out?
- (vi) Whether the budgetary quotation/LAR has been obtained?

6.9 AMC Proposals

- (i) When were the machine /equipment procured and original cost of machine/equipment?
- (ii) Whether the machine is under warranty period, if so the details thereof.
- (iii) Administrative approval is obtained from competent authority.
- (iv) Whether AMC is comprehensive or Non-comprehensive?
- (v) Whether AMC is to be done with OEM or local dealer?
- (vi) If from Local Dealers, cost benefit analysis vis-à-vis technical parameters for preferring dealer other than OEM

(vii) Why it cannot be maintained departmentally?

6.10 Cash Imprest Proposals

- (i) Following points are to be checked while scrutinizing the proposal for cash imprest or extension or enhancement:
- (ii) Proper justification is given.
- (iii) Imprest is an amount where pre-check is not carried out. Therefore, the provision should be bare minimum.
- (iv) Whether the proposed imprest is bare minimum to meet emergent requirements of the office?
- (v) The monthly/seasonal fluctuation in need of imprest is observed.
- (vi) Actual amount of payment made during the past six months, if enhancement of cash imprest proposed.
- (vii) Proposals on the plea of delays in recoupment should not be entertained; action should be taken to expedite recoupments.
- (viii) Competency of sanction for the imprest.
- (ix) In case of new cash imprest, the proposal should be initially for a temporary period subject to review after a period of six months or so.

6.11 MISC. PROPOSALS

- (i) Scrutiny of financial justification is carried out with reference to provisions in General Financial Rules 2005 connected rules, orders and instructions issued from time to time by GOI, SAI Head Office.
- (ii) Rates reasonability, quantity justification and funds availability should be seen simultaneously.

6.12 Brief Scrutiny Notes–Tender Proposals

Following factors are to be kept under consideration while undertaking brief note scrutiny:-

- (i) Tender Number.
- (ii) Name of work.
- (iii) Reference to sanctioned Estimate with copy on record.
- (iv) Copy of the NIT along with newspapers cutting in which advertisement appeared showing date of publication, date of uploading the tender enquiry in website etc.
- (v) Original copy of receipt to purchase Tender documents.
- (vi) Number of tender forms sold /received.
- (vii) Validity date of offers.
- (viii) Number of Non scheduled items included and whether the document(s) in support of the rate of such NS items is there.
- (ix) Requisite amount of Earnest Money.
- (x) Whether E.M. is in valid and acceptable form
- (xi) No over writings and corrections and whether these are correctly examined and signed if found.
- (xii) Description of eligibility criteria & reference of the case file.
- (xiii) Technical Evaluation Committee evaluated the offers as per laid down eligibility criteria in the tender documents;
- (xiv) Comparative statement has been prepared and signed by all the members of Technical Evaluation Committee;
- (xv) Technical qualified offers have been approved by the competent authority;
- (xvi) Price Bid Evaluation Committee has evaluated the responsive tenders as per terms & conditions stipulated in the tender documents;

- (xvii) Comparative statement containing financial offers of all responsive tenderers has been prepared & signed by all the members of PBEC.
- (xviii) Administrative remarks on special conditions submitted by the Party & evaluation of special conditions.
- (xix) Specific recommendations of PBEC for LI with reference to reasonableness of rates exist.
- (xx) Last accepted rate of the similar work in the same or contiguous area.
- (xxi) Last, lowest, latest LAR is given.
- (xxii) Any special reason or unusual factor with respect to acceptance of last rates.
- (xxiii) Comparative position with the last, lowest, latest accepted rate
- (xxiv) Any error in the tender document and Comparative statement.
- (xxv) Percentage variation between sanctioned Estimate and lowest offer received and reason thereof.
- (xxvi) Basis of rates for items in Tender Schedule.
- (xxvii) Deviation statement between sanctioned estimate and the tender schedule in terms of No. of items, quantity and rates.
- (xxviii) Reasons for variation between NIT Cost and the lowest offer received.
- (xxix) Any other reasons.
- (xxx) Legal vetting of Joint Venture documents or any deed etc. having legal implication.

6.13 Vetting of Contract Agreements: -

- (i) After the acceptance of the tender, the contract agreement is received for vetting. The following checks are required: -

- (ii) The rates, terms & conditions in the agreement are accepted by the competent authority as per delegated powers
- (iii) The competent authority along with the contractor has signed the contract agreement.
- (iv) If all above requirements are met, the cover page of the agreement is to be vetted.

6.14 Vetting Of Indents/ Requisitions

The following checks are required for vetting the indents:-

- (i) It should be ascertained whether requisition has been processed on the indent form prescribed & notified by SAI
- (ii) It should be ascertained whether requisition has also been processed for the same item in the recent past, if so, a reference thereof with justification
- (iii) The requisition should be accompanied with a top sheet and all the requisite details should be duly filled in.
- (iv) If the requisition is for items, which are being regularly procured every year, the consumption of last three years should be furnished in the top sheet.
- (v) If the requisition is being processed for a new item for the first time, detailed justification, as to the background for procuring the item is required.
- (vi) If any of the above details is not fulfilled, the indent will be returned with specific remarks duly taking the approval of In charge of the Center.
- (vii) If all the above requirements are met, the requisition is vetted & details thereof are entered in the vetting register and put up for signature of In-charge of the Center.

6.15 Tender Opening Procedure

- (i) Tender should be opened by nominated Officer/ Committee at the prescribed time, date and place

- in the presence of accounts representative and authorized representative of the tenderers.
- (ii) First, the cover containing technical bids/qualification criteria only is to be opened.
 - (iii) The second cover i.e. financial bid of only those found qualified in the first cover will be opened.
 - (iv) Initial (with date) the cover containing the tender .All the tenders should be counted and marked 1/n.2/n..... N/n (n=total numbers of tender forms received against NIT). Immediately after opening the tender, each page of tender form should be numbered and signed by the nominated Officer/Committee.
 - (v) The names of the tenderers and the rates quoted by each tenderer should be read out, wherever practicable, to the tenderes or the representative who may be present at the time of opening of the tenders.
 - (vi) The rate quoted in figures and words should be circled in such a manner as to not leave any space after starting or ending digit.
 - (vii) Clearly indicate on each page of the schedule attached to the tender, any ambiguities in rates quoted by the tenderer in words or figures.
 - (viii) Specifically record whether samples submitted or not along with the tender.
 - (ix) While opening the tenders, no opportunity should be given to any tenderer to repudiate, amend or explain the rate and or any condition quoted in the tender.
 - (x) Delayed & Late tenders should not be considered.
 - (xi) If the rates are not quoted in words, it should be recorded on the same page.
 - (xii) Regarding Earnest Money, it should be seen whether requisite EM is submitted in the prescribed form or not. Otherwise suitable remarks may be offered in the tender document. On front page of tender form an

endorsement that “Tender forms contains pages from 001 to” Should be made and initialed by authorized officer/committee.

- (xiii) Tenderer’s authorized representative’s initials should invariably, be obtained in tender register.

6.16 Tender documents (Notice Inviting Tender)

- (i) Administrative Approval for scope of work for which tenders are to be invited has been obtained from the competent authority i.e. the authority as per delegated powers.
- (ii) The mode of tendering has been proposed in terms of provisions of GFR & the orders issued in this regard from time to time.
- (iii) The tender documents have been prepared on standard terms & conditions duly approved & circulated by SAI, Head Office.
- (iv) Special terms & conditions, if any, stipulated in the tender documents have clearance both from Associate Finance and Legal Section
 - i. Initial (with date) all corrections in the schedule of quantities, schedule of materials to be issued and specification and other essential parts of the contract document.
 - ii. Mark and initial all over writings in red ink. The corrections, overwriting and omissions should be serially numbered and the total number of such corrections etc. should be clearly mentioned at the end of each page of the schedule attached to the tender and attested with date.
- (v) All the information of each tenderer, viz. rate, special conditions, credentials, validity of offer, EM details etc. should be recorded in the tender NIT wise.
- (vi) It should be ensured that all the terms & conditions

considered necessary for smooth execution of the contract between the two parties are stipulated in the tender documents;

(vii) Before placing tender documents to the tender approving authority, it should be ensured that tender documents are prepared in such a way that there remains no room of any addition, alternation, etc. in the documents after approval.

(viii) The tender documents after approval may be properly sealed and put in the cover, stating the total pages of the NIT.

6.17 Check List For Tender Schedule

01.	Whether approval of competent authority has been obtained for inviting tenders	
02.	Whether estimate is sanctioned & whether provision exists for carrying out proposed purchase	
03.	Whether a comparative statement for items in Tender Schedule vis-à-vis item in sanctioned estimate has been prepared and proper justification for the variation\change in item, if any, have been recorded.	
04.	Whether clear site is available for work and whether approach to site is available.	
06.	Whether “Special conditions” proposed to be incorporated in the tenders especially conditions involving financial implications have been critically examined.	
07.	Whether the proposed completion period of the supply has been assessed on a realistic basis.	
08.	Whether all requisite items have been included in tender schedule as per details given in the indents	
09.	Whether items included in tender schedule are as per latest instructions and specifications.	
10.	Whether quantities of items are realistic.	

12.	Whether rate analysis for Non-Schedule items are realistic and as per prevailing market rates.	
13.	Whether tender documents contain proper Technical specifications.	
14.	Whether tender schedule has been technically examined	

NOTE: - The check list should be prepared in every case before calling of tender and placed in respective file.

Quotation Check list

6.18 Check List For Approval Of Expenditure Proposals

All financial/expenditure proposals to be submitted to DG, SAI, through ED (Finance)/ Heads of Institutions through Accounts Functionaries should contain the following information:-

S.N.	Particulars	Information to be given by concerned division
1.	Details of proposal stating whether it involves procurement of goods/services, award of AMC, award of contract for different type of services, approval of rate contract, approval of work project, etc	
2.	Justification for the proposed expenditure and financial implications	
3.	Authority competent to approve the proposal as per delegation of financial powers	
4.	Whether the administrative approval has already been obtained, if so, the same may be linked	
5.	Procedure followed for inviting tenders (whether limited tender, open tender or global tender)	
6.	Date of floating of tenders	
7.	Last date of receipt of tenders	

8.	Details of the composition of the tender ;opening/evaluation committee	
9.	Number of tenders received	
10.	Number of eligible tenders	
11.	Name of successful/L-I tenderer	
12.	Recommendation of the tender opening/ evaluation committee	
13.	Whether the procedure laid down in General Financial Rules (GFRs) and CVC guidelines on the subject have been followed in the tendering process.	
14.	Actual amount for which expenditure approval is sought	
15.	Name of the scheme to which the expenditure will be debited	
16.	Position regarding availability of funds under the above scheme	
17.	Specific recommendation of ED (Finance)/Finance Division	

(Circular F.No.1(1)/DG-SAI/2015 dated 21.03.2015)

Chapter-7

Fixed Asset, Verification of Stock & Depreciation

7.1 Store keeping, recording and analysis-

- (a) Store keeping function starts with the receipt of materials.
- (b) It then engages itself in providing the storage and handling facilities during the period material remains in the store.
- (c) Material from the store moves out as and when they are drawn by the users.
- (d) The functions involved in receipts, storage and issue of materials require documentation at various stages and hence the correct record keeping in respect of materials is also a function of the stores.
- (e) The storekeeper is to take physical inventory of all the materials lying with it at periodic intervals or at the end of a year as the case may be.
- (f) It is also entrusted with a responsibility to analyze its inventory and send out such returns in connection with the stores transactions so that the materials control could be achieved by related departments from the various analysis and returns so made by the stores.
- (g) While issuing the fixtures/fittings to the indenter, a proper identification mark will be given & a record thereof to be maintained by the issuing unit;
- (h) The user units will maintain internal stock register duly entering the identification mark against each entry of the fixtures/fittings.

- (i) At the time of condemnation of the items, the identification marks will be tallied with the items to be disposed off.

7.2 The Objective of the store keeping are-: To furnish timely and complete information required for effective materials planning and accounting. To generate data for analysis of materials stored to ensure that (a) Non-moving items are disposed off (b) Point-out at proper time to avoid over/under stocking.

7.3 Format of Fixed Asset register-:

7.4 Separate Accounts shall be kept for -

- a) Fixed asset such as plant, machinery, equipment, furniture, fixtures etc. in the Form GFR- 40.(Form No.1)
- b) Consumable such as office stationery, chemicals, maintenance spare parts etc. in the Form GFR- 41.(Form No. 2)
- c) Library Books in the form GFR 35.(Form No.3)
- d) Assets of historical/ artistic value held by museum/ Government departments in the Form GFR- 42.(Form No. 4)

Note- These forms can be supplemented with additional details where required. (Rule 190(2) of GFR)

7.5 Procedure for maintenance of Fixed Asset register-:

- a) Separate page for each type of asset should be maintained.
- b) Entries relating to Building should be entered in a separate register.
- c) All the Assets received from H.O should be entered in the Fixed Asset register in form GFR 40 Items wise.
- d) Revenue nature items like stationery, register, internet charges, magazine periodicals etc should not be entered in the Fixed Asset Register.

- e) Location of assets should also be indicated. Cost of assets and summary of assets should be prepared and mentioned in the end of the Fixed Asset Register so that the total amount of the assets available can be matched with the total amount capitalized in the balance sheet and the financial accounts. Another register in the form of GFR 40 is to be maintained which indicates the name of the asset, type of asset and the total amount of each purchases made at one time should be mentioned.
- f) Accession number should be mentioned on the assets purchased by the center/ HO and these accession numbers should be mentioned in the Fixed Asset Register also.
- g) While opening new Fixed Asset Register, the entries / balances of the Gross Block of old Fixed Asset Register should be carried forward in new register and a cross reference of page number should be given in both register.
- h) Location of the Assets and all other entires etc., in the Fixed Asset Register should be written by pen and not in the pencil. The entries in Fixed assets register should be signed by the Dealing Assistant/Purchase Dept. Assistant, and then counter signed by the Purchase Officer of the centre.
- i) These assets should be physically verified by the Committee and reconciled with the Fixed Asset Register, Shortfall/Excess if any listed should be listed separately and intimated to the competent authority immediately by the Purchase officer.
- j) A statement of surplus/obsolete items/Un-repairable assets should be prepared every year and placed before the nominated committee for declaring these assets as surplus/obsolete items/un-repairable and action should be taken for disposing it off on time as

- per GFR.
- k) Annual physical verification of all the assets including Fixed Assets, consumable stores should be done as per GFR. For this purpose, Finance/Accounts dept. should provide a copy of the schedule VI of the Balance Sheet with details of the payment vouchers/Journal vouchers with a view to reconcile the total amount as per schedule and the assets physically available at the centre.
 - l) Renovation and major repairs which increases the value of the assets and building should be entered in the Assets Register at the appropriate page (below the same item which is renovated and linked with the assets itself)
 - m) Freight charges, Transportation charges, Customs duty, Labour charges paid to the labourers, for lifting the machines, Customs duty, Sales duty, Sales Tax, VAT, etc., of the assets equipments should be included in the cost of the asset and entered as such in the Fixed Assets Register as per Accounting Standard-10.
 - n) For the assets purchased by Head Office and supplied/transferred to centers should also be entered in the same Fixed Asset Register under the respective category/nomenclature of the assets.
 - o) Debit Note No. etc., through which the assets were transferred to the centers, should also be indicated along with other usual details of Bill Nos. etc., as per GFR.

When the value of the asset becomes 5% or as decided under Income Tax Rule, no further depreciation should be charged.

3. If any asset has already been received in STC etc., but not taken in the Fixed Asset schedule due to non receipt of Debit Note/Vouchers, details etc. the same should be intimated to Center and the necessary details should be taken.

7.6 Objective of Stock Verification

The object of the stock verification by the Stock Verification Committee is to ensure that the said material accord with the description and specification and the balances appearing in the books and excess or deficiency, if any, noticed on such verification are properly investigated and accounted for. It is to ensure that book balance and ground balance tallies and they are properly maintained. During the verification of any unit, Stock Verification Committee has to ensure that:

- a) Every item is verified after proper counting, weighment, and measurement in presence of the officer responsible for the custody of the inventory being verified.
- b) No items entered in books are left without verification.
- c) No unaccounted stocks are lying at store. In case unaccounted stock is found, reason has been recorded by the stock holder.
- d) Weighing machine used for weighment, is being checked before verification.
- e) Proper arrangement exists for the safe custody of materials.
- f) Suitable measures exist against loss due to pilferage, fire and deterioration.
- g) The godown floors are cemented and, in cases where such floorings do not exist, the stacking is not done on the ground but on platforms made of planks.
- h) The stacking of heavy materials is done in racks and lines.
- i) Tools and petty items of consumable stores are kept in lock and key.
- j) Materials of everyday use such as soap, matches, towels, dusters etc. are kept under lock and key.
- k) A proper locking arrangement exists for the store.

- l) Fire extinguishers and other fire protection arrangements are handy in the store.
- m) Inflammable stores such as petrol and oil lubricants (POL) are not kept in close proximity to consumable items such as waste cotton, wooden fittings etc.
- n) Whether material is being issued strictly on “First in First out basis” or not.

7.7 PROCEDURE FOR VERIFICATION

While verification of store, following steps are to be followed:

- i. Ensure that items for which verification is to be done, is presented in full quantity under certification by the custodian with nothing left to be produced.
- ii. Complete verification of ground balance and get it certified by witnessing official before analysis of book balances is undertaken.
- iii. Check up the scale to ensure that it is in proper working condition.
- iv. Ensure that stores are kept under proper bins and racks with duly marking on them to facilitate easy identification of stores in stock.
- v. Have a complete survey of the ward to ensure that the stores taken out of the bins/racks and disturbed stacks are put back in their proper places.
- vi. Ensure that a stores representative is available to witness the stock verification.
- vii. Ensure that all the receipt and issues postings are up to date on the date of verification.
- viii. A certificate of verification along with the findings shall be recorded in the stock register.
- ix. Discrepancies, including shortages, damages and unserviceable goods, if any identified during verification shall immediately brought to the notice of the Head of Department/Center for taking appropriate

action in accordance with provision given in Rules 33 to 38 of General Financial Rules 2005.

7.9 Verification of Library Books

- i) Complete physical verification of books every year in case of library having not more than twenty thousand volumes;
- ii) For more than twenty thousand volumes and up to fifty thousand volumes, verification should be done at least once in three years.
- iii) Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes.
- iv) In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.
- v) Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable, provided such losses are not attributable to dishonesty or negligence.
- vi) However, loss of a book of a value exceeding Rs 1000(Rupees one thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken. (Rule 194 of GFR)

7.10 Basis of Verification:

The verification of stores should invariably be conducted with reference to the annual programme approved by the Head of Department/Center. The verification of units not contemplated in the annual programme and also special verification of stores with the custodian at the request of the controlling officer may also be carried out with the prior approval of Head of Department/Center provided the regular annual programme is not affected.

7.11 Reviews /Overhauling of Accounts

The most important role of Stock Verification Committee

is controlling of inventory and review of overhauling of accounts. It has to ensure:

- a) Check of issues as per annual consumptions in relation with demand and stocking.
- b) Reasons for over stocking if any.
- c) Reasons for an item becoming non- moving.
- d) A detailed check of idling assets.
- e) Review of surplus stores.
- f) Review of item being purchased regularly on non stock basis.
- g) It has to see the issues as first in first out (FIFO) system to avoid any deterioration of store.
- h) It should also have a proper check on system of proper storing of items of common use and fire prone.

7.12 Main Reasons For Difference Between Ground And Book Balance

- a) Calculation/arithmatic error
- b) Omission of postings
- c) Posting twice in the same bin card/ ledger/ tally book/account
- d) Error in counting, weighing, at the time of certification of receipts and issues
- e) Omission in presenting a lot, wrongly kept elsewhere, for verification.
- f) Presenting an item already issued and debited but not dispatched to the party for verification
- g) Pilferage or fraud
- h) Defective weighing machines incorrect weighment
- i) Wrong issue of one material for another similar in appearance, which causes shortage of the item actually issued and excess of item wrongly shown as issued in the books.

- j) Not posting an issue already made, due to said issue not being posted or being rejected by computer leading to “shortage”. Similarly, not posting a minus issue or a receipt will show an excess.
- k) Loss of materials in the store for any reason including over lifting will show shortage.
- l) Actually issuing quantity less than shown on an issue note will show an excess.
- m) Items difficult to issue in precise quantities like frequent issues on weight or very large numbers or items issued in running lengths can result in excess or shortage ground balances.

Chapter -8

Disposal Policy (Inventory Management)

8.1 Disposal of Goods—Rule 196 of GFR, 2005 quotes that

- (i) An item may be declared surplus or obsolete or unserviceable if the same is of no use to the SAI. The reasons for declaring the item surplus or obsolete or unserviceable should be recorded by the authority competent to purchase the item.
- (ii) The competent authority may, at his discretion, constitute a committee at appropriate level to declare item(s) as surplus or obsolete or unserviceable.
- (iii) The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, should also be worked out. In case where it is not possible to work out the book value, the original purchase price of the goods in question may be utilized. A report of stores for disposal shall be prepared in Form GFR-17. (Form No. 7)
- (iv) In case an item becomes unserviceable due to negligence, fraud or mischief on the part of a Government servant, responsibility for the same should be fixed.

8.2 Definition

The term Assets/Stores may apply generally to all articles and materials purchased or otherwise acquired for the use of SAI including not only the expandable and issuable articles in use or accumulated for specific purposes but also articles of dead stock of the nature of plant, machinery, instrument, furniture, equipment, fixture, etc., but excluding books, publication, periodicals etc., in libraries of SAI.

Separate Accounts shall be kept of:-

- (i) “Dead Stock” such as plant, machinery, furniture equipment, fixtures and
- (ii) Other stores including consumable and issuable item

8.3 Modes of Disposal-

- (i) Surplus or obsolete or unserviceable goods of assessed residual value above Rupees Two Lakh should be disposed of by:-
 - (a) Obtaining bids through advertised tender or
 - (b) Public auction.
- (ii) For surplus or obsolete or unserviceable goods with residual value less than Rupees Two Lakh, the mode of disposal will be determined by the competent authority, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also deterioration in value of goods to be disposed of.
- (iii) Certain surplus or obsolete or unserviceable goods such as expired medicines, food grain, ammunition etc., which are hazardous or unfit for human consumption, should be disposed of or destroyed immediately by adopting suitable mode so as to avoid any health hazard and/ or environmental pollution and also the possibility of misuse of such goods.
- (iv) Surplus or obsolete or unserviceable goods, equipment and documents, which involve security concerns (e.g. currency, negotiable instruments, receipt books, stamps, security press etc.) should be disposed of / destroyed in an appropriate manner to ensure compliance with rules relating to official secrets as well as financial prudence. (Rule 197 of GFR)

8.4 Disposal through Advertised Tender—

- (i) The broad steps to be adopted for this purpose are as follow:-
 - (a) Preparation of bidding documents.

- (b) Invitation of tender for the surplus goods to be sold.
 - (c) Opening of bids.
 - (d) Analysis and evaluation of bids received.
 - (e) Selection of highest responsive bidder.
 - (f) Collection of sale value from the selected bidder.
 - (g) Issue of sale release order to the selected bidder.
 - (h) Release of the sold surplus goods to the selected bidder.
 - (i) Return of bid security to the unsuccessful bidders.
- (ii) The important aspects to be kept in view while disposing the goods through advertised tender are as under:-
- (a) The basic principle for sale of such goods through advertised tender is ensuring transparency, competition, fairness and elimination of discretion. Wide publicity should be ensured of the sale plan and the goods to be sold. All the required terms and conditions of sale are to be incorporated in the bidding document comprehensively in plain and simple language. Applicability of taxes, as relevant, should be clearly stated in the document.
 - (b) The bidding document should also indicate the location and present condition of the goods to be sold so that the bidders can inspect the goods before bidding.
 - (c) The bidders should be asked to furnish bid security along with their bids. The amount of bid security should ordinarily be ten percent of the assessed or reserved price of the goods. The exact bid security amount should be indicated in the bidding document.
 - (d) The bid of the highest acceptable responsive bidder should normally be accepted. However, if the price offered by that bidder is not acceptable, negotiation may be held only with that bidder. (G.I.M.F. O.M. No.

8/4/E.II (A)/05, dated the 29th March, 2006.)

- (e) In case the total quantity to be disposed of cannot be taken up by the highest acceptable bidder, the remaining quantity may be offered to the next higher bidder(s) at the price offered by the highest acceptable bidder.
 - (f) Fully payment i.e. the residual amount after adjusting the bid security should be obtained from the successful bidder before releasing the goods.
 - (g) In case the selected bidder does not show interest in lifting the goods, the bid security should be forfeited and other action initiated including re-sale of the goods in question at the risk and cost of the defaulter, after obtaining legal advice.
- (iii) Late bids i.e. bids received after the specified date and time of receipt should not be considered. (Rule 198 of GFR)

8.5 Disposal through Auction

- (i) The department may undertake auction of goods to be disposed of either directly or through approved auctioneers.
- (ii) The basic principles to be followed here are similar to those applicable for disposal through advertised tender so as to ensure transparency, competition fairness and elimination of discretion. The auction plan including details of the goods to be auctioned and their location, applicable terms and conditions of the sale etc., should given wide publicity in the same manner as is done as in case of advertised tender.
- (iii) While starting the auction process, the condition and location of the goods to be auctioned, applicable terms and conditions of sale etc., (as already indicated earlier while giving wide publicity for the same), should be announce again for the benefits of the assembled bidders.

- (iv) During the auction process, acceptance or rejection of a bid should be announced immediately on the stroke of the hammer. If bid is accepted, earnest money (not less than twenty five percent of the bid value) should immediately be taken on the spot from the successful bidder either in cash or in the form of deposit at call receipt (DACR), drawn in favor of the Ministry or Department selling the goods. The goods should be handed over to the successful bidder only after receiving the balance payment.
- (v) The composition of the auction team will be decided by the competent authority. The team should however include an officer of the Internal Finance Wing of the department.

8.6 Disposal at scrap value or by other modes—If a department is unable to sell any surplus or obsolete or unserviceable item in spite of its attempts through advertised tender or auction, it may dispose of the same at its scrap value with the approval of the competent authority in consultation with Finance Division. In case the Department is unable to sell the item even at its scrap value, it may adopt any other mode of disposal including destruction of the item in an eco-friendly manner.(Rule 200 of GFR)

A sale account should be prepared for goods disposed of in Form GFR 18 duly signed by the officer who supervised the sale or auction. (Rule 201 of GFR)

- 1) **Powers to write off**—All profits and losses due to revaluation, stock-taking or other causes shall be duly recorded and adjusted where necessary, Formal sanction of the competent authority shall be obtained in respect of losses even though no formal or adjustment in accounts is involved. Power to write-off of losses is available under the delegation of Financial Powers.
- 2) **Losses due to depreciation**— Loses due to

depreciation shall be analyzed, and recorded under following heads, as applicable;-

- (i) Normal fluctuation of market prices;
- (ii) Normal wear and tear
- (iii) Lack of foresight in regulating purchases, and
- (iv) Negligence after purchase.

Losses not due to depreciation—Losses not due to depreciation shall be grouped under the following heads;-

- (i) Losses due to theft or fraud
- (ii) Losses due to neglect,
- (iii) Anticipated losses on account of obsolescence of stores or of purchases in excess of requirement
- (iv) Losses due to damage, and losses due to extraordinary situation under 'Force Majeure' condition like fire, flood, enemy action etc.,

8.7 Theft And Claims Cases

Action expected from the Stockholder in the case of theft/misappropriation/fraud

Those cases in which there is theft/misappropriation / fraud, the stockholder should immediately, after due verification, make out a written report (FIR) giving facts of incidents , place, date , time of occurrence, quantity and value of SAI property stolen /misappropriated , names and suspected persons, if known and lodge an FIR with the LOCAL police station without any delay. The stockholder will submit a copy of the FIR, along with case reference etc, to his controlling officer. The Controlling Officer will co-ordinate with the Local Police to obtain progress report etc. Where a specific case has been lodged under IPC sections / other acts the stockholder controlling officer will ensure the attendance of departmental witness for early finalization from time to time with Post Incharge to know about the progress of the case. The controlling officer of the stockholder will liaise from time to time with Police having jurisdiction for early finalization of police case in the court of law.

Chapter-9

Work Allocation of Different Personnel

9.1 Roles & Responsibilities of Purchase Officer

9.1.1 The functions of purchasing department are varied and wide which are based upon different approaches. The followings are some of the important functions which are necessary to be performed:-

1. Receiving indents
2. Assessment of demand or description of need
3. Selection of sources of supply observing GFR.
4. Receiving of quotation
5. Placing order
6. Making delivery at the proper time by following up the orders.
7. Verification of invoices
8. Inspection of incoming materials
9. Meeting transport requirements of incoming and outgoing materials
10. Maintaining purchasing records and files
11. Reporting to Management
12. Developing coordination among other departments
13. Creating goodwill of the organization in the eyes of the suppliers.

9.2 Receiving indents:

The first and foremost function of purchasing department is receiving demand/requisition of material from different STCs/Centers,/Divisions etc. After receiving indents from users' departments, purchase section will examine in detail

and take action according to the need and urgency of any item. This is called 'recognition of need'. Sometimes, need can be met by transfer of a stock of one department to another department. In other cases, the reserve stock or the stocks kept can be utilized.

9.3 Assessment of demand or description of need:

9.3.1 Recognition of need with appropriate description, i.e., qualitative as well as quantitative is necessary for the sound and successful purchasing. An improperly described demand can cost heavily money-wise as well as time-wise.

9.3.2 The real problem arises when the order is placed for want of preciseness in the description of goods needed, the items are received and these are not acceptable to the user department and it also becomes difficult to convince the suppliers to return the goods in case of faulty supplies. Therefore, purchasing department should have adequate knowledge of items being purchased to be able to secure full description.

9.3.3 The purchasing department should not opt for alternative purchases of commodities, which are not available easily, on their own responsibility unless and until it gets the consent from the user department.

9.3.4 In a nutshell, it is recommended that the description of items for purchase on the part of indenter, purchaser and seller should be quite clear and without ambiguity to promote harmony in an organization.

9.4 Selection of sources of supply:

9.4.1 Most important function of a purchasing department or officer is the selection of the sources for the requisitioned items of stores. There are different sources of supply which have no similarity between them.

9.4.2 While selecting the item, the purchase officer has to see whether the item to be purchased is on a regular

basis i.e., it is being purchased time and again or it is a seldom purchase on non-recurring basis.

9.4.3 Whenever the items are to be bought from single manufacturer, such as branded or patented item, there is no difficulty in the selection of the sources of supply; the order can be placed with the party according to terms and conditions of their sale, observing conditions as stipulated in Rule 154 of GFR.

9.4.4 Selection of source of supply requires the services of experienced purchasing officer who can keep pace with policies of the organization and market from where the materials have to be purchased.

9.5 Receiving of quotation:

9.5.1 As soon as the purchase requisition is received in the purchase division, sources of supply will be located; a decision is then taken in respect of the method of tendering/limitation of quotations from prospective suppliers.

9.5.2 Estimated cost is also ascertained by preparing a comparative statement with the help of market survey and also based on the following documents:-

- (a) Catalogues, price lists etc.
- (b) Telephonic quotations.
- (c) Previous purchase records.
- (d) Quotation letter or tender i.e., letter of inquiry.
- (e) Sample and related price cards.

9.5.3 It is in the interest of purchasing department to keep this information up to date. Even for the items which are being purchased on a regular basis, the purchase section should invite tenders and know fully well the market price. It will ensure that prices being paid to the existing vendor are competitive.

9.6 Placing order:

9.6.1 Placing a purchase order is the next function of purchasing officer. Since purchase order is a legal binding between the two parties, it should always be accurate, clear and acceptable to both. The purchase order should contain the following particulars:

- (a) Description and specifications of the material.
- (b) Quantity order.
- (c) Transport and packing charges and shipping instructions.
- (d) Name and address of the supplier.
- (e) Date, time and place of delivery.
- (f) Price, discount and terms of payment.
- (g) Signature of the purchase manager.
- (h) The name and address of the buyer.

9.7 Making delivery at the proper time by following up the orders:

9.7.1 One of the objectives of successful purchasing is delivery of goods at right time. In normal practice, the responsibility of the purchasing department is up to the time the material is received in the stores and is approved by the inspection department.

9.7.2 Every purchasing department has the responsibility for follow-up of the orders it places on different suppliers.

9.8 Verification of invoices:

9.8.1 It is the responsibility of purchase department to check the invoices and accordingly advise the accounts department for clearing the payment to the parties' concerned.

9.8.2 It is part of the responsibility of purchase department that orders are accurately executed and properly filled as per terms and conditions of the contract.

9.8.3 If there is any error in the bills, the purchase department can get the correction done or adjustment effected

9.9 Inspection of incoming materials:

9.9.1 The purchasing department should have a close contact with inspection department. On receipt of the materials from different suppliers, they are to be inspected as per specifications indicated in the purchase order to verify their quality and quantity.

9.9.2 Uninspected materials are a burden on the economy of the organization. If inspection is delayed, the payments of the suppliers also are likely to be delayed, resulting in bad relations between suppliers and purchasers.

9.10 Meeting transport requirements of incoming and outgoing materials:

9.10.1 The purchasing officer must make goods/materials available at the right time they are required, at the place they are needed, and at the lowest possible cost. It is a big responsibility, and even a slight error amounts to delay in consignment required at a particular time.

9.10.2 In this regard, the purchase department should have a thorough knowledge of the means of transportation. It should make a correct choice of carriers or routes because otherwise it may entail delay and additional transportation costs.

9.11 Maintaining purchasing records and files:

9.11.1 Purchasing involves a lot of paper work. Daily a number of letters, bills, quotations, notes, challans, railway receipts, parcel, way bills, bills of lading, goods received notes, lorry receipt, goods receipt (transport delivery notes), inspection notes have to be dealt with. It involves a lot of clerical work.

9.11.2 This department has to refer to previous correspondence on purchase orders, notes, catalogues, blue prints, price lists etc. very frequently which makes it imperative to maintain records in appropriate manner. These records are essential for making the day to day purchase.

9.12 Reporting to Head of Center:

It is also an important function of the purchasing department to prepare weekly, monthly, quarterly, bi-annually and yearly reports regarding expenditures of this department and send the same to Head of Center along with details of purchases made and suggestions or improvements, if any.

9.13 Developing coordination among departments:

A purchasing department has to fulfill the needs of user sections in the organization. It is the function of purchasing department to work in close coordination and cooperation with user sections to secure high degree of efficiency.

9.14 Creating goodwill of the organization in the eyes of the suppliers:

Good vendor relationship has to be maintained and developed to reflect Center's image and goodwill. Maintaining such relations requires mutual trust and confidence which grows out of dealings between the two parties over a period of time. Worth of a purchasing department can be measured by the amount of goodwill it has with its vendors.

9.15 Role of Finance & Accounts

DUTIES AND RESPONSIBILITIES OF A.O. / J.A.O. AT REGIONAL CENTRES / INSTITUTES.

1. Drawl & disbursement of pay & allowances of Coaches/ Staff
2. Drawl & Disbursement and settlement of the TA/DA and Contingent bills
3. Settlement of pension cases after process of the file by the personnel section.

4. Settlement of personal claims of coaches/staff, such as Medical HTC/LTC after check & process of the claims by the personnel section.
5. To obtain monthly accounts from SAG/STC/COE units regularly and verify /compile accounts of every month and its submission to HO.
6. To visit centres under his control to ensure proper maintenance of all accounting records including ECR ,BRS etc in such a way that all centres are covered twice in every financial year.
7. Submission of Annual Accounts duly compiled along with the Balance sheets /schedules of each SAG/STC/ COE Centres.
8. Preparation and Submission of Budget estimates & Revised Estimates.
9. On receipt of the BE from HO, circulating the same to all concerned sections under various sub heads.
10. Maintenance of relevant books of Accounts, registers, broad sheets statements, cash book, ledgers, Trial balance, BRS etc..
11. Maintenance of centralized ECR and monthly reconciliation to ensure the expenditure is within the allocation.
12. Submission of Statements of expenditure (camp wise, discipline wise, and coach wise) for National Camps, foreign coaches and for other Agency based schemes .
13. Release of funds to all SAG/STC / COE Centres, schools etc on receipt of sanction from concerned division.
14. TDS from staff and contract / service payments and its timely deposit with the concerned tax Authorities.
15. Coordinating with various Audits.
16. Compilation and submission of Audit replies to the Reports of Internal Audit and A.Gs Audit etc.

17. Rendering advise to Head of the Section/Center strictly observing provisions of GFR, Govt Rules, orders and instructions issued by the Government/head office from time to time.
18. Ensuring proper booking of the expenditure against appropriate Head of Account w.r.t. budget allocation.
19. Proper guidance to supporting staff
20. Act as Internal Finance Advisor of the centre.
21. Ensuring that purchase procedure as laid down under GFR and/or any other instruction/Manual notified by SAI, Head Office is followed.
22. To advise on the files where ever there is deviation in delegation of powers.
23. To advise on the matters where ever diversion of fund is involved
24. To advise to all the incharges/dealing persons in the STC/SAG units about the proper purchase procedure and about the sanction of the expenditure with in the powers delegated to the concerned Incharge.
25. To advise all the section heads on the matters pertaining to the purchases, expenditure within the allocation, maintenance of ECR and the requisite formalities to be observed on the bills such as...
 - i. verifying the rates & quantity as per the agreements ,
 - ii. certifying the goods taken on stock and endorse the certificate on the bi
 - iii. signature of committee on the bills ,
 - iv. endorsing the satisfactory certificate on the bills for the services availed,
 - v. certifying that the items procured are as per prevailing market rates in purchase cases as per Rule 145 & 146 of GFR

- vi. to certify by the user section for the receipt of the quality goods at economical prices as per Rule 145 & 146 GFR.
26. The specific responsibilities include...
- i. Authenticity of accounting
 - ii. Bank Reconciliation issued /checked on monthly basis
 - iii. Verification of FDRs from issuing Banks.
 - iv. Correctness of the comparative statement of Tenders.
 - v. Timely extension of Bank Guarantees, wherever required.
27. Rendering financial advice to R.D. under Rule 48 of Memorandum of Association of SAI.
28. In tender committee as member of the team, he is required to ensure compliance of rules & orders on the subject matter.
29. While acting as Associated Financial Advisor in case of dis-agreement with any in-charge on financial matters where he feels that the decision of the in charge may result in serious procedural lapses or will have financial implications he will refer the case to the E.D. (F) giving full detail of the point at issue along with his view point as also the view point of the In charge of the Center.

Chapter -10

Internal Audit

10.1 Purpose of Internal Audit:

10.1.1 Internal Audit has been defined as an independent service within an organization for achieving effectively the objectives of Audit. Internal audit should be based on a sound internal control environment which should provide valuable material and support for review of financial compliance by external agencies/audit.

10.1.2 The purpose of internal audit is to:

- 1) provide information to management that working of all the centers/institutes/STCs including Head Office is in accordance with the laid Rules, Regulations, Policies and Orders issued from to time by the competent authority;
- 2) identify weakness/lapses/irregularities in the system and recommend improvements;
- 3) suggest opportunities to reduce expenditure, increase revenues and better sports Infrastructure; and
- 4) analyze & report the differences between actual and expected performance;

10.1.3 Internal audit should be sufficiently independent of the activities which it audits, in order to enable the auditors to perform their duties in a manner that facilitates impartial and effective professional judgments and recommendations. Equally important is ensuring accountability for response to the advice and recommendations of Internal audit

10.2 Role and Scope of Internal Audit

- i. Study of accounting procedures prescribed for the Department with a view to ensure that they are correct, adequate and free from the defects or lacunae;
- ii. Check that the prescribed procedures and the orders issued from time to time are implemented properly;
- iii. Scrutiny and check of payments;
- iv. Investigation of important arrears and other connected records;
- v. Periodical review of all accounts records;
- vi. Pursuance/settlement of objections reported in test audit notes issued by Statutory Audit Office by obtaining satisfactory explanation or regularization or adjustment;
- vii. Examine and report on irregularities pointed out by Audit;
- viii. Coordination with other Departments regarding Internal audit procedure;
- ix. Performance evaluation of important schemes and programmes, i.e. to see whether schemes are being executed and their operations conducted economically and schemes are result oriented.

10.2.1 The audit should scrutinize 100% record/vouchers of the two months selected by Head Office (one from first two quarter and second from last two quarter of financial year) and for remaining period, a test check is to be done.

10.2.2 For transactions exceeding Rupees two lakh, 100% audit is to be done irrespective of whether such transactions fall within selected two months or not. Similarly all major contracts including service contracts should be audited. The audit must establish the correctness and usefulness of the contracts. The

process and procedure followed in payment should be as per the system of the SAI. The audit party will maintain a record of the documents selected for audit and prepare a list to be attached with the audit report for submission to the HO.

10.2.3 After completion of the Internal Audit, the Auditor will take comments of concerned Head of Regional Centre/Academic Institution/unit after submission of draft report to them. Internal Audit observation should be seriously considered by the concerned Head of Regional Centre/Academic Institution/unit and corrective actions/necessary instruction may be issued to all concerned.

10.2.4 In order to keep a watch over the settlement of audit objections included in the Test Audit Notes issued by the Statutory Audit Offices, the Internal Audit Wing will maintain a register, setting apart separate folios for each unit under audit. The progress made towards the settlement of outstanding objections should be reviewed quarterly and appropriate further action taken to ensure their speedy settlement. The compliance with the objections reported to have been made should be verified during next internal audit of the concerned office.

10.3 Scheduling of Internal Audit:

10.3.1 At present, there are following auditable units in SAI:-

- | | |
|----------------------------|-----|
| 1. Institutes | 2. |
| 2. Regional Centers | 10. |
| 3. STCs/SAGs/COE/Academies | 95. |

10.3.2 The frequency of internal audit will depend upon the staff strength sanctioned & in position for Internal Audit Wing as well as number of units falling under its purview. The number of days for inspection, as also the frequency depends upon the nature of

transactions, amount of expenditure incurred, state of arrears and the general health of accounts of each unit. However, to the extent possible, internal audit of all the centers/STCs/Institutes will be conducted generally once in a year, based on sensitivity analysis.

10.3.3 The Internal Audit team, formed by Internal audit cell at Head Office with the approval of Executive Director(Finance) & Director General, conduct internal audit on regular interval as per approved programme. Normally audit of STCs/SAGs/COEs under any Institute/Regional Center is conducted along with the audit of concerned Institute/Centers. For this purpose concerned centre should provide the internal audit team a list of financial transactions duly prepared and certified from the Cash book, along with the bank reconciliation statement. A list of purchases and contracts for the period of audit and related documents having financial bearing should also be made available to the Internal Audit.

10.3.4 In order to ensure that Audit team completes the audit work in time, it may be provided proper and space based on the numbers of team members and for other staff members called for clarification/enquiry by the audit team. Computers with printers must be provided to all team members so that half margins may be issued daily for observations noticed during the period of internal audit. Internet & Photo coping facility should also be provided. A senior official (UDC/Assistant level) along with a MTS may be attached with the Audit Team to coordinate with the Sections/Branches for records/information and reply of observations as well as the replies of outstanding audit paras of previous audit reports of statutory audit & Internal Audit.

10.4 Internal Audit - Objective

10.4.1 To study the accounting procedures prescribed with

a view to ensure that procedures followed are correct and leave no room for ambiguity/ lacunae etc.

10.4.2 To check and scrutinize the payments and accounting thereof to ensure that the payments made are strictly in confirmatory with the sanction issued by the competent authority and do not infringe in any way the financial regularity.

10.4.3 To ensure that the account have been maintained in the forms prescribed by the Authority.

10.4.4 To keep a watch over the implementation of the prescribed procedures and orders issued from time to time

10.4.5 In order to achieve the objects of internal audit, the internal audit team should also see the following in different division of centre/institute:

10.5 DDO OFFICE

- a) All vouchers and cheques are entered on daily basis in the Cash book.
- b) Cash balances agreed with the cashbook every month.
- c) Finding of inspection of physical cash balance with balance shown in cash book conducted periodically and findings thereon are noted in the Cash book.
- d) Huge balances of cash are not kept without justification for unduly long period. Petty cash balances are reconciled and reviewed.
- e) Advances paid to the officers should be accounted for promptly with the entries recorded. Outstanding advances for unduly long period are brought in the audit report.
- f) Bank reconciliation statements are checked to ensure that all the transactions due are adjusted. Cheques deposited are properly credited and action taken for cheques yet to be credited. If any cheque requires revalidation action to revalidate the cheque

in question has been taken. Audit should prepare a statement for inclusion in audit report of such cases.

- g) Accounting records, journal entries etc. should be reviewed and checked with the supporting documents of transactions.

10.5.1 Payments may be released after pre-check and proper scrutiny of the bills and claims required in terms of rule positions contained in the SAI Manuals and GFR. The voucher should be numbered and language of the narration should be clear and should have approval of the Competent Authority before the payment is finally released by cash or cheque.

10.5.2 In case of advances, the same should be recorded in the registers immediately and settlements may be watched regularly and for personal advances of TA/DA etc. second advance may be released only on receipt of settlement of earlier advance. Reimbursements should not be made in advance and should be strictly as per entitlement only. Advances to the contractor should be strictly in compliance to the GFR and their settlement may be watched for early settlement i.e. immediately after completion of the work.

10.5.3 As regards, payment received in the center the cash/cheque should be received only through the receipts book and may be deposited immediately in the bank. A proper record of the receipt books may be maintained and use of number of receipt books at a time may be avoided.

10.5.4 Monthly salary is drawn as per entitlements with reference to authorized/sanctioned strength, if any, for any department/units.

10.5.5 Loans and advances paid to the office staff are recovered regularly along with the interest wherever recoverable.

- 10.5.6** Recoveries like Income tax, provident fund, refund of advances, etc are recovered correctly.
- 10.5.7** Verify that the refunds of advances and interest thereof recovered from the pay bills have been posted in the Registers maintained for the purpose and the monthly total agree with that recovered from the pay bills.
- 10.5.8** Register of payment of TA/ DA advances should be verified to see that advances paid have been got adjusted in time and the bill for adjustment have been submitted within 30 days of the completion of tour. Action has been taken for any delayed submission of claim where advance has been taken. A list of such outstanding cases included in the audit report.
- 10.5.9** Other claims such as LTC, Medical reimbursement, retirement benefits should be subject to scrutiny and to watch that the claims are in accordance with the prescribed provision of rules.

10.6 Purchase section/store

1. The competent authority has sanctioned the purchase/expenditure.
2. The rates are reasonable and competitive with reference to the comparative statement of tenders or price lists.
3. The expenditure is covered under the rules and funds are there.
4. The purchase quantity is as per occasion demands, and received in accordance with the provisions of the contract.
5. Purchase procedures have been followed.
6. The bill for purchase of stores/ services accompanied by receipts/vouchers from the recipient of the stores /services, stating when, where and how they have been accounted for.

7. The stores procured have been properly accounted for in the books of stores. Payments have been made in accordance with the payment schedule of the contract.
8. The unserviceable stores are disposed of after proper sanction obtained. Annual stock taking is undertaken and verified. If any shortcoming is noticed it should be included in audit report.
9. In the cases of service contract for maintenance services, the concerned section should maintain a record of visits and jobs performed.
10. The sections/ departments concerned are maintaining the contract registers to see that the payments are made on date as per contractual agreement. Security deposit and bank guarantee given by the contractor are recorded in the register. The life of bank guarantee corresponds to the period of contract.
11. The dead stock register is maintained for entering dead stock articles purchased and issued.
12. Library books accession register is maintained and verification of books is done once in 5 years and a note to this effect has been made in the Register.

10.7 Infra Department:-

1. Capital expenditure for the building and any new construction and major repairs of capital nature must be recorded in the Fixed Assets Register.
2. Expenditure should be prior approved and within the grants approved for the purpose.
3. Proper record of the expenditure should be maintained and in case of deposit works a monthly expenditure report should be obtained and final expenditure may be reconciled and in case of excess funds released the same may be obtained from the department concerned.

4. AMC awarded for various services in the center may be recorded in a register on a separate folio and services obtained on each occasion should be recorded so as to ensure the justification for awarding AMC to the concerned party. The record of AMC should be reviewed periodically to ensure that the process for renewal is commenced well in time to award the contract for the required service.
5. Audit is to ensure that the Building register, for capital cost of buildings, including repairs and renovations is maintained properly.

10.9 Points required to be seen on each of the following quoted items

1) IMPREST CASH:

- i) The cash balance on hand to be verified by actual count and tallied with the book balance; Certificate to this effect should be recorded in the Imprest register under the initial of the inspecting official.
- ii) Proper arrangements exist for the safe custody of the cash.
- iii) Prescribed Imprest register is maintained in the prescribed form, and the amounts spent are recorded correctly.
- iv) Recoupment is made periodically.
- v) The Imprest Account is balanced and closed daily.
- vi) Amount spent from Imprest are correctly payable and authorised by the competent authority.
- vii) The sanctioned amount is not in excess of requirement, and a justification exists. In case Recoupment is made occasionally, reduction of Imprest is to be suggested.

- viii) Special Imprest sanctioned for a specific purposes are closed immediately duly surrendering the balance amount after the special event is over.
- ix) Amount spent from special Imprest are spent only for the specific purpose for which it was sanctioned.
- x) Separate Imprest Account is maintained and not mixed with general Imprest, if the Imprest is sanctioned for special purpose.

2) POSTAL STAMPS ACCOUNT:

- i) Postal stamps on hand to be verified by actual count and tally the same with the balance as per Register of Stamp Account.
- ii) Recoupments of postal stamps are properly accounted in the postal stamps account.
- iii) Full particulars are given in the postal account register for the usage of postal stamps.
- iv) The postal stamp account is balanced daily/periodically, and initial of the in charge/supervisor is obtained in the Register of Stamps Account.
- v) If the postal stamps are used for registered articles etc., necessary acknowledgements obtained from the postal authorities are pasted in the Postal Stamps Register.
- vi) Audit Party to ensure that test check is done on periodical basis and certificate to the effect is recorded in the register.

3) FRANKING MACHINE ACCOUNT:

- i). Proper sealing of Franking Machine is to be checked.
- ii). Opening and closing Nos. are entered in the

stamps register.

- iii) Proper account for usage of stamps from the Franking Machine is recorded in the stamps register.
- iv) When refilling of franking machine is done are from Postal Department, necessary entries are made in the register (opening and closing numbers)
- v) Rebate @ 3% for the usage of Franking Machine, if admissible is claimed from the Postal Department periodically, and the amount realised is accounted for in the SAI's account.

4) MISCELLANEOUS CASH RECEIPT AND REMITTANCES:

- i) The office is authorised to receive the cash, and proper receipt is issued for all receipts of cash.
- ii) The receipt books have been kept under lock and key in the personnel custody of the official responsible.
- iii) The amount received is remitted to the cash office/bank without any avoidable delay and the amount is remitted correctly.
- iv) Proper Acknowledgment is obtained and made a part of the receipt book for cross check.
- v) Proper account is maintained for the receipt and deposit of cash.
- vi) Necessary returns are submitted to the Accounts Office month-ly.
- vii) Correct head of account is recorded on all the vouchers/record.

5) ISSUE OF CHEQUES

- i) The cheques issued by the office are checked to see that the drawl of amount is justified and sanc-tion of the competent authority is obtained.
- ii) Cheque book is properly maintained and necessary certifi-cate is recorded to the effect that all the folios are checked and found correct.
- iii) All the cheques are stamped with seal of the office.
- iv) Cheque books are kept under lock and key.
- v) Separate register (bank wise) is maintained for issue of cheques.

6) MONEY VALUE BOOKS AND MACHINE NUMBERED BOOKS:

- i) Proper Accountal and receipt of the books is to be checked.
- ii) Proper arrangements exist for safe custody of the books.
- iii) The numbers of unused books agree with the entries in the stock register.
- iv) All issues are properly acknowledged.
- v) Obsolete or excess to requirements are not stocked.
- vi) Prompt action is taken in the event of loss/ theft of money value books/or folios to avoid fraudulent usage of the Money Value Books.

7) REGISTER OF AGREEMENTS:

- i) A Register is maintained in the prescribed form.
- ii) All agreements entered into with the contractors are entered in the register.

- iii) Complete details viz. name of the work, Agt. No., and date, letter of acceptance of the agreement, total value of the Agt./contract, Date of commencement, due dt. for completion, particulars of EMD/SD, extension granted if any, special remarks if any etc., are furnished.
- iv) The register is periodically reviewed and initialed.

8) TENDERS AND CONTRACT:

- i) Tenders have been called for with the sanction of the competent authority.
- ii) Accounts concurrence is obtained before calling for Tenders (in the case of Single, Limited and Special. Limited Tenders and all other cases where necessary).
- iii) Tenders have been called for, only after preparation of Estimate, sanction of Indents (For supply), drawings and plans etc.,
- iv) A register is maintained showing all particulars of tenders received.
- v) In case of sale of Tender Forms, proper account is maintained for receipt, accountal and remittance of cash.
- vi) Tenders have been called for well in advance of the date of commencement of work/supply.
- vii) All relevant rules and procedures have been followed for calling, opening, and finalisation of tenders.
- viii) Terms and conditions stipulated in the Agreement/Contract are as per extant orders.
- ix) There is no deviation from the standard conditions, special conditions, if any, and have the prior approval of the competent authority.

- x) The lowest tenders only have been accepted.
- xi) Negotiations if conducted are as per latest instructions on this subject i.e. only with the lowest Tenderer etc.,

9) REVIEW OF AGREEMENTS:

- i) Agreement Register should be checked to ensure that all details are furnished,
- ii) Some of the agreements should be checked with reference to
 - a) Progress of the work
 - b) Test check the measurements recorded and bills claimed.
 - c) There is no delay in progress of the work/supply.
 - d) Proper action has been taken against the Agency in case of delay.
 - e) Final Bills are prepared without delay on completion of the work and final Measurements are taken. If there is undue delay in preferring final bills, the reasons for the delay should be analysed.
 - f) All records connected with execution of the work are maintained correctly.
 - g) The claims preferred are only to the extent the works are executed/ supplies made.
 - h) Variations to the execution of work or supply of items are regularised with the sanctions of the competent authority as per rules.

10) STATIONERY BOOKS AND FORMS:

- i) Necessary Registers are maintained properly

for receipts and issues.

- ii) There are no abnormal issues.
- iii) Issue of “Xerox” paper etc. proper account is maintained separately.
- iv) Stationery purchased locally in case of urgent need is done after obtaining proper sanction and as per provisions of GFR.
- v) Computer Stationery is purchased only after necessary sanction is obtained from the competent authority, and the purchase is made as per the provisions of GFR and extant rules on this subject.

11) CONSUMABLE STORES ACCOUNT:

- i) Register is maintained to record the receipt of consumable stores.
- ii) ‘Empties’ are checked with Issue Notes.
- iii) Issues are as per the prescribed scales.
- iv) A responsible official has attested balances periodically.

12) CLOTHING ACCOUNT:

- i) Requisitions are prepared in accordance with entitled notified time to time by the Government, which is being followed in SAI.
- ii) Proper records are maintained for all receipts and issues and issues are made with clear signature/acknowledgment.
- iii) The receipts are checked with Issue Notes.
- iv) Winter uniforms are issued as per the eligibility criteria, and as per periodicity.

13) DEAD STOCK :

- i) The Dead Stock Register is maintained in prescribed form showing the purchase

- reference, purchase order No. etc.,
- ii) The receipts, issues and balances are correctly posted.
 - iii) Receipts should be checked with the firms Invoice, Issue Notes etc.
 - iv) Proper arrangements exist for accountal and safe custody of the Dead Stock items kept in stock.
 - v) All items available/received are properly and correctly taken in the Dead Stock Account.
 - vi) Proper nomenclature, price list No, measurements etc. are indicated against each item.
 - vii) Separate Folios are kept distinctly for items like, PCs, VCR, TVs, Cameras, and Audio Visual equipments, Fridge etc.
 - viii) Departmental Stock verification has been done periodically and certificate recorded against each item.
 - ix) Un-serviceable items are condemned under proper authority.
 - x) Suitable reference furnished in the Dead Stock Register for the Articles disposed and transfer, if any to other units etc.

14) HISTORY BOOKS OF VEHICLES, COMPUTERS/TYPE WRITERS ETC :

- i) Complete History of the Vehicle, viz. firm name, cost of the vehicle/item, date of purchase, models etc. are furnished in the Register.
- ii) A detail of spare parts supplied, free guarantee period etc. is indicated.
- iii) Expenditure incurred for repairs, overhauls

and spare parts are posted correctly in the register and the monetary limit prescribed for various factors are not increased.

- iv) In the case of new machines, free servicing if any agreed to by the suppliers is availed of.
- v) Released unserviceable spare parts after repair are accounted.

15) REVIEW OF OUTSTANDING AUDIT AND ACCOUNTS INSPECTION REPORTS:

- i) Outstanding Audit and Accounts inspection Reports are properly attended to and the mistakes/irregularities have been rectified.
- ii) In the case of Pt. II Audit Reports, the finality of the action rests with the Head of Units where the audit was carried out. Action taken on the Part.II reports should be re-viewed during audit.
- iii) It is to be enquired and reported that, is there any vigilance enquiries dealing with financial matters are pending.

18) REVIEW OF BILLS REGISTER:

- i) A register to record the bills received in the office is maintained and postings made correctly.
- ii) Postings are made as and when they are received.
- iii) Bills have been passed expeditiously and the outstanding on hand is not heavy.
- iv) Paid bills for the month selected should be traced in the bills register, and checked.
- v) The register is put up to the controlling officer periodically for review.

19) REVIEW OF TELEPHONE BILLS:

- i) A separate Register is maintained to indicate the receipt of Telephone bills with separate folios for office and residential phones.
- ii) All the Bills passed are properly entered, there is no unusual/abnormal charges passed for payment. In such case, the reasons for such payment should be reviewed.
- iii) In the case of residential DOT phones, the excess amount than permissible has been recovered.
- iv) Charges for Private Calls (Trunk Calls) etc. have been recovered from the officer concerned.

20) REVIEW OF LOG BOOK:

- i) A general review of the Log Book pertaining to all department vehicles with reference to the movement of the 4 wheelers and 2 wheelers and entries made therein.
- ii) Whether, the journeys performed are systematically and correctly recorded with time, date, and kms. Travelled, and signature of the officer travelled.
- iii) In case of private trip, it has to be checked whether necessary charges have been billed and collected.
- iv) Consumption of petrol is to commensurate with the kms recorded in the Log Book.
- v) Petrol and other consumable oil drawn are recorded in the LOG Book systematically.

21) REVIEW OF STORES LEDGER:

- i) Separate ledger folios are maintained for each type of consumable stores, empties etc.,

- ii) Postings are up to date and test checked with connected records to ensure the correctness of the postings.
- iii) Proper records are maintained for receipts and issues.
- iv) Balances are arrived correctly.
- v) Stocks are not held unnecessarily.
- vi) In case of overstock items, proper action is taken for disposal.

23) REVIEW OF PROGRESS OF EXPENDITURE:

- i) Proper records are maintained for the incurrence of expenditure.
- ii) Expenditure incurred is sanctioned and same is as per the provisions made in the Budget.
- iii) Debit/Credit relating to the year is booked in the same year's account.
- iv) Adequate action is taken to obtain all Dr./Cr. and to account for in the same year.
- v) All adjustments, Transfers are accounted without delay.
- vi) All expenditure are properly allocated and brought into the Account.

24) WRITE OFF/SANCTIONS:

- i) Proper records are maintained for all sanctions and write off.
- ii) Write off sanctions have been obtained as per the provisions of GFR, etc.
- iii) Finance concurrence has been obtained, wherever necessary.
- iv) Staff responsibility has been fixed, for the write off proposals involving loss to SAI due to negligence of employees.

- v) Preventive measures are taken to avoid recurrence of loss/theft etc., for which write off proposal is obtained.

25) LIBRARY BOOKS:

- i) A register is maintained for receipt and issues.
- ii) Proper accountal of the books is checked with reference to receipt vouchers.
- iii) Books issued to the officials are returned within the pre-scribed time.
- iv) Books purchased for the library are as per the requirement, and guide lines issued by SAI
- v) Books, which are not required for day to day functioning, are not purchased.
- vi) Books purchased for library are as per the monetary limits prescribed and had the sanction.
- vii) In case of books lost/not returned, proper action is taken to recover the cost etc.

26) REVIEW OF IMPLEMENTATION OF SAI ORDERS, INSTRUCTIONS ETC:

During inspections, the inspecting officials should test check and see whether the important SAI Orders, circu-lars etc. are properly and correctly implemented, the instruc-tions if any have been correctly understood and there is no deviation.

10.10 LIST OF PERSONNNEL ITEMS COMMON TO ALL OFFICES AND POINTS REQUIRED TO BE SEEN ON EACH:

1) SCALE CHECK:

- i) Proper Register/Record is maintained to indicate the sanc-tioned posts, category wise.
- ii) Checked with Attendance, Pay Bills etc. to see that the posts operated are as per the sanction strength

- iii) Book of sanction reference is indicated against each Department against the posts sanctioned.
- iv) No posts are operated in excess to the sanctioned strength or without sanction
- v) In case of excess operation, action has been taken to regularise the posts.

2) LIMITED CURRENCY REGISTER:

- i) Proper Register is maintained and complete details viz. category, period of sanction etc. is recorded.
- ii) The date/dates from which the posts are being operated to be indicated clearly.
- iii) No posts are operated beyond the period of currency unless it is extended by the competent authority.

3) SERVICE REGISTERs/BOOKS:

- i) Service Registers/books have been opened for all the employees without delay and necessary Medical Certificate attached.
- ii) All required details have been filled correctly.
- iii) Necessary Thumb impressions have been obtained and certified by Responsible official.
- iv) Service records are kept in safe custody.
- v) The Date of Birth recorded in the S.R. agrees with Medical Certificate, School Certificate etc.
- vi) All necessary entries viz., increment, transfer, promotion, fixation of pay, option forms for PF, CGIS, sanction reference of HBA, Scooter Advance etc. are recorded correctly and attested by Gazetted Official.
- vii) Qualifying service is recorded every year and

period not qualified for pensionable service is recorded correctly.

- viii) In case of employees, for whom DAR action have been initiated, suitable entries in the S.R. duly indicating the punishment penalty, suspension etc. entered clearly and duly quoting the orders of the competent authority.
- ix) That the Service Records are periodically reviewed, by the controlling officials.
- x) In respect of SC, ST and BC candidates' authenticated documentary proof should be available in the SR/Personal File of the employees concerned.

7) LEAVE ACCOUNT:

- i) Leave account is maintained correctly for all the staff on Rolls, and governed by the leave rules the employee is governed.
- ii) Advance crediting of EL/HPL are made correctly taking into account the Dt. of joining, period of leave without pay etc.
- iii) Every leave posting in leave account (Debit) is supported by leave application, and sanctioned by the competent authority.
- iv) In the case of commuted leave employee's specific request is forthcoming and the period of absence is covered by Medical Certificate.
- v) Proportionate reduction in the EL @ rate of 1/10 for the period of LWP (if any) is done before affording advance credit every half year.
- vi) In the case of 'LND', extraordinary leave etc, the leave period is covered as per the extant rules.
- vii) In the case of 'HPL' Leave salary is drawn

- correctly.
- viii) LWP period are recorded correctly in the S.R. and no salaries are drawn.
 - ix) No leave is sanctioned/availed without sufficient leave balance.
 - x) Postings of leave account are test checked and Leave balance is brought forward correctly on every page of the leave account without any over or under casting of leave.
 - xi) Leave accounts are properly attested by the responsible official periodically.
 - xii) Paternity leave is availed by the male employee within the prescribed time.
 - xiii) Maternity leave is availed for the first two living children and necessary entries about availing the leave mentioned in the leave record.

8) TRAVELING ALLOWANCE AND CONVEYANCE ALLOWANCE:

- i) The T.A. Bills are correctly prepared, signed by the controlling officials.
- ii) The movement shown in the TA Bills agrees with Attendance register.
- iii) The amount of T.A. claimed are as per the eligibility criteria based on their Pay and Class of City.
- iv) Conveyance allowance claimed by the employee is admissible as per rules and rate per km. claimed are as per prescribed rates.

9) OVER TIME ALLOWANCE:

- i) Necessary Registers are maintained to record the overtime worked and entries attested by the officer concerned.

- ii) Necessity for working overtime should be closely scrutinized.
- iii) The rate of allowance is correct.
- iv) The actual O.T. worked and allowance claimed is in accordance with the sanction.

10) RENT ROLLS:

- i) Rent Rolls are prepared correctly including all the employee's who are in SAI's quarters.
- ii) Rent, water, conservancy charges shown in the statement are correctly recoverable from the staff.
- iii) Electrical energy charges are recovered correctly from all the staff in occupation of SAI Quarters.

11) BUILDING REGISTER:

- i) Necessary Building Registers are required to be maintained by the Engg. cell.
- ii) Complete details viz., Plinth area, type of the building, electrical installations etc. are indicated both for service and residential buildings.
- iii) The Register is updated every time when buildings are con-structed/dismantled.
- iv) The Register is periodically reviewed to ensure that all the Buildings in that particular jurisdiction are brought into the Register.

12) LOANS AND ADVANCES (RECOVERY REGISTER):

- i) Details of various advances sanctioned to the employees are recorded correctly and the recoveries made are posted correctly individual employee wise.
- ii) Conditions stipulated for grant of various advances are satisfied.

- iii) Balances of advances are struck correctly and it is ensured that the advances are recovered within the permissible installments.
- iv) In the case of interest bearing advances, the recovery of interest is certified well in advance and recovery towards interest commenced immediately on completion of principal amount.
- v) In the case of staff transferred from other units, the recovery of loan amount are correctly brought into the Register and checked with the LPC. Similarly in the case of transfer of employee's to other units, the LPC reflect the correct amount of loan due for recovery.
- vi) The Register is reviewed by the responsible official periodically.

13) FESTIVAL ADVANCE:

- i) Festival Advance is sanctioned to the eligible employees based on their basic pay.
- ii) Recovery Register is maintained allotting separate folios for each festival.
- iii) Recoveries are commenced in time and completed within 10 instalments.
- iv) In the case of transfer, the amount due for recovery is correctly indicated in the LPC.
- v) In the case of staff transferred from other units, the amounts due as indicated in the LPC are recovered correctly and recoveries posted accordingly.

NOTE: Since, the expenditure on Festival advance is charged to the salary head and no suspense Account is maintained, a complete check of recovery is to be ensured during inspection.

14) RECOVERY OF RENT:

- i) Rent and conservancy charges are recovered from all those employee's who are in occupation of SAI Quarters.
- ii) Rent has been recovered according to plinth area and type of the quarter.
- iii) Water charges are recovered from all the quarters occupied by Gazetted Officers, according to the type of the SAI Quarters, at the prescribed rates.
- iv) It has to be checked that Rent is recovered from the employees, who have been allotted quarter and not occupied/delay in occupation beyond 7 days etc.
- v) Damaged rent/special licence fee for unauthorised occupation are correctly recovered as per extant rules till the quarter is vacated/evicted.

15) REIMBURSEMENT OF TUITION FEES AND CHILDREN ALLOWANCE SCHEME:

- i) Necessary Register is maintained to record the receipt of claims, claims admitted and rejected.
- ii) The claims admitted are correct and supported by authenticated documents.

16) RECOVERY OF ADVANCE OF PAY ON TRANSFER:

- i) Separate Register is maintained for watching the recovery of Advance of Pay.
- ii) Proper sanction is obtained for sanctioning of Advance of Pay.
- iii) In case the employee has drawn advance of pay before effecting transfer, the same should be recorded in the LPC.

- iv) There is no delay in recovery, and recoveries are completed within a period of 3 months.

17) PAY BILLS:

- i) Pay and allowances were drawn correctly.
- ii) All recoveries are made correctly.
- iii) Special Pay, Personnel Pay, leave salary etc., if any are drawn correctly and as per rules.
- iv) Rent recovery, Elec. Energy recoveries for the staff occupying quarters are done correctly.
- v) Increments are drawn correctly.
- vi) CGIS and other statutory recoveries are made correctly.
- vii) All accompaniments to the pay sheets are attached and are correct.
- viii) The posts for which salaries drawn are as per the scale check and necessary scale check statement attached to the pay sheet.
- ix) In case of Fixation of Pay/revision of pay due to promotion, revision of the Grade etc. are done correctly and certified by Accounts Office and suitable entries made in the service register.
- x) Recoveries towards Festival advance is made correctly and immediately after receipt of the advance. This has to be checked duly connecting the memorandum of sanction.
- xi) In case of supplementary Pay Bill proper care is taken to ensure that necessary certificates are furnished, and suitable entries are made in the relevant records to avoid double payment.

18) REVIEW OF LAST PAY CERTIFICATES:

It should be seen that:

- i) The last pay drawn by the employee has been

correctly mentioned in the LPCs.

- ii) Outward LPCs should be test checked with recovery registers to ensure that the outstanding balances if any are correctly mentioned.
- iii) In case the employee is in occupation of SAI Quarter, LPC should clearly indicate the period up to which permission obtained penal rent if any to be recovered etc.
- iv) In the case of Inward LPCs, it should be seen that the amount due for recovery towards loans and advances, advance of pay if any are correctly recovered. Inward LPCs should be test checked with pay sheet and recovery registers.

19) Log Book of Office Staff Cars: -

- i) It should be seen that the staff cars have been used for official purposes Only and the officers signatures/initials obtained against each movement.
- ii) If the cars had been used for private purposes, necessary charges as applicable have been billed and recovered.
- iii) Drawal of petrol commensurate with KMs in usage and there is no abnormal variation in the consumption pattern.
- iv) Repairs to the Staff cars have been done as per the provisions contained in rules

20) REGISTER OF PURCHASE ORDER:

It should be seen that:

- i) The Register is efficiently maintained. Continuity of P.O. Nos. is maintained.
- ii) The P.O. is signed and issued by the authorised

official.

21. PURCHASE OF MEDICAL STORES

- i) 'It should be ensured that the power for procurement and the financial limit etc. are as per the rules.
- ii) The P.Os. are issued as per the extant instructions and are signed only by the authorised signatory.
- iii) Amendment/Cancellation of P.Os. are issued only with the approval of the authority who is competent to procure the Medi-cines initially.
- iv) The purchase orders are placed based on proper assessment of requirement viz. indents from various units.
- v) Proper action has been initiated in the event of failure of firm to supply the drugs as per the conditions stipulated in the P.Os.

22. STOCK OF MEDICINES;

- i) It should be seen that, the stock book of drugs is maintained up to date. The receipt and issues agrees with the receipt and issue vouchers. Date of expiry of Medicines is clearly indicated in the Register separately and no drugs are kept in stock after the date of expiry.
- ii) Action has been taken to dispose off the time expired medicine.

23. CASH IMPREST:

- i) The cash imprest should be verified and balance certified in the Imprest Register.
- ii) It should be seen that the amount spent from imprest are reasonable and correct procedures are followed.

- iii) In case the medicines are purchased locally to meet urgent need, sanction of the competent authority has been obtained for such purchases.

10.11 HOW INSPECTION REPORT IS PREPARED:

The reports should be prepared in two parts i.e., Part I and Part II. Particular care should be taken about the language and tone of the report. All objections should be stated in simple and polite terms.

Part I: This should contain points of major importance only which may be held to include objections involving recurring over payments due to wrong fixation of pay, grant of leave and T.A. under a wrong set of rules etc. and any other irregularities which are required to be regularised under competent sanction. The remarks for individual paras should be called for from the Head of the Office Inspected.

Part II: All other items, which have not figured in Part I should be included in Part II. The disposal of paras in Part II may be left to the Head of Office inspected. He should however, give suitable remarks as to the action taken by him against each item in the report before filing it. The Accounts Officer should during his next inspection, review the remarks recorded on the Executive officer's copy of the Part II of the report and satisfy that suitable action has been taken on the points raised therein.

Issue of Audit Memos for Calling records

Sample Memos

SPORTS AUTHORITY OF INDIA

(In-House Internal Audit Team (SAI-HQ, J. N. Stadium Complex, N. Delhi)

Audit Memo No. 01

Dated:-

In-House Internal Audit Team of SAI(HQ) will conduct the internal audit of records being maintained in -----(name of centre/ institute) and its STC/SAG under the administrative control of in -----(name of centre/institute) during the period from -----(Duration of Audit). Hence please arrange to provide the following information/records for the period -----(Period of Audit) to In-House Internal Audit Party, Camp Office at SAI in ----- --(name of centre/institute) during the period of audit:-

1. Name and Designation of the Head of Department (with period)
2. Name & Designation of Head of Office (with period)
3. Name & Designation of the DDO (With period)
4. Name & Designation with period of the cashier, state Spl.Pay sanctioned, fidelity bond/ guarantee etc. submitted.
5. Staff position- A,B,C & MTS, sanctioned strength, in existence, short or excess.
6. Budget position; Under plan and non-plan sub-head wise sanctioned, expenditure done, excess/savings. Moreover the reasons for excess expenditure be furnished and action taken for its regularization by the competent authority.
7. Any loss due to theft, embezzlement, fraud etc. of cash, stores or any other such case. The concerned file be put up for review by audit.
8. Particulars of any administrative inspection wherein any important point taken by the Inspecting Officer or this office be put up with the reports.

9. When last statutory audit conducted by the Director General of Audit/A.G. concerned with the period covered by them. The inspection report be put up giving the number of outstanding paras with action for its settlement.
10. Latest position of outstanding paras of the old Inspection Report & their replies to the Internal Audit Party for the spot settlement, be prepared and submitted.
11. Whether physical verification of dead stock items, is upto date, the complete list of surplus obsolete and unserviceable items be furnished with action taken for its disposal along with the sanction in support.
12. Any item of new furniture purchased if any, the sanction, file etc. be put up.

Since the audit is a time bound programme it is requested that the requisitioned record may be supplied to audit immediately.

Inspecting Officer
In-House Audit Party, SAI-HQ

----- (designation of officer of centre/institute looking after audit).

SPORTS AUTHORITY OF INDIA

(In-House Internal Audit Team(SAI-HQ,
J. N. Stadium Complex, N. Delhi)

Audit Memo No. 02

Dated:-

In-House Internal Audit Team of SAI(HQ) will conduct the internal audit of records being maintained in in -----(name of centre/ institute) and its STC/SAG under the administrative control of in -----(name of centre/institute) during the period from -----(Duration of Audit). Hence please arrange to provide the following information/records for the period -----(Period of Audit) to In-House Internal Audit Party, Camp Office at SAI in ----- --(name of centre/institute) during the period of audit:-

1. Cash Books -----(period of audit)
2. Ledgers -----(period of audit)
3. Bill Registers -----(period of audit)
4. Vouchers for -----(month selected for 100% audit).
5. All Pay Bill Registers with files of LPCs for -----(period of audit).
6. Register of Valuable for -----(period of audit)
7. Expenditure Control Register for -----(period of audit)
8. Bank Reconciliation Statements for -----(period of audit)
9. Stock Register of Cheque Books for -----(period of audit)
10. Stock Register of Receipt Books for -----(period of audit)
11. Challans Files for -----(period of audit)
12. Cheque Issue Register including payment made to private parties for -----(period of audit)
13. Un-disbursed pay and allowance registers for -----(period of audit)
14. Register of Medical Advance & re-imburement of Medical Expenses for -----(period of audit)
15. Register of re-imburement of Tuition Fee and Children

- Education Allowance for -----(period of audit)
16. Register of OTA for -----(period of audit)
17. Register of Conveyance for -----(period of audit)
18. Register of TA, LTC. Contingent and other advances along with files for -----(period of audit)
19. Register of Liabilities, if any for -----(period of audit)
20. Investments register along with details of investment for -----(period of audit)
- 21.
- i. The details of Outstanding Advances as on ----- in the following heads :-
 - ii. LTC,
 - iii. TA,
 - iv. Contingency,
 - v. Medical etc.
- (2) Final payments bills in respect of TA, LTC, Contingency, Medical along with files and vouchers.
22. List of officials who have availed their LTC/Home Town claim during the audit period along with vouchers.

Since the audit is a time bound programme it is requested that the requisitioned record may be supplied to audit immediately.

Inspecting Officer
In-House Audit Party, SAI-HQ

----- (designation of officer of centre/institute looking after audit).

SPORTS AUTHORITY OF INDIA

(In-House Internal Audit Team(SAI-HQ,
J. N. Stadium Complex, N. Delhi)

Audit Memo No. 03

Dated:-

In-House Internal Audit Team of SAI(HQ) will conduct the internal audit of records being maintained in -----(name of centre/institute) and its STC/SAG under the administrative control of in -----(name of centre/institute) during the period from -----(Duration of Audit). Hence please arrange to provide the following information/records for the period -----(Period of Audit) to In-House Internal Audit Party, Camp Office at SAI in -----(name of centre/institute) during the period of audit:-

1. Telephone Register
2. Postage Stamp Account and Dispatch Register.
3. Log Book of Vehicle.
4. Register of Non-consumable and consumable Stores/Stocks.
5. Receipts and Issue Register of Stock and Stores indent slips.
6. Records showing details of expenditure incurred on hiring of taxies etc.
7. Register of unserviceable Stores.
8. List of the officials whom the reimbursement of their residential telephone

connection is made by the department along with related records.

Since the audit is a time bound programme it is requested that the requisitioned record may be supplied to audit immediately.

Inspecting Officer

In-House Audit Party, SAI-HQ

----- (designation of officer of centre/institute looking after audit).

SPORTS AUTHORITY OF INDIA

(In-House Internal Audit Team(SAI-HQ,
J. N. Stadium Complex, N. Delhi)

Audit Memo No. 04

Dated:-

In-House Internal Audit Team of SAI(HQ) will conduct the internal audit of records being maintained in in -----(name of centre/institute) and its STC/SAG under the administrative control of in -----(name of centre/institute) during the period from -----(Duration of Audit). Hence please arrange to provide the following information/records for the period -----(Period of Audit) to In-House Internal Audit Party, Camp Office at SAI in ----- --(name of centre/institute) during the period of audit:-

1. Purchase and sanction files for the items purchased during the period of audit.
2. Details of Computers/Machinery/Equipments/Vehicles/Articles purchase during the year along with relevant records.
3. All repair and maintenance/AMC files.
4. Tender documents, works file & Agreement/Contract files.
5. Inventory Register of Furniture & Fixture.
6. Property Register.
7. Stationery Register
8. Accession Register of Library Books.
9. Library Books issue Register
10. Receipt Books/Counter foils/Challans
11. Stadia Booking Register
12. Details of amount transferred from one scheme to another schemes. Whether the approval of the competent authority was obtained to transfer the amount. If yes, copy of the same may also be furnished.
13. Hostel-Accounts:Material-Procurement Accounts, Number of Sports Trainees during the Financial Year ----- (period of audit)

14. Grocery Stock Register for -----(period of audit)
15. Vegetable Stock Register for -----(period of audit)
16. Fruits Stock Register for -----(period of audit)
17. Non-Veg Stock Register for -----(period of audit)
18. Mess Indents for -----(period of audit)
19. Regular Attendance Register for -----(period of audit)
20. Day-Boarding Attendance Register for -----(period of audit)
21. Sports Equipments Stock Register for -----(period of audit)
22. Accrued /Outstanding Liabilities Register for -----(period of audit)
23. Staff Attendance Register for -----(period of audit)
24. Caution Money Register for -----(period of audit)
25. Sports Kit Issued Register for -----(period of audit)
26. Security Accounts for -----(period of audit)
27. Earnest Money Accounts for -----(period of audit)

Since the audit is a time bound programme it is requested that the requisitioned record may be supplied to audit immediately.

Inspecting Officer

In-House Audit Party, SAI-HQ

----- (designation of officer of centre/institute looking after audit).

SPORTS AUTHORITY OF INDIA

(In-House Internal Audit Team(SAI-HQ,
J. N. Stadium Complex, N. Delhi)

Audit Memo No. 05

Dated:-

In-House Internal Audit Team of SAI(HQ) will conduct the internal audit of records being maintained in in -----(name of centre/institute) and its STC/SAG under the administrative control of in -----(name of centre/institute) during the period from -----(Duration of Audit). Hence please arrange to provide the following information/records for the period -----(Period of Audit) to In-House Internal Audit Party, Camp Office at SAI in -----(name of centre/institute) during the period of audit:-

A NATIONAL CAMP

1. List of national camp conducted during the year -----(during period of audit).
2. Opening balance as on -----(opening date of audit period) respectively.
3. Grants received during the financial year -----(during period of audit)
4. Expenditure incurred during the financial year -----(during period of audit)
5. Closing balance as on -----(closing date of audit period) respectively.
6. All relevant files in connection with national camps.

B. FOREIGN COACHES

7. List of foreign coach during the year -----(during period of audit).
- a) Opening balance as on -----(opening date of audit period) respectively.
- b) Grants received during the financial year -----(during period of audit)

- c) Expenditure incurred during the financial year -----(during period of audit)
- d) Closing balance as on -----(closing date of audit period) respectively.
- e) All relevant files in connection with foreigners salary and other payments and agreement copies.

Since the audit is a time bound programme it is requested that the requisitioned record may be supplied to audit immediately.

Inspecting Officer

In-House Audit Party ,SAI-HQ)

----- (designation of officer of centre/institute looking after audit).

SPORTS AUTHORITY OF INDIA

(In-House Internal Audit Team(SAI-HQ, J. N. Stadium Complex, N. Delhi)

Audit Memo No. 06

Dated:-

In-House Internal Audit Team of SAI(HQ) will conduct the internal audit of records being maintained in -----(name of centre/institute) and its STC/SAG under the administrative control of in -----(name of centre/institute) during the period from -----(Duration of Audit). Hence please arrange to provide the following information/records for the period -----(Period of Audit) to In-House Internal Audit Party, Camp Office at SAI in -----(name of centre/institute) during the period of audit:-

1. Records relating to Medical Health Centre i.e. Stock Register, Ledger, Stock verification reports, Medicine Purchase sanction file, Unserviceable material & its disposal file, any other information.
2. Records relating to Equipment Section i.e. Legers, Stock Register, Stock Verification Report, Purchase & issue files, unserviceable materials & its disposa files and any other information.
3. Records relating to Furniture & Fixure i.e. Legers, Stock Register, Stock Verification Report, Purchase & issue files, unserviceable materials & its disposal files and any other information.
4. Assesst Register.
5. Stock Registers showing all the details of material/ equipments received from SAI(HQ) Delhi, Common Wealth Games, Sports Kits and other equipments etc. along with the verification statement.

Since the audit is a time bound programme it is requested that the requisitioned record may be supplied to audit immediately.

Inspecting Officer

In-House Audit Party ,SAI-HQ)

----- (designation of officer of centre/institute looking after audit).

SPORTS AUTHORITY OF INDIA

(In-House Internal Audit Team(SAI-HQ, J. N. Stadium Complex, N. Delhi)

Audit Memo No.07

Dated:-

In-House Internal Audit Team of SAI(HQ) will conduct the internal audit of records being maintained in in -----(name of centre/institute) and its STC/SAG under the administrative control of in -----(name of centre/institute) during the period from -----(Duration of Audit). Hence please arrange to provide the following information/records for the period -----(Period of Audit) to In-House Internal Audit Party, Camp Office at SAI in -----(name of centre/institute) during the period of audit:-

Log Books for the followings:-

1. Staff Cars/Buses
2. Tractors, if any
3. Ground/Lawn grass movers/machines
4. Generators
5. Pump Operations if by Generator.

Since the audit is a time bound programme it is requested that the requisitioned record may be supplied to audit immediately.

Inspecting Officer

In-House Audit Party ,SAI-HQ)

----- (designation of officer of centre/institute looking after audit).

SPORTS AUTHORITY OF INDIA

(In-House Internal Audit Team(SAI-HQ, J. N. Stadium Complex, N. Delhi)

Audit Memo No-08

Dated:-

In-House Internal Audit Team of SAI(HQ) will conduct the internal audit of records being maintained in in -----(name of centre/institute) and its STC/SAG under the administrative control of in -----(name of centre/institute) during the period from -----(Duration of Audit). Hence please arrange to provide the following information/records for the period -----(Period of Audit) to In-House Internal Audit Party, Camp Office at SAI in -----(name of centre/institute) during the period of audit:-

1. House Building Advance.
2. Motor Car Advance
3. Scooter/Motor Cycle Advance
4. Computer Advance.
5. In case the advance has been recovered of any official/officer, interest calculation statement.
6. All sanction files/registers of advances such as HBA, Scooter/Motor Car/Cycle/Computer etc.
1. List of officials who have been granted advances such as HBA, Scooter/Motor Car/Cycle/Computer etc.

Since the audit is a time bound programme it is requested that the requisitioned record may be supplied to audit immediately.

Inspecting Officer
In-House Audit Party ,SAI-HQ)

----- (designation of officer of centre/institute looking after audit).

SPORTS AUTHORITY OF INDIA

(In-House Internal Audit Team(SAI-HQ, J. N. Stadium Complex, N. Delhi)

Audit Memo No. 09

Dated:-

In-House Internal Audit Team of SAI(HQ) will conduct the internal audit of records being maintained in in -----(name of centre/institute) and its STC/SAG under the administrative control of in -----(name of centre/institute) during the period from -----(Duration of Audit). Hence please arrange to provide the following information/records for the period -----(Period of Audit) to In-House Internal Audit Party, Camp Office at SAI in ----- --(name of centre/institute) during the period of audit:-

Income Tax calculation sheets for the financial year ----- (period of audit) in respect of all the employees under the payment control of ____ Name of the Center/Institute along with their supporting documents.

Since the audit is a time bound programme it is requested that the requisitioned record may be supplied to audit immediately.

Inspecting Officer

In-House Audit Party ,SAI-HQ)

----- (designation of officer of centre/institute looking after audit).

SPORTS AUTHORITY OF INDIA

(In-House Internal Audit Team(SAI-HQ, J. N. Stadium Complex, N. Delhi)

Audit Memo No. 10

Dated:-

In-House Internal Audit Team of SAI(HQ) will conduct the internal audit of records being maintained in in -----(name of centre/institute) and its STC/SAG under the administrative control of in -----(name of centre/institute) during the period from -----(Duration of Audit). Hence please arrange to provide the following information/records for the period -----(Period of Audit) to In-House Internal Audit Party, Camp Office at SAI in -----(name of centre/institute) during the period of audit:-

A. CONSTRUCTION WORK WITH CPWD

- a. List of projects approved by SAI NEW DELHI during -----(period of audit)
- b. Opening balance as on -----(opening date of audit period)
- c. Grants received during the financial year -----(period of audit)
- d. Expenditure incurred during the financial year -----(period of audit)
- e. Closing balance as on -----(closing date of audit period)
- f. All relevant files in connection with CONSTRUCTION.
- g. Form 65
- h. Amount due from CPWD to SAI _____ Name of the Center/Institute as on -----(closing date of audit period)

Since the audit is a time bound programme it is requested that the requisitioned record may be supplied to audit immediately.

Inspecting Officer

In-House Audit Party, SAI-HQ)-----

(designation of officer of centre/institute looking after audit).

SPORTS AUTHORITY OF INDIA

(In-House Internal Audit Team (SAI-HQ, J. N. Stadium Complex, N. Delhi)

Audit Memo No. 11

Dated:-

In-House Internal Audit Team of SAI(HQ) will conduct the internal audit of records being maintained in in -----(name of centre/institute) and its STC/SAG under the administrative control of in -----(name of centre/institute) during the period from -----(Duration of Audit). Hence please arrange to provide the following information/records for the period -----(Period of Audit) to In-House Internal Audit Party, Camp Office at SAI in -----(name of centre/institute) during the period of audit:-

1. List of computers with details like make, number, date of purchase/received from SAI Headquarters, user section, serviceable or unserviceable.
2. List of printers with details like make, number, date of purchase/received from SAI Headquarters, user section, serviceable or unserviceable.
3. List of laptop with details like make, number, date of purchase/received from SAI Headquarters, user section, serviceable or unserviceable.
4. Annual maintenance contract during the audit period
5. Funds received from SAI, New Delhi under "Computer DATA Bank and national camp" during the financial year, utilization of fund and opening and closing balance as on -----(opening date of audit period) , -----(closing date of audit period) respectively.
6. Stock book
7. Purchase/correspondence files for the financial year ----- (audit period)

Since the audit is a time bound programme it is requested that the requisitioned record may be supplied to audit immediately.

Inspecting Officer

In-House Audit Party ,SAI-HQ)

----- (designation of officer of centre/institute looking after audit).

SPORTS AUTHORITY OF INDIA

(In-House Internal Audit Team (SAI-HQ, J. N. Stadium Complex, N. Delhi)

Audit Memo No. 12

Dated:-

In-House Internal Audit Team of SAI(HQ) will conduct the internal audit of records being maintained in in -----(name of centre/institute) and its STC/SAG under the administrative control of in -----(name of centre/institute) during the period from -----(Duration of Audit). Hence please arrange to provide the following information/records for the period -----(Period of Audit) to In-House Internal Audit Party, Camp Office at SAI in -----(name of centre/institute) during the period of audit:-

1. Tender opening register for the year -----(audit period) .
2. Quotation opening register for the year -----(audit period)
3. Tender sale register for the year -----(audit period)
4. All tender documents including N.I.T. for the year----- (audit period).
5. All the agreements signed between the agency & Department during the year ----- (period of audit) including the agreements of previous years if extended for the year ----- (period of audit).

Since the audit is a time bound programme, it is requested that the requisitioned record may be supplied to audit immediately.

Inspecting Officer
In-House Audit Party ,SAI-HQ)

----- (designation of officer of centre/institute looking after audit).

SPORTS AUTHORITY OF INDIA

(In-House Internal Audit Team (SAI-HQ, J. N. Stadium Complex, N. Delhi)

Audit Memo No. 13

Dated:-

In-House Internal Audit Team of SAI(HQ) will conduct the internal audit of records being maintained in in -----(name of centre/institute) and its STC/SAG under the administrative control of in -----(name of centre/institute) during the period from -----(Duration of Audit). Hence please arrange to provide the following information/records for the period -----(Period of Audit) to In-House Internal Audit Party, Camp Office at SAI in ----- --(name of centre/institute) during the period of audit:-

S.No. under	Name of him	Discipline/ Coach	Date of Posting Game	Number of trainee in NSEC						
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	
					STC	COE	SAG	CCS	P&P	Total

Since the audit is a time bound programme, it is requested that the requisitioned information may be supplied to audit immediately.

Inspecting Officer
In-House Audit Party ,SAI-HQ)

----- (designation of officer of centre/institute looking after audit).

SPORTS AUTHORITY OF INDIA

(In-House Internal Audit Team(SAI-HQ, J. N. Stadium Complex, N. Delhi)

Audit Memo No. 14

Dated:-

In-House Internal Audit Team of SAI(HQ) will conduct the internal audit of records being maintained in in -----(name of centre/institute) and its STC/SAG under the administrative control of in -----(name of centre/institute) during the period from -----(Duration of Audit). Hence please arrange to provide the following information/records for the period -----(Period of Audit) to In-House Internal Audit Party, Camp Office at SAI in ----- --(name of centre/institute) during the period of audit:-

1. Name & Designation of Head of Office (with period)`
2. List of all staff member under the payment control of Sub-Centre.
3. Name & Designation with period of the cashier, state Spl.Pay sanctioned, fidelity bond/guarantee etc. submitted.
4. Sanctioned funds/ Budget position under plan and non-plan & Head-wise, sub-head wise, expenditure incurred, excess/ savings. Moreover the reasons for excess expenditure be furnished and action taken for its regularization by the competent authority.
5. Any loss due to theft, embezzlement, fraud etc. of cash, stores or any other such case. The concerned file be put up for review by audit.
6. Particulars of any administrative inspection wherein any important point taken by the Inspecting Officer or this office be put up with the reports.
7. When last statutory audit conducted by the Director General of Audit/A.G. concerned with the period covered by them. The inspection report be put up giving the number of outstanding paras with action for its settlement.

8. Latest position of outstanding paras of the old Inspection Reports & submit the year-wise replies of all outstanding audit paras of previous Internal Audits to the Inhouse Internal Audit Party for the spot settlement.
9. Whether physical verification of dead stock items, is upto date, the complete list of surplus obsolete and unserviceable items be furnished with action taken for its disposal along with the sanction in support.
10. Any item of new furniture purchased if any, the sanction, file etc. be put up.

Since the audit is a time bound programme it is requested that the requisitioned record may be supplied to audit immediately.

Inspecting Officer
In-House Audit Party ,SAI-HQ)

1. All Centre Incharge of STCs/SAGs
under the control of _____ Name of the Center/Institute.
2. -----(designation of officer of centre/institute looking after audit).

SPORTS AUTHORITY OF INDIA

(In-House Internal Audit Team(SAI-HQ, J. N. Stadium Complex, N. Delhi)

Audit Memo No. 15

Dated:-

In-House Internal Audit Team of SAI(HQ) will conduct the internal audit of records being maintained in in -----(name of centre/institute) and its STC/SAG under the administrative control of in -----(name of centre/institute) during the period from -----(Duration of Audit). Hence please arrange to provide the following information/records for the period -----(Period of Audit) to In-House Internal Audit Party, Camp Office at SAI in -----(name of centre/institute) during the period of audit:-

1. Purchase and sanction files for the items purchased during the period of audit.
2. Details of Computers/Machinery/Equipments/Vehicles/Articles purchase during the year along with relevant records.
3. All repair and maintenance/AMC files.
4. Tender documents, works file & Agreement/Contract files.
5. Inventory Register of Furniture & Fixture.
6. Property Register.
7. Stationery Register
8. Accession Register of Library Books.
9. Library Books issue Register
10. Physical verification of stores/library
11. Details of security money.
12. Receipt Books/Counter foils/Challans
13. Stadia Booking Register
14. Details of amount transferred from one scheme to another schemes. Whether the approval of the competent authority was obtained to transfer the amount. If yes, copy of the same may also be furnished.

15. Hostel-Accounts:-Material-Procurement Accounts, Number of Sports Trainees during the Financial Year -----(audit period).
16. Grocery Stock Register
17. Vegetable Stock Register
18. Fruits Stock Register
19. Non-Veg Stock Register
20. Mess Indents
21. Regular Attendance Register
22. Day-Boarding Attendance Register
23. Sports Equipments Stock Register
24. Accrued /Outstanding Liabilities Register
25. Staff Attendance Register
26. Caution Money Register
27. Sports Kit Issued Register
28. Security Deposit Register
29. Earnest Money Register

Since the audit is a time bound programme it is requested that the requisitioned record may be supplied to audit immediately.

Inspecting Officer

In-House Audit Party ,(SAI-HQ)

1. All Centre Incharge of STCs/SAGs
under the control of _____ Name of the Center/Institute.
2. -----(designation of officer of centre/institute looking after audit).

SPORTS AUTHORITY OF INDIA

(In-House Internal Audit Team(SAI-HQ, J. N. Stadium Complex, N. Delhi)

Audit Memo No. 16

Dated:-

In-House Internal Audit Team of SAI(HQ) will conduct the internal audit of records being maintained in in -----(name of centre/institute) and its STC/SAG under the administrative control of in -----(name of centre/institute) during the period from -----(Duration of Audit). Hence please arrange to provide the following information/records for the period -----(Period of Audit) to In-House Internal Audit Party, Camp Office at SAI in -----(name of centre/institute) during the period of audit:-

1. Cash Books
2. Ledgers
3. Bill Registers
4. Vouchers for August'2013 & March'2014, September'.2014 & March.2015.
8. Contingent Registers
9. Expenditure Control Register
10. Budget Files
11. Bank Reconciliation Statements.
12. Stock Register of Cheque Books.
13. Stock Register of Receipt Books.
14. Challans Files
15. Register of unserviceable of Stores.
16. Stock Register.
14. Telephone Register
15. Postage Stamp Account Register and Dispatch Register.
16. Cheque Issue Register
17. Fidelity Bond of Cashier/Store Keeper.

18. Register of Liabilities, if any.

Since the audit is a time bound programme it is requested that the requisitioned record may be supplied to audit immediately.

Inspecting Officer
In-House Audit Party ,SAI-HQ)

1. All Centre Incharge of STCs/SAGs
under the control of _____ Name of the Center/Institute.
2. -----(designation of officer of centre/institute looking
after audit).

SPORTS AUTHORITY OF INDIA

(In-House Internal Audit Team(SAI-HQ, J. N. Stadium Complex, N. Delhi)

Audit Memo No. 17

Dated:-

In-House Internal Audit Team of SAI(HQ) will conduct the internal audit of records being maintained in in -----(name of centre/institute) and its STC/SAG under the administrative control of in -----(name of centre/institute) during the period from -----(duration of audit).

Please find enclosed herewith a statement showing the details of outstanding audit paras from 2002-2003 to 2012-13 with the request that the concerned officer at NSEC and all the Centre Incharge of STCs / SAGs etc. may be directed to submit the replies of all the outstanding audit paras, along with the supporting documents, to the Inspecting Officer, In-House Internal Audit Team, Camp Office at SAI in -----(name of centre/institute) during the period of audit.

Since the audit is a time bound programme it is requested that the requisitioned record may be supplied to audit immediately.

Encls: Lists of outstanding audit paras.

Inspecting Officer
In-House Audit Party ,SAI-HQ)

1. -----(designation of officer of centre/institute looking after audit).
2. All Centre Incharge of STCs/SAGs
under the control of _____ Name of the Center/Institute.

SPORTS AUTHORITY OF INDIA

(In-House Internal Audit Team(SAI-HQ, J. N. Stadium Complex, N. Delhi)

Audit Memo No. 18

Dated:-

In-House Internal Audit Team of SAI(HQ) will conduct the internal audit of records being maintained in in -----(name of centre/institute) and its STC/SAG under the administrative control of in -----(name of centre/institute) during the period from -----(Duration of Audit). Hence please arrange to provide the following information/records for the period -----(Period of Audit) to In-House Internal Audit Party, Camp Office at SAI in -----(name of centre/institute) during the period of audit:-

1. Service Books of Staff (Group A, B, C, D) along with their leave account complete in all respect
2. List of Pay Fixation Cases for the year -----(period of audit) along with their files
3. List of officials who retired during the last five years.
3. P.P.O.Register & pension files of officials/officers retired in --- -----(audit period) .
4. Pension revision cases in compliance of implementation of 6th CPC.
5. List of officials who retired during the last five years along with their final payments documents, pension papers etc.
6. List of the officials whose pay has been fixed during the last five years due to promotion, up gradation, ACP etc., along with their service books and personal file.
7. Whether service verification of all officers/officials who have completed 25 years of service or who are to retire within 5 years, have been got checked from the Head Office, If yes, a list be furnished thereof. Moreover list of such incomplete cases be put up for review.

10. Statement showing the details of those Govt. servants who are due to retire within the next 24 to 30 months.

Since the audit is a time bound programme it is requested that the requisitioned record may be supplied to audit immediately.

Inspecting Officer

In-House Audit Party, SAI-HQ

----- (designation of officer of centre/institute looking after audit).

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MOST URGENT/TIME BOUND
SPORTS AUTHORITY OF INDIA

Audit Memo No.19

Dated:-

Subject: Verification of revision of pension/family pension of Pre-2006 pensioners/family pensioners.

In-House Internal Audit Team of SAI(HQ) will conduct the internal audit of records being maintained in in -----(name of centre/institute) and its STC/SAG under the administrative control of in -----(name of centre/institute) during the period from -----(-duration of audit).

As per para 4.2 of OM No.38/37/08-P&PW(A) dated 01-09-2008, the revised pension of these who retired after completing maximum required qualifying service (i.e.33 years) before 01-01-2006 can not be less than the pension indicated in Col.7 of statement enclosed with OM F.No.38/37/08-P&PW(A)-Pt-I dated 03-10-2008 (i.e. 50% of the sum of minimum of Pay Band and Grade Pay/ Scale corresponding to the scale of pay the pensioners held at the time of their retirement/death). The pension in Col.7 will be reduced pro-rata, where the pensioner had less than the maximum required qualifying service (i.e. 33 years) for full pension as per Rule-49 of the CCS (Pension) Rules, 1972 as applicable on 01-01-2006 and in no case it will be less than Rs.3500/- p.m. In case, the pension consolidated as per Para 4.1 of above OM is higher than the pension calculated in the manner above, the same (higher pension) will be treated as Basic Pension.

The revised family pension in respect of those pensioners who retired before 01-01-2006 and the Government servants who died before 01-01-2006 can not be less than the pension indicated in column 8 of above referred statement (i.e. 30% of the sum of the Minimum f Pay Band and Grade Pay/ Scale corresponding to the scale of pay the pensioners held at the time of their retirement). In case, the family pension consolidated as per Para 4.1 of the above OM is higher than the family pension indicated in column 8 above, the same

(higher family pension) will be treated as basic family pension.

Please arrange to send the Pension/Personal files of all the pensioners/ family pensioners retired or expired prior to 01-01-2006, along with their service books (upto PPO No.164.). The facts could not be verified from the PPO Register as the same is not being maintained in the prescribed format showing all the details of pensioners/family pensioners i.e. Name, Date of Birth, Date of Appointment, Date of retirement or date of death, Last pre-revised pay scale, last pay drawn and the details of authorization of Pension/ Family Pension, Gratuity, Commuted value of pension etc.

Copies of O.M.No.38/37/08-P&PW(A).dated 1st September'2008, OM No.38/37/08-P&PW (A).Pt.I dated 14th October' 2008 and OM No.38/37/08-P&PW(A). dated 28th January'2013 may also be provided to verify the correct implementation .

Since audit is a time bound programme . It is requested that the requisitioned information may be supplied to In-House Internal Audit Party, Camp Office at SAI in -----(name of centre/institute) immediately.

Inspecting Officer

In-House Internal Audit Team(SAI-HQ)

----- (designation of officer of centre/institute looking after audit).

Note:- Above draft memos are illustrative only. The contents of these memos may vary depending on nature of function/trasaction of a Center.

Chapter: - 11

Investment Procedure

11.1 In terms of Rule 45(a) of the “Rules of the Sports Authority of India” framed under Memorandum of Association of Sports Authority of India the funds of the Society shall consist of the following:-

- (a) Grants received by the Society from the Govt. of India, State Govts., Union territory Admns. etc.;
- (b) Donations, gifts and receipts otherwise received by the Society;
- (c) Income and receipts from the Stadia, residential and other buildings, sports facilities, sale of tickets, sale of advertisement rights, sale of publications, brochures, medals, souvenirs, etc. and from the use of other sports facilities;
- (d) Income from investments; and
- (e) Income from any other source.

11.2 In terms of Rule 46(i) and (ii), *ibid*, the Bankers of the Society shall be:-

- (a) The Bankers of the Society shall be State Bank of India and its subsidiaries and/or scheduled/Nationalised Banks.
- (b) Unless otherwise authorized by the Governing Body, no new account shall be opened.

11.3 The Rule 46(iii) of the Rules, *ibid*, stipulates:

No amount shall be withdrawn from the Society’s accounts in a Bank except by cheques signed and countersigned by such officers as may be duly empowered in this behalf by the Governing Body.

11.4 Rule 34(b)(xv) of the Rules, *ibid*, further lays down:-

In particular and without prejudice to the generality of the foregoing provisions, the Governing Body shall have the powers, subject to the provisions of these Rules and Bye-Laws framed there under to:-

“Invest and deal with any funds of the Society in or upon such securities as the Society may deem fit and from time to time transpose any investments”

11.5 Accordingly, the followings shall be invested:-

- (a) The surplus money standing at the credit of general account (main account) of SAI which cannot immediately be applied for the specified purposes shall be deposited/invested in terms of investment policy of SAI;
- (b) All money received on account of Caution Money;
- (c) All money received on account of Performance Guarantee;
- (d) All money received on account of Security;
- (e) That portion/percentage of GPF money deducted from the salaries of SAI's employees, which is allowed to be invested in Nationalized Banks, as per directions of Govt. of India issued from time to time; and
- (f) Any other fund(s) which is/are specifically earmarked for investment in nationalized Banks.

11.6 For this purpose there shall be an Investment Policy for investment of funds enumerated above from (a) to (f) as well as for empanelment of banks.

11.7 The salient features of Investment Policy for investment of surplus funds and empanelment of banks shall be as follows:

- (a) The Bank should have its corporate and registered office in India i.e. the bank should be incorporated in India.
- (b) The bank must have at least one branch in the 5 kms

radius of SAI's office/centre from where the funds are to be invested.

- (c) The bank must be at least 5 years old so that only genuine banks may be empanelled.
- (d) The net Worth of the banks should be at least Rs. 1,000 crores.
- (e) The Capital Adequacy Ratio should be at least 10%.
- (f) The banks should keep their rates open for at least 3 working days from the date of opening of quotation.

11.8 Based on the above guidelines, approved by the SAI, the banks shall be empanelled.

11.9 The limit of investment in each empanelled Bank:-

Commensurate to the net worth, normative cap for deposit of funds with the banks shall be fixed as under:-

Sr. No.	Net Worth of the Bank	Proposed Normative Cap
1.	Rs.1,000 crores to Rs.2,500 crores	Rs.25 crores
2.	Rs.2,501 crores to Rs.8,000 crores	Rs.40 crores
3.	Rs.8,001 and above	Rs.80 crores

(a) Investment of Funds over and above the assigned cap:

The Investment Sub-Committee shall have the powers to park 25% additional funds over and above the said capping limit in respect of banks, the capping limit of which has already been reached if the rates offered by such banks are higher. To facilitate this practice, the quotations shall be called from all the empanelled banks irrespective of the fact that the empanelled bank might have reached at its capping limit.

(b) Investment proportionate to net worth:

In case of the rates quoted by two or more banks being equal or not varying by more than 5 basis points, investible funds

may be apportioned between them in the ratio of their Net Worth and subject to normative cap plus 25% (as mentioned in the para “a” above)

(c) Rating of Banks:-

In order to ensure adequate safety of funds to be invested, lowest of the rating of CRISIL & ICRA, which are the two most established rating agencies and the latest survey of different banks published by Business Today in their circulation immediately prior to the empanelment year as also the Capital Adequacy Ratio depicted therein shall be kept in view by the Committee while making the recommendations.

(d) Investment Sub-Committee:-

- (i) With a view to keep a constant watch over the economic developments, investment environment, status of invested/investible funds, to monitor the investments and to review the investment policy at periodical intervals, the competent authority shall constitute an investment sub-committee under the Chairmanship of Executive head of the SAI's Office/ Centre. The composition of the Investment Sub-committee shall have at least 3 members excluding the chairman and maximum 5 members excluding the Chairman.
- (ii) The Sub-Committee for SAI's headquarters shall be constituted by the DG, SAI whereas the Sub-Committee in respect of Regional Centres shall be constituted by Regional Director/Heads.
- (iii) The Sub-Committee in respect of STC/SAG/COE shall be constituted by the Regional Director/Head.
- (iv) While constituting the Sub-Committee, it shall be the endeavour of the constituting authority to include the following members, if possible, in the Sub Committee:-
 - (a) At least one member from accounts/finance;
 - (b) At least one member from Law/legal Cell

- (c) At least one member from Cash/DDO Deptt.;
- (e) Guiding Principles For Investment Sub-Committee:-
 - (i) To ensure maximum safety of funds;
 - (ii) To ensure least amount of speculation in investment;
 - (iii) To ensure fair element of competition between banks for higher returns.
- (f) Process for the Empanelment of Banks:-
 - (i) A list of public sector banks (nationalized), Public Sector Banks (SBI and its associates) and scheduled Banks, shall be retrieved from internet from the web portal www.bankdnetindia.com or any other reliable source. All these banks shall be requested through e-mail/fax/speed post to provide the requisite data relating to their:-
 - (a) Net worth,
 - (b) Capital Adequacy Ratio,
 - (c) Current rating of instruments;
 - (d) Total number of branches in India;
 - (e) Total number of branches in the particular city from where the funds are to be invested; and
 - (f) Nominated branch
 - (ii) The financial details of these banks along with the rating of instruments as rated to them by CRISIL in its latest publication shall be considered by a Sub-Committee constituted by the Competent Authority.
 - (iii) The Sub-Committee, after due deliberations and consideration shall short-list the banks which fulfill the parameters approved by the SAI for the purpose of empanelment of banks for investments.

11.10 Parking of Surplus Funds:-

11.10.1 Once the banks are empanelled, the Investment Sub-

Committee shall ascertain from every department/Branch/section of SAI's Headquarters/Regional Centre/STC/SAG/COE, as the case may be, the heavy liabilities, inevitable liabilities and details of surplus funds to be invested in subsequent fortnight. These details shall be collected on 1st and 15th of every month. On the basis of these inputs, the amount of investible funds shall be arrived at and earmarked. All the empanelled Banks shall be invited to quote their interest rates for the periods mentioned below for that particular investible amount:-

Sr. No.	Period
1.	Less than 1 Month
2.	1 month and above but less than 3 months
3.	3 months and above but less than 6 months
4.	6 months and above but less than 1 year
5.	1 year and above but less than 3 years
6.	3 years and above but up to 5 years

11.10.2 The Bank quoting the highest rate of interest for the minimum period shall be selected for parking of funds subject to fulfillment of all the terms and conditions of empanelment and subject to capping.

11.10.3 The Sub-committee shall evaluate all the quotations received and deliberate/consider the quotation(s) of the bank(s) to which the investible funds are to be parked and shall send its recommendations to the competent authority for approval. Upon receipt of approval of the competent authority, the DDO/Cashier shall arrange to electronically (through RTGS/ECS/EFT/NEFT on any other electronic convenient and fastest mode of fund transfer) transfer the amount equivalent to investible funds.

11.10.4 It shall be ensured that all this process is completed at the earliest to safeguard against idling of surplus funds.

**Forms
&
Formats
As
Annexure**

SPORTS AUTHORITY OF INDIA
See Para 1.4.1 & 1.7.1

Finance Division
SAI Head Office
J N Stadium Sports Complex (East Gate)
Lodi Road, New Delhi

No: 4(12)/SAI/B&F/2014-15

Dated:

CIRCULAR

Sub: Preparation of Revised Estimates 20-- -20-- and Budget Estimates 20-- -20-- .

The Revised Estimates (20-- - 20--) and Budget Estimates (20-- - - 20--) are required to be submitted to the Ministry of Youth Affairs & Sports on priority after getting the same approved by the competent authority. It is, therefore, requested that Revised Estimates 20-- - 20-- and Budget Estimates 20-- - 20-- in respect of Non-Plan Sector and various Plan Schemes along with full details and justification may be prepared on priority and forwarded to the under signed **latest by --th September, 20--**.

The Consolidated Revised Estimates (20-- - 20--) and Budget Estimates (20-- - 20--) in respect of a Unit/Regional Centres /Sub-Centre may please be forwarded in the formats enclosed at Annexure I (a) & 1 (b) respectively. Budget Estimates for Revenue Expenditure and Capital Expenditure under each Budget Head/Plan Scheme may be projected separately. While preparing the Budget Estimates following Broad Guidelines may please be kept in view by all concerned:

I. The Budget Allocation for the Year 20-- - 20-- in respect of the schemes has been provided by the MYA&S in six components under Plan i.e. Salaries, General, Capital Assets, Advertisement, SC and ST and separately for Plan (NER). Under Non-Plan the grants has been provided under two components i.e. Salaries and General. It is requested that the same may be strictly followed while projecting the Revised Estimates for 20-- - 20-- and Budget Estimates for 20-- - --.

II. While projecting Budget Estimates under Major Head/Plan Scheme, the approved Financial Norms under the scheme may be strictly followed and may not be projected in excess

of the approved Financial Norms. For each Budget Head/Plan Scheme the Budget Estimates may be prepared in a separate format as enclosed at Annexure II (a) & II (b).

- III. While projecting Budget Estimates for Salaries, Nominal Roll in the prescribed formats as enclosed in Annexure III (a) & III (b) may be prepared for each Major Head/Plan scheme separately. Similarly for the Budget Estimates for Pension and Pensionary Benefits, full details of the pensioners may be given in the format as enclosed at Annexure IV (a) & IV (b).
- IV. Budget Estimates for purchases of new stores of Non Consumable nature, which are to be capitalized may be supported with full details/justification of the items to be purchased in the formats enclosed at Annexure V (a) & V (b). Proposal for purchase of stores/assets in the lieu of old store/assets i.e. replacement of store/equipment etc under any Major Head/Scheme may also be included in the Budget Estimates. It may please be noted that at later stage no request for providing additional funds for purchase of stores of Non Consumable nature will be entertained, if the same is not included in the Budget Estimates.
- V. Provision made for discharging the pending liabilities pertaining to the previous years as shown in the balance sheet of the concerned Units/Regional Centers may be supported with full details.
- VI. Budget Estimates in respect of Sports Promotional Schemes such as ABSC, NSTC, SAG, STC and Centre of Excellence shall be finalized by Operation Division of SAI Head Office and will be forwarded to the Finance Division. It is, therefore, requested that Budget Estimates under these Schemes may be prepared in the formats enclosed at Annexure VI(a) & VI

(b) and may be forwarded to Regional Director (Operations). Under these schemes also, proposals for purchase of stores of Non consumable nature should be supported with full details in Annexure V (a) & V (b).

VII. The Budget Estimates in respect of the following Non-Plan/ Plan Schemes shall be finalized by the Division of SAI Head Office shown against each:

Sr. No.	Name of the Scheme	Name of the Division	Head
1.	Computerized Sports Data Bank	General Administration	Non-Plan
2	Operation and Maintenance of Staff Houses	Infra division	Non-Plan
3	Operation and Maintenance of SAI Stadia Building at Delhi.	Stadia Division	Plan
4	Capital Project/Constructions works (Infrastructure Development) Budget Estimates are to be submitted in the format enclosed at Annexure VII.	Infrastructure Division	Plan
5	Equipment Support	ES Division	Plan

It is, therefore, requested that funds requirement under Revised Estimates (20-- - 20--) and Budget Estimates (20-- - 20--) in respect of these schemes may be projected to above mentioned Divisions where the same will be compiled and will be forwarded to Finance Division.

VIII. Details of anticipated Revenue Receipts during the year 20-- - 20-- and 20-- - 20-- may please be given in the formats enclosed at Annexure VII (a) & VII (b). The details of anticipated receipts in respect of SAI Stadia at Delhi (stadia-wise) will be provided by Stadia Division which will be incorporated in the Consolidated Budget Estimates by the Finance Division.

- IX. It is also requested that while preparing the Budget Estimates, the economy instructions and other guidelines issued by the Ministry of Finance/MYA&S/SAI from time to time may please be kept in mind. It should also be kept in mind that in the last quarter of the current year, expenditure in excess of 33% of the approved allocation is not permissible. Therefore, the Budget Projections may be made on the basis of actual requirement to avoid any kind of excess projections, which may lead to under utilization of allocated funds at a later stage. It may please be noted that for under utilization of allocated funds the concerned Unit/Regional Centre and concerned Division of SAI, Head Office will have to give justification.
- X. Revised Estimates 20-- - 20-- and Budget Estimates (20-- -- -) in respect of SAI Head Office will be compiled by DDO (HO) after obtaining required information from concerned Division/sections and will be forwarded to Finance Division after obtaining the approval of Executive Director (Finance).
Preparation of Revised Estimates (20-- - 20--) and Budget Estimates (20-- - 20--) may be given **TOP PRIORITY** and may be forwarded to the undersigned positively by **September --, 20--** so that the same can be compiled and submitted to MYA&S after obtaining approval of Competent Authority.

()
Executive Director (Finance)

To:

- 1 Heads of Division in SAI Head Office
- 2 Heads of All Units/Regional Centres/Academic Institutions
- 3 DDO (HO)

Copy to: AD to DG, SAI for kind information.

Sports Authority of India

Name of the Units/Regional Centre _____
 Consolidated Revised Estimates for the Year 2014-15 under Non-Plan/Plan Schemes.

S.No	Name of Budget Head/Plan scheme	Actual Expenditure 2013-14	Approved Budget Allocation 2014-15	Actual Expenditure from April, 2014 to August, 2014	Estimated Expendt. from Sept, 2014 to March, 2015.	Revised Estimate 2014-15	Variation between Col.4 & 7	Reason/Justification for variation	Remarks.
1	2	3	4	5	6	7	8	9	10

Signature of Head of Units/Regional Centre.
 Note: Under each Major Head/Plan Scheme Budget Estimates for Revenue Expenditure and Capital Expenditure should be shown separately.

Sports Authority of India

Name of the Units/Regional Centre _____
Consolidated Budget Estimates for the Year 2015-16 under Non-Plan/Plan Schemes.

S.No	Name of Budget Head/Plan scheme	Approved Budget allocation for 2014-15	Revised Estimate 2014-15	Budget Estimates 2015-16	Variation between Col 4 & 5.	Reason/Justification for variation	Remarks.
1	2	3	4	5	6	7	8

Note: Under each Major Head/Plan Scheme Budget Estimates for Revenue Expenditure and Capital Expenditure should be shown separately.

Signature of Head of Units/Regional Centre.

Sports Authority of India

Name of the Units/Regional Centre _____
 Revised Estimates in respect of _____ (Name of the Major Head/Plan Scheme Year 2014-15).

S.No	Name of Budget Head/Plan scheme	Actual Expenditure 2013-14	Approved Budget Allocation 2014-15	Actual Expenditure from April, 2014 to August, 2014	Estimated Expd. from Sept, 2014 to March, 2015.	Revised Estimate 2014-15 (Col 5 + 6)	Variation between Col.4 & 7	Reason/justification for variation	Remarks.
1	2	3	4	5	6	7	8	9	10

Signature of Head of Units/Regional Centre.
 Note: Under each Major Head/Plan Scheme Budget Estimates for Revenue Expenditure and Capital Expenditure should be shown separately.

Annexure –II (b)

Sports Authority of India

Name of the Units/Regional Centre _____
 Budget Estimates in respect of _____ (Name of Major Head/Plan Schemes) for the Year 2014-15

S.No	Name of Budget Head/Plan scheme	Approved Budget allocation for 2013-14	Revised Estimate 2014-15	Budget Estimates 2015-16	Variation between Col 4 & 5.	Reason/Justification for variation	Remarks.
1	2	3	4	5	6	7	8

Signature of Head of Units/Regional Centre.

Annexure –III (a)

Sports Authority of India

Name of the Units/Regional Centre _____

Revised Estimates for the Year 2014-15.

Nominal Rolls for the period from Sept., 2014 to March, 2015 in respect of _____ (Name of Budget heads/
Plan Schemes)

S.No	Name & Designation	Pay as on 01.09.2014	Date of Next Increment	Total Pay	Total DA	Total HRA	Total CCA	Total TA	Bonus	Other Payment such as a special allowance for posting in any region or in hilly area if any	Total Col No: 5 to 12	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
	Total estimate expdt. For Sept.,2014 to March,2015											
	Actual expdt. April,2014 to August.,2014											
	Total RE 2014-15											

Signature of Head of Units/Regional Centre.

Sports Authority of India

Name of the Units/Regional Centre _____

Budget Estimates for the Year 2015-16.

Nominal Rolls for the period from April, 2015 to March 2016 in respect of _____ (Name of Budget heads/
Plan Schemes)

S.No	Name & Designation	Pay as on 01.09. 2014	Date of Next Increment	Total Pay	Total DA	Total HRA	Total CCA	Total TA	Bonus	Other Payment such a special allowance for posting in any region or in hilly area if any	Total Col No: 5 to 12	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
	Total BE 2015-16											

Signature of Head of Units/Regional Centre.

Sports Authority of India

Name of the Units/Regional Centre _____

Revised Estimates for the Year 2014-15.

Statement showing the details of funds requirement for payment of Pension and Pensionary benefits for the period from Sept., 2014 to March, 2015

S.No	Name of the Pensioner	Date of retirement	Rate of Monthly Pension	Total Pension	Total Relief on Pension	Any other Pensionary Benefits	Total Col 5 to 8	Remarks
1	2	3	4	5	6	7	8	9
	Total estimate expdt. For Sept.,2014 to March,2015							
	Actual expdt. April,2014 to August,2014							
	Total RE 2014-15							

Note: The requirement of funds for payment of pension and pensionary benefits in respect of the employee retiring during the period Sept., 2014 to March, 2015 may also be included in this statement.

Signature of Head of Units/Regional Centre.

Sports Authority of India

Name of the Units/Regional Centre _____

Budget Estimates for the Year 2015-16.

Statement showing the details of funds requirement for payment of Pension and Pensionary benefits for the period from April, 2015 to March, 2016

S.No	Name of the Pensioner	Date of retirement	Rate of Monthly Pension	Total Pension	Total Relief on Pension	Any other Pensionary Benefits	Total Col 5 to 8	Remarks
1	2	3	4	5	6	7	8	9
	Total estimate ex-pdt. For Sept.,2014 to March,2015							
	Actual expdt. April,2014 to August.,2014							
	Total RE 2014-15							

Note: The requirement of funds for payment of pension and pensionary benefits in respect of the employee retiring during the period Sept., 2014 to March, 2015 may also be included in this statement.

Signature of Head of Units/Regional Centre.

Sports Authority of India

Name of the Units/Regional Centre _____

Revised Estimates for the Year 2014-15.

Statement showing the details of Store/Sports equipments/Scientific equipments (Non consumable) to be purchased imported during the period from Sept., 2014 to March, 2015

S.No	Name of Budget Head/Plan Schemes	Name of the store/sports equipment/scientific equipment	Quantity already available in the store	Quantity required excl. quantity as mentioned in col. No4	Rate per unit	Estimate cost	Whether it is a new purchase or replacement	Justification for purchase/ replacement	Remarks
1	2	3	4	5	6	7	8	9	10
	Total estimate expdt. For Sept.,2014 to March,2015								
	Actual expdt. April,2014 to August.,2014								
	Total RE 2014-15								

Note: For each Major Head/Plan Scheme separate format may be used.

Signature of Head of Units/Regional Centre.

Annexure -V (b)

Sports Authority of India

Name of the Units/Regional Centre _____

Budget Estimates for the Year 2015-16.

Statement showing the details of Store/Sports equipments/Scientific equipments (Non consumable) to be purchased imported during the period from April, 2015 to March, 2016

S.No	Name of Budget Head/ Plan Schemes	Name of the store/ sports equipment/ scientific equipment	Quantity already available in the store	Quantity required excl. quantity as mentioned in col. No 4	Rate per unit	Estimate cost	Whether it is a new purchase or replacement	Justification for purchase/ replacement	Remarks
1	2	3	4	5	6	7	8	9	10
	Total BE 2015-16								

Note: For each Major Head/Plan Scheme separate format may be used.

Signature of Head of Units/Regional Centre.

Sports Authority of India

Name of the Units/Regional Centre _____

Revised Estimates in respect of _____ (Name of Major Heads/Plan scheme) for the Year 2014-15.

No. of Schools/Akharas/Centres under the scheme _____

No. of Trainees under the scheme (a) Residential _____

(b) Non Residential _____

S.No	Name of Sub Head	Actual Expdt. For 2013-14	Approved Budget Allocation for 2014-15	Actual expdt. From April,2014 to Aug,2014	Estimated expdt from Sept. , 2014 to March, 2015	Revised Estimates 2014-15	Variation between col.4 & 7	Reason/justification for variation	Remarks.
1	2	3	4	5	6	7	8	9	10
	Total BE 2015-16								

Note: 1. Budget Estimates for Revenue expenditure and Capital expenditure should be shown separately.

2. Requirement of funds for purchase of store/equipments of Non consumable nature should be supported with full details in annexure V (a).

Signature of Head of Units/Regional Centre.

Annexure -V I (b)

Sports Authority of India

Name of the Units/Regional Centre _____

Budget Estimates in respect of _____ (Name of Major Heads/Plan scheme) for the Year 2015-16.

No. of Schools/Akharas/Centres under the scheme _____

No. of Trainees under the scheme (a) Residential _____

(b) Non Residential _____

S.No	Name of Sub Head	Approved BE for 2014-15	RE 2014-15 (Projected)	BE 2015-16 (Projected)	Variation between col 4 & 5)	Reason/justification for variation	Remarks.
1	2	3	4	5	6	7	8

Note:

1. Budget Estimates for Revenue expenditure and Capital expenditure should be shown separately.
2. Requirement of funds for purchase of store/equipments of Non consumable nature should be supported with full details in annexure V (b).

Signature of Head of Units/Regional Centre.

Sports Authority of India

Name of the Units/Regional Centre _____

Statement showing the details of anticipated Revenue Receipts during the period from Sept., 2014 to March., 2015.

S.No	Name of Budget Head/Sub Head	Actual receipts for 2013-14	Estimated revenue receipts taken in the BE for 2014-15	Actual receipts from April 2014 to August,14	Estimate receipts from Sept.,14 to March,15	Total receipts to be taken in RE 2014-15	Variation between Col No: 4 & 7	Reason/Justification for variation	Remarks
1	2	3	4	5	6	7	8	9	10

Signature of Head of Units/Regional Centre.

Annexure -VI I (b)

Sports Authority of India

Name of the Units/Regional Centre _____

Statement showing the details of anticipated Revenue Receipts during the period from April, 2015 to March, 2016.

S.No	Name of Budget Head/Sub Head	Actual receipts for 2013-14	Estimated revenue receipts taken in the RE for 2014-15	Estimate revenue receipt during the year 2015-16	Variation between col 4 & 5	Reason/Justification for variation	Remarks
1	2	3	4	5	6	7	8

Signature of Head of Units/Regional Centre.

Sports Authority of India

Name of the Units/Regional Centre _____

Revised Estimates 2014-15 and Budget Estimate 2015-16 in respect of Infra. Development/Capital works.

S.No	Name of the work project	Date of the approval of the works/ project & name of the approving authority.	Approved estimated cost of the works/ project	Approved allocation for the year 2014-15	Expd. Incurred during April.2014 to Aug.2014	Esti- mated ex- pdt. During Sept.,2014 to March, 2015	Revised Estimate 2014-15 (Col6 +7)	Variation between Col5 & 8 & reason/ justifi- cation thereof.	Estimated expendi- ture during April 14 to March, 2015	Remarks.
1	2	3	4	5	6	7	8	9	10	

Signature of Head of Units/Regional Centre.

**Format of Letter forwarded to MYA&S – RE (Current FY) & BE (Next FY)
Sports Authority of India
(Finance Division)
See Para 1.4.2 (i)**

F. No:

Dated:

Shri

.....

Ministry of Skill Development, Entrepreneurship, Youth Affairs and Sports

Shastri Bhawan, New Delhi

Sub: Formulation of Revised Estimates 2014-15 and Budget Estimates 2015-16 in respect of Sports Authority of India

Sir/Madam,

I am directed to refer to Ministry letter No: dated on the subject mentioned above. Please find herewith the Revised Estimates for Current FY..... and Budget Estimates for next FY in respect of Sports Authority of India under Plan (including NER) and Non-Plan as per details given below:

(Figures in Crore)

Scheme	BE current FY submitted to MYA&S	Funds allocated in Current FY by Ministry	RE-(Current FY) proposed	BE-(next FY) proposed
Plan	-	-	-	-
Projects/scheme in NER	-	-	-	-
Non-Plan	-	--	-	-

The component wise RE – (Current FY.....) and BE- (next FY.....) is as under:

(Figures in**Crores)**

Component	PLAN		PLAN (NER)	
	RE-(Current FY.....)	BE-(Next FY.....)	RE-(Current FY.....)	BE-(Next FY.....)
SC	-	-	-	-
ST	-	-	-	-
Salaries	-	-	-	-
Capital Assets	-	-	-	-
General	-	-	-	-

Advertising & Publicity	-	-	-	-
TOTAL	-	-	-	-

(Figures in Crores)

Component	NON-PLAN	
	RE-(Current FY.....)	BE-(Next FY.....)
Salaries	-	-
General	-	-
TOTAL	-	-
Less: Anticipated Receipts	-	-
Net Budgetary Requirement	-	-

The following facts are also brought to the notice of Ministry for consideration while finalizing the Budget Allocation of SAI:

1. There has been a considerable increase in budget requirement for Plan & Non-Plan scheme due to **(reasons thereof should be cited.....)**

The Non-Plan RE (Current FY..) and BE (Next FY....) have been prepared by taking into account the above facts.

It is, therefore, requested that the approval of Ministry for the RE (Current FY.....) and BE (Next FY.....) may be communicated at the earliest please.

This issues with the approval of DG, SAI.

Yours faithfully,

Name of the Signatory Authority.....
Signature of Signing Authority.....

**Budget Allocation under PLAN/Plan (NER) & Non-Plan - Scheme-wise/Component-wise
PLAN/ PLAN (NER) See Para 1.4.2 (2)**

A.

(Figures in Rs. Crores)

S.No.	Schemes	BE 2014-15	Budget Allocation for FY.....						Total
			Salaries	Gen-eral	ST	SC	Capital Assets	Advertising & Publicity	
A. Sports Promotional Schemes									
1	National Sports Talent Contest (NSTC)	-	-	-	-	-	-	0.00	
2	Army Boys Sports Companies (ABSC)	-	-	-	-	-	-	0.00	
3	Special Area Games (SAG)	-	-	-	-	-	-	0.00	
4	SAI Training Centre (STC)	-	-	-	-	-	-	0.00	
5	Centre of Excellence (COE)	-	-	-	-	-	-	0.00	
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
B. Other Schemes									
6	Coaches salaries & other Misc Exp.	-	-	-	-	-	-	0.00	
7	Salaries & other misc Expenses	-	-	-	-	-	-	0.00	
8	Sports Science/Medical centre	-	-	-	-	-	-	0.00	
9	Equipment Support	-	-	-	-	-	-	0.00	
10	Academic Programme	-	-	-	-	-	-	0.00	
A	LNCP E Thiruvananthapuram	-	-	-	-	-	-	0.00	
B	NS NIS Patiala	-	-	-	-	-	-	0.00	
11	Operation & Maintenance of SAI Stadia/ Building								
A	At Delhi	-	-	-	-	-	-	0.00	
B	Regional Centres, LNCP E & NS NIS Patiala	-	-	-	-	-	-	0.00	
14	Capital Projects/Construction Works	-	-	-	-	-	-	0.00	
Total		-	-	-	-	-	-	-	
Total (A + B)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	

B. NON-PLAN

(Figures in Rs. Crores)

S.No.	Schemes	Budget Allocation 2015-16		Total
		Salaries	General	
1	Establishment & Other Misc. Expenses	-	-	0.00
3	Pension & Retirement Benefits	-	-	0.00
4	Loans & Advances	-	-	0.00
5	Operations & Maintenance of Stadia Staff Houses	-	-	0.00
6	Computerized Sports Data Bank	-	-	0.00
Total				0.00
Less: Anticipated Internal Receipts				0.00
Net Allocation Provided by MYAS				0.00

Note: From FY 2015-16 onwards component-wise Budget Allocation along with scheme-wise has been initiated in SAI for better expenditure control & management.

Recording of Grant-in-Aid received from MYA&S

SPORTS AUTHORITY OF INDIA See Para 1.5 (ii) & (iii) and 3.5													
DETAILS OF GRANT-IN-AID RECEIVED FROM MYA&S DURING 2014-15													
SNo.	Sanction No. & Date	Year of Receipt	Date of Credit	Plan					Non-Plan		Plan (NER)	Others	Re-remarks
				Sal	Gen	SC	Cap. Ast.	ST	Advt & Pub	Sal			
-	-	-	-	-	-	-	-	-	-	-	-	-	-
	TOTAL				-	-	-	-	-	-	-	-	
	GRAND TOTAL												
					XXXXX								

Note:**Abbreviations used as under:**

1. Sal – Salaries
2. Gen – General
3. Cap. Ast. – Capital Assets
4. Advt. & Pub – Advertising & Publicity

Format of Letter finally forwarded to SAI Units/Centres for information regarding Budget Allocation for the FY.....

**SPORTS AUTHORITY OF INDIA
(BUDGET AND FINANCE DIVISION)**

See Para 1.4.2 (6)

File No:

DAT-

ED:.....

Address of the Unit/centre

Pin -

Sub: Budget Allocation for FY

Sir/Madam,

The competent Authority has approved the following budget allocation for the Financial Year 2015-16 under Plan & Non-Plan:

A. PLAN/PLAN (NER)

(Figures in Rs. Lakhs)

S.No.	SCHEMES	Budget Allocation 2015-16
-	-	-
Total		-

B. NON-PLAN

(Figures in Rs. Lakhs)

S.No.	SCHEMES	Budget Allocation 2015-16
1	-	-
2	-	-
	Gross Total	-
	Less: Targeted Internal Receipts	-
	Net Allocation provided by MYA&S	-

It may be ensured that the expenditure remains within the budget allocation.

This issues with the approval of Competent Authority, SAI.

Yours faithfully,

(Name of the Signing Authority.....)

Designation of the Signing Authority

GFR 19 – A
(See para 3.8)
Form of Utilization Certificate

S.No.	Letter No. and Date	Amount (Rs.)	Certified that out of Rs. _____ of Grant s-in aid sanctioned during the year s ____ in favor of _____ under this Ministry/ Department letter No. given in the margin and Rs. _____ on account of unspent balance of the previous year, a sum of Rs ._____ has been utilized for the purpose of _____ for which it was sanctioned and that the balance of Rs ._____ remaining un utilized at the end of the year has been surrendered to Government (vide No. _____ dated _____) will be adjusted towards the grants -in-aid payable during the next year _____.
		Total	

1. Certified that I have satisfied myself that the conditions on which the grant s-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised.

1.

2.

Sig nature _____

3.

Designation _____

4.

Date _____

