

## 33rd National Games-2007 Guwahti



Services  
Winner of Overall Championship Trophy

*"Glory through sports"*



SERVICES SPORTS CONTROL BOARD

STANDING  
ORDERS

SILVER BOOK



# HANDBOOK OF GAMES AND SPORTS 2010



Compiled and Edited by  
**Lt Col J S Grewal**  
Jt Secy (Army), SSCB

Published by  
**SERVICES SPORTS CONTROL BOARD**  
Armed Forces Headquarters  
New Delhi-110 011



---

## **FOREWORD**

1. The Silver Book contains directives for efficient and effective administration of the Services Sports Control Board. These orders will be read in conjunction with the SSCB Gold Book.
2. The Silver Book replaces the Black Book issued on 20 Dec 1998.
3. These orders are divided into four parts as follows :-
  - (a) Part I : Organisational Structure
  - (b) Part II : Duties of Officers
  - (c) Part III : Delegation of Financial Powers and Maintenance of Accounts.
  - (d) Part IV : Procurement of Stores
  - (e) Part V : CISM Military World Championships

Place : New Delhi  
Date : 15 June 2010

  
**(UK Thapa)**  
Captain (IN)  
Secretary  
SSCB

---



---

**STANDING ORDERS:**  
**SERVICES SPORTS CONTROL BOARD**

**Introduction**

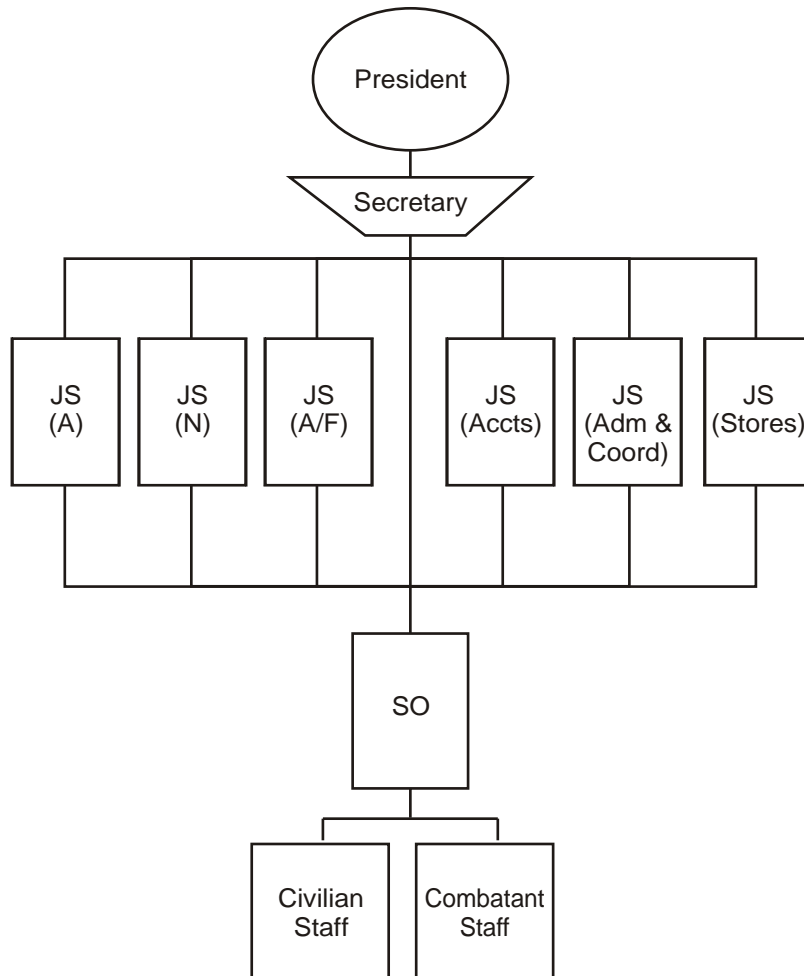
1. Services Sports Control Board is the apex body responsible for conducting and coordinating the sports activity in Armed forces. It came into existence in the year 1945. Since then there has been a sea change in the sporting arena and with larger number of sporting events being played at the National and International level, the scope and work load of SSCB has increased manifold. Till the financial year 2005/6, the funding of SSCB was done from NPF through canteen trade profit surplus. As the participation of Services team had increased there was a short fall of about 50 to 60 % in funds. Govt of India started allotting Public Funds from the financial year 2006/7. Accordingly a sum of Rs. 2,00, 00,000/- (Rupees Two crore) shared by Army, Navy and Air Force in the ratio of 85:05:10 was allotted to SSCB for expenditure on promotion of sports in Armed forces through various sporting activities. The source of fund/Budgetary Head are as given below:-

- (a) Army - Major Head 2076, Minor Head 800(c), Code Head 595.
- (b) Navy - Major Head 2077, Minor Head 800(g), Code Head 686/00.
- (c) Air Force - Major Head 2078, Minor Head 800, Code Head 795/01

---

## **PART I : ORGANISATIONAL STRUCTURE**

2. The organization of SSCB is as under:-



**Note :-** There are three Joint Secretaries. Although only one Joint Secretary (Army) is authorized in the PE, two are on additional strength as approved by COSC vide extract of COSC Minutes 09/96 dated 13 May 96.

---

## **PART II : DUTIES OF OFFICERS**

3. The charter of duties of the various appointments are as enumerated in the succeeding paragraphs.

### **Secretary, SSCB**

4. The duties of the Secretary, SSCB will be as follows:-

- (a) Be responsible for the overall administration of all aspects of functioning of the SSCB.
- (b) Maintain close liaison with the three Boards to ensure that the directives issued by President, SSCB , CISC and JS(Trg) and CAO are followed by all concerned.
- (c) Maintain close liaison with all the National Sports Federations concerned, the Ministry of Youth Affairs, the Indian Olympic Association and CISM.
- (d) Prepare the sports calendar in consultation with the three Boards and NSFs.
- (e) Be responsible to ensure that necessary directions for the conduct of various Services championships are issued by the Jt Secy concerned.
- (f) The budgetary proposals for the expenditure to be incurred in the next financial year are to be scrutinized by him before they are put up to the President.
- (g) Be responsible for the correctness of all the accounts maintained by Jt. Secy (Accounts) and will ensure that the subordinate staff follow the laid down directions implicitly.
- (h) Be responsible that the Jt Secy (Accounts) strictly follows all cannons of financial propriety as per guidelines given in GFR and DPM.



- 
- (j) He is also the staff officer to the President, SSCB.
  - (k) He will be assisted by the Jt Secy's and the SO in the discharge of the above mentioned duties.
  - (l) Responsible for the sanction of all leave to the officers and staff of the SSCB.
  - (m) He is the officer responsible for approving all temporary duties of Officers and PBOR within India.
  - (n) He will ensure that CISM annual affiliation fees is paid through Bank transfer into CISM account after taking due approval from CISC.
  - (o) He will ensure that the Approval in Principal (AIP) for participation of Indian Delegation in various Military World Games/Events is taken from VCC Committee and CISC.
  - (p) He will ensure the teams are selected on the basis of Inter Services Championship or trials for participating in Military World Championships. Formal approval of Hon Raksha Mantri is taken on file and Govt of India letter is issued prior to the departure. The composition of team is selected based on the invite from the host Country. He will ensure balanced representation of Officials from the three Services based on their proficiency in the particular event.
  - (q) He will ensure that the file for allotment of Public funds for the financial year is processed in time with MoD Finance and the Govt of India letter is issued covering all the aspects as per the previous year's letter including any other expenditure envisaged in the next financial year but not covered earlier.

5. **Armed Forces Sports Medicine Centre.** The duties of Secretary SSCB towards the Armed Forces Sports Medicine Centre (AFSMC) Pune, a joint Service establishment under

---

operational control of Service Sports Control Board and raised vide Govt of India Min. of Defence letter No. 2034/SSCB/1049/D (IS) dated 18 Sep 2003 will be as under :-

- (a) The Secy SSCB will ensure that the support service of AFSMC is available to trainees, coaches And sportsmen of the three Services.
- (b) That, the specialist advice on training methodologies, objective talent assessment and scientific-active rehabilitation is sought by the Board from AFSMC as and when required.
- (c) That, all Services teams are scientifically evaluated prior to commencement of specific game training which will include a capsule on physical conditioning on continuum.
- (d) That, courses/clinics/conditioning camps are conducted by AFSMC for the tri-services to aid in dissemination of contemporary research and scientific data and to train sportsmen And support personnel.
- (e) That, compilation of scientific data And its collation is done on a continuous basis at AFSMC to build on a knowledge base to facilitate measures at enhancement of sporting performance.
- (f) That, the personnel stationed at AFSMC undergo a constant up-gradation of knowledge to keep abreast with times and ample avenues are provided for the same in every sphere of sports sciences.
- (g) That, AFSMC is provided with the requisite Training, Evaluatory, Rehabilitatory, Research, Sporting, Human Resource, Transport, Support And Financial wherewithal to facilitate its working towards the envisaged goal.
- (h) That, support through the office of the Dir Gen

---

Armed Forces Medical Service is requisitioned And provided for technical support in terms of trained manpower, equipment And up-gradation of knowledge.

(j) That, all the three Services support the AFSMC with available And earmarked funds, human resources And transport, as also utilize the scientific facility for their sportsmen, to its full potential.

(k) That, the AFSMC is accorded full administrative support to function by HQ Pune Sub Area. The Secy by using his good offices through ASCB And HQ Southern Command will ensure that the unit is not isolated in station (being a tri-Services unit) bereft of necessary administrative back-up, for day to day functioning.

(l) That, AFSMC (Dope Control Node/Hub for the Armed Forces) is provided with the necessary facility for continuing Anti Doping activities in the Services.

(m) That, adequate And continued measures are undertaken to spread awareness about the scourge of Doping by AFSMC through awareness/education sessions and avenues for the same are scheduled every training year in the SSCB calendar.

(n) That, an administrative And functional audit of the AFSMC is done by the Secy SSCB; as also a technical audit by competent authority; every year, to establish that the centre is working towards its goal.

(p) The Secretary, in the capacity of the functional head of the Services Sports Control Board and by virtue of being the IO of the Commanding Officer of AFSMC, will serve as a guiding beacon to the centre and will ensure a favorable environment for the personnel to function optimally and deliver at all times.

---

### **Joint Secretary, SSCB**

6. The duties of the Joint Secretary, SSCB will be as follows:-

(a) Be responsible to the Secy, SSCB for various duties entrusted to him from time to time.

(b) He will be specifically detailed as Officer-in-Charge for specific games and would be required to discharge the duties as mentioned below:-

(i) Be responsible to the Secy, SSCB for all aspects of the sports discipline allotted.

(ii) Issue the prospectus for the conduct of the championship well in time.

(iii) Detail sufficient number of officials for the Services championship.

(iv) Intimate Defence PRO for advance publicity of the Services Championship on required basis.

(v) Inform conducting / hosting unit to collect prizes, flags and certificates when they are ready.

(vi) Attend Services championship and the National Championship of his event.

(vii) Attend the meetings of the National Sports Federations.

(viii) Plan coaching camps, moves and administration of Services team for the National championship.

(ix) On conclusion / completion of the Services championship, ensure that instructions for special scale of rations are issued for selected sportsmen.

(x) Ensure that the Organising Committee/ Jury/ Manager's report are received at the earliest

---

after the Inter-Services/National/CISM championship is over.

(xi) Circulate Manager's report to the three Boards to facilitate promotions based on sporting performance.

(xii) Prepare sporting annual report for the respective sports discipline.

(xiii) Detail Anti Dope Control Officials for the event and ensure the test are conducted as per the Anti Doping policy of SSCB.

(xiv) Preliminary entry of teams are sent in time to the organizers of the World Military Championship and all correspondence is maintained as per the Invite received from the Organizers. The file for Deputing the team abroad is initiated in time and formal approval of RM is taken prior to the departure.

(c) The Joint Secretaries will also perform duties of Adm & Coord Officer, Accounts officer and Officer-in-Charge Stores (equipment, property, Sports kit and Gear) in addition to their normal duties on rotation basis.

(d) The senior most Joint Secy will officiate as Secy, SSCB during the absence of the permanent incumbent.

### **Joint Secretary (Administration & Co-ordination) and PIO**

7. One of the Jt Secy will be detailed to perform the duties of Adm & Coord Officer SSCB, in addition to his own duties. The duties of the Adm & Coord Officer will be as follows:-

- 
- (a) Be responsible to the Secy, SSCB for the overall Adm of the SSCB staff.
  - (b) Ensure punctuality of the office staff and maintain a record of their attendance with the help of SO.
  - (c) Ensure that orders and instructions issued by CAO with regards to administrative matters are kept up to date.
  - (d) Ensure general cleanliness and upkeep of the office buildings and equipment, assisted by the SO.
  - (e) Keep himself abreast of the necessary provisions of the Central Civil Services (CCS) Rules and Regulations with regards to leave, discipline and entitlement of civilian staff and RTI Act 2005.
  - (f) Ensure that various reports and returns pertaining to the subordinate staff are made in accordance with the instructions issued by CAO. In this, he will be assisted by the SO.
  - (g) Ensure that work is distributed equality among the office staff.
  - (h) Issue instructions for ensuring prompt and efficient disposal of work.
  - (j) Provide necessary assistance to the SO in coordinating the work between the civilian and combatant staff.
  - (k) All the e mail is down loaded and put up in the mail folder in the form of hard copy and correspondence received through SDS is put up to the Secy and Jt Secy on daily basis.
  - (l) Ensure that orders with regards to fire precautions are observed by the staff.
  - (m) Prepare & execute the Annual leave plan of staff ensuring that adequate staff is available throughout the
-

---

year for smooth functioning of SSCB.

(n) Maintenance and compilation of Data Bank and preparation of Annuals.

### **Joint Secretary (Accounts)**

8. One of the Joints Secretaries will be detailed to perform the duties of Jt Secy (Accounts), in addition to his own. The duties of the Jt Secy (Accounts) will be as follows:-

(a) He will be responsible to the Secy, SSCB for all aspects concerning the maintenance of accounts as per the guidelines given in GFR and DPM and those applicable to Non Public Fund .

(b) The SSCB Bank A/C will be jointly operated by two Officers i.e. the Secy, SSCB and Jt Secy (Accounts).

(c) He will be assisted by the SO and one clerk for carrying out the entire work pertaining to maintenance and handling of accounts as desired by him .

(d) The Accts Clerk will be responsible to the Accounts Officer for preparation of Sanction , matching Supply Order with Vender Bills and Rate Contract, Cross checking, bills and CRV, checking of signature by concerned Joint Secretary on sanction documents and bills, calculation of diet money based on team formed by jury and Training Camp signal, preparation of contingency Bills, preparation of cheques, entries in sanction register with sanction approval, maintenance of relevant financial files, issuance of cheques in the presence of Secretary SSCB, entries in relevant cash books , obtaining of bank reconciliation statement, preparation of closure of account books for month end and quarterly audit, preparation and dispatch of contingency bills complete in all respect and on time to

---

PCDA, return of unused Public Fund at the end of Financial Year through MRO, Funds availability certificate for teams proceeding on CISM deputation, preparation and dispatch of vote on Accounts/budgetary letter to the three Services HQ's/Boards, preparation of Budget DGL and obtaining of Budget and Budget Planning for the next financial year.

(e) He will ensure that ink-signed allotment letters from the three Services in respect of their share of public fund, letter of authorities for collection duly signed by President SSCB and any other relevant document required by respective CDAs are furnished prior to release of SSCB budget.

(f) Before any cheque is put up for signature, the Jt Secy, Accounts is to ensure that the expenditure has been sanctioned in the file and sanction letter is signed by the Competent Financial Authority (CFA). This responsibility rests totally with the Jt Secy (Accounts) and cannot be delegated.

(g) He will also ensure that duly signed original vouchers in respect of conduct money, diet money, incidental etc are obtained from Team Managers/ conducting units within 15 days of completion of the event and prepare the CBs accordingly.

(h) He will ensure that all entries in the cash book are correct and accounted for by documents and payment vouchers. The amount of each payment voucher should be written in words as well as in figures. Overwriting / correction in any accounts documents are forbidden. If any, all such corrections and alterations in the vouchers / cash book shall be attested by the Joint Secy (Accts).

(j) Monthly statement of account along with bank reconciliation statement will be put up by Joint Secy



---

(Accts) to the Secy SSCB, for signature and perusal / information.

(k) He will promptly report any discrepancies noticed to Secy SSCB.

(l) He will ensure that claims arising during a financial year are submitted in sufficient time to admit of their being paid before 31<sup>st</sup> Mar of that year. If Cheques are issued after the 25<sup>th</sup> Mar, the recipients shall be requested to present them for payment before the end of that month and keep the CDA informed.

(m) Submission of accounts and furnishing of all information called for by members of the audit boards.

(n) Action on the Board's recommendations and on the subsequent directions of the CFA.

(o) Be responsible for the safe custody of cash, payment vouchers, all financial documents (Cash Book, Ledgers etc).

(p) Ensure that the assisting staffs are fully conversant with the instructions issued from time to time with regard to maintenance and upkeep of accounts.

(q) He will countersign all payment vouchers.

(r) He will approach the Secy, SSCB for detailment of officers for the quarterly audit board.

(s) He is to maintain separate accounts for public/non public money.

(t) Following list of books/registers/ledgers is required to be maintained in respect of PF account :-

(i) Cash Book.

(ii) Ledger.

- 
- (iii) Cheque Issue Register (for expenditure / payments).
  - (u) On completion of Financial Year, accounts will be audited by concerned CDA and unspent amount should be deposited / surrender to GOI through MRO well in time.
  - (v) Ensure that NPFs are subject to quarterly internal audit board.

### **Joint Secretary (Stores)**

9. One of the Joint Secretaries will be detailed to perform the duties of Officer-in-Charge Stores (equipment, property, Sports kit and Gear). The duties of the Officer-in-Charge Stores will be as follows:-

#### **Equipment & Property**

- (a) Be responsible for ensuring that all stores are taken on ledger charge and property accounted for. He is to ensure that the ledger is mustered on a quarterly basis and ensure that quarterly store audit is countersigned by Secretary SSCB.
- (b) He will be assisted by one Clerk for carrying out the entire work pertaining to stores.
- (c) Ensure serviceability of all equipment.
- (d) Arrange for the periodic maintenance through the authorized dealer.
- (e) Liaise with Secy, SSCB for issuing instructions for annual stock taking and conditioning board.
- (f) Take action for maintaining stock of necessary spares to avoid disruption of work.

---

(g) All handing over/taking over of property are to be properly accounted in the normal procedure when the incumbent goes on leave. The Secy, SSCB will be responsible to ensure that this takes place under a written directive from him and that the officers, handing over and taking over make the necessary reports to him.

### **Sports Kit and Gear**

- (a) Ensure that a tender is floated at the beginning of financial year for procuring sports and misc items as per the direction of Secretary and after approval of President SSCB .
- (b) Be responsible for procurement and provisioning of all sports kit, gears and other related items for Services teams as and when projected by concerned Jt Secretaries and approved by Secretary SSCB .
- (c) Overall provisioning, procurement, accounting and custody of sports kit, gears, uniforms and any other items procured using Public Fund allocated to SSCB.
- (d) Laying down procedures and rules for allocating these items to sportsmen/women and other agencies.
- (e) Keeping liaison with vendors approved by tenders in connection with fabrication of sports kit, gears, uniform and other items and their timely supply and distribution.
- (d) Implementing accounting instructions on all stores items.
- (e) Dealing with all questions relating to scales of distribution to various Services Teams and its officials.
- (f) Dealing with the administrative problems of procuring items its quality and quantity assurance.
- (g) Arranging procurement of items which in case not approved in tender and needed essentially for Services

---

Teams after following due procedures and directives of Secretary SSCB.

- (h) Carry out monthly inspection and muster of all stores items and apprised Secretary about the state of store.
- (j) Maintenance of relevant PLL/Issue voucher/supply order/bills and other documents for accounting.
- (k) Preparation and promulgation of issue programme in consultation with concerned Jt Secy of sports.
- (l) To evolve efficient key routing within the department for handling of keys of stores.
- (m) To arrange disposal of items lying without distribution in stores under directives of Secy SSCB.
- (n) Mustering and regularization of surpluses and deficiencies.
- (o) Carry out snap check, and regularization of surpluses and deficiencies.

10. He will also perform the duties of Branch Security Officer.

**Branch Security Officer**

11. Joint Secretary (Adm & Coord) will also perform the duties of Branch Security Officer. The duties of the Branch Security Officer will be as follows:-

- (a) He is responsible to Secy, SSCB for the discharge of his duties as laid down vide “DEPARTMENTAL SECURITY INSTRUCTIONS 2008” or any subsequent orders.
- (b) His name will be forwarded to the office of Chief Security Officer by the Secy, SSCB including changes

---

when the permanent incumbent changes / when the permanent incumbent is on leave.

(c) Keep himself fully conversant with all security instructions and ensure that the instructions are fully understood by all staff concerned and are implemented/ complied with, within their groups/branches.

(d) Forward a consolidated half yearly certificate on behalf of all personnel certifying that all his personnel have read and understood the “Departmental Security Instructions 2008” or latest, if issued.

(e) He will ensure that adequate fire precautions are observed by the staff.

(f) Organise periodic surprise checks in his area and maintain a record of such checks.

(g) Submit a monthly security report to the office of Chief Security Officer indicating lapses noticed by him.

(h) Maintain close liaison with the office of the Chief Security Officer/ Security Office.

(j) Ensure that all staff are fully conversant with Official Secret Act.

(k) He will be assisted by the Section Officer who will act as Assistant Security officer.

### **Section Officer**

#### **12. General Duties:-**

(a) Distribution of work among the staffs as evenly as possible;

(b) Training, helping and advising the staff;

(c) Management and Co-ordination of the work;

(d) Maintenance of order and discipline in the section;

- 
- (e) Maintenance of a list of residential addresses of the Staff.

13. **Responsibilities relating to Dak:-**

- (a) To go through the receipts;
- (b) To submit receipts which should be seen by the Branch Officer or higher officers at the dak stage;
- (c) To keep a watch on any hold-up in the movement of dak; and
- (d) To scrutinize the section dairy once a week to know that it is being properly maintained.

14. **Responsibilities relating to issue of draft:-**

- (a) To see that all correctness have been made in the draft before it is marked for issue;
- (b) To indicate whether a clean copy of the draft is necessary;
- (c) To indicate the number of spare copies required;
- (d) To check whether all enclosures are attached;
- (e) To indicate priority marking;
- (f) To indicate mode of dispatch.

15. **Responsibilities of efficient and expeditious disposal of work and checks on delays:-**

- (a) To keep a note of important receipts with a view to watch the progress of action;
- (b) To ensure timely submission of arrear and other returns;
- (c) To undertake inspection of Assistants table to ensure that no paper of file has been overlooked;

- 
- (d) To ensure that cases are not held up at any stage;
  - (e) To go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

**16. Independent disposal of cases:-**

He should take independent action of the following types:-

- (a) Issuing reminders;
- (b) Obtaining or supplying factual information of non-classified nature;
- (c) Any other action which a Section Officer is authorized to take independently.

**17. Duties in respect of recording and indexing:-**

- (a) To approve the recording of files and their classification;
- (b) To review the recorded file before destruction;
- (c) To order and supervise periodic weeding of unwanted spare copies;
- (d) Endure proper maintenance of registers required to be maintained in the section;
- (e) Ensuring proper maintenance of reference books, Orders, etc, and keep them up to date;
- (f) Ensuring neatness and tidiness in the Section;
- (g) Dealing with important and complicated cases himself;
- (h) Ensuring strict compliance with Department Security Instruction.

---

18. **SSCB specific additional duties will be as follows:-**

- (a) Maintenance & compilation of Data Bank and preparation of Annuals under the supervision of Jt Secy (Adm & Coord.)
- (b) Monitoring of policy issues.
- (c) Monitoring of Custom Duty Exemptions certificate.
- (d) Ensure time line of activities as per Sports Calendar.
- (e) Composition of Secy Memo and its compliance.
- (f) Property/Stores coordination.
- (g) Leave/Ty Duty/Move sanction (including registers)

**Accounts Clerk**

19. The Accounts clerk will function directly under the Jt Secretary(Accounts). He will be responsible to the Joint Secretary (Accounts) for the following :-

- (a) He will assist the Jt. Secy, Accounts in his duties.
- (b) Make disbursement or TA/DA and extra diet payments to the sportsmen under the overall authority of the Jt. Secy, Accounts.
- (c) Scrutinize / forecast estimates of expenditure received from organizing formations/units for the conduct of Services championships in all disciplines and advance diet money to participating teams at the National Championship, as recommended by the Selection Committee.
- (d) Scrutinise actual expenditure incurred on Services Championships and National Championships.



- 
- (e) Arrange payment for prizes, kit, sports gear as approved by the Secretary/Joint Secretary concerned.
  - (f) Have the accounts of the SSCB audited periodically.
  - (g) Correspondence with Bank, under the direction of the Jt Secy (Accounts).

### **Store Clerk**

20. The store clerk will work directly under the Joint Secretary (Stores). He will be responsible to the Joint Secretary (Stores) for the following :-

- (a) Ensure correct quantity and quality as per supply order is received from vendors.
- (b) Report deficiency and any other relevant concern to the notice of Jt Secy (Store) SSCB immediately for action.
- (c) Up-to-date state of all accounting ledger/issue vouchers/supply orders and bills.
- (d) Storage, custody and preservation of all store items.
- (e) Distributing of items and liaison with respective Services Teams for smooth operation.
- (f) Ensure cleanness and presentable state of store at all time.
- (g) All action to ensure the safe storage of all item from all kind of damages.
- (h) Liaise with all clerk for dates and composition of teams to place the supply order well in times for items.
- (j) Mustering of all items and their physical state and reporting it to Jt Secy (Store) every week.
- (k) Ensure that no unauthorised issue of any items is done to any individual.

- 
- (l) Closing and opening of store every day and ensuring that store is sealed with the signature of Jt Secy (Store) every day.
  - (m) Liaise with DOA/CAO and other agencies for stationary items.
  - (n) Preparing and helping Jt Secy (Store) in conducting audit of store every quarter.

### **Stenographer**

21. The duties of the Stenographer will be as follows:-

- (a) Maintenance of personal files of Secretary and the Joint Secretaries of SSCB.
- (b) Correspondence of temporary duty of officers of SSCB.
- (c) Account of leave of officers.
- (d) Any other duty entrusted by the officers of SSCB.
- (e) To download all SSCB e-mails for Dak.
- (f) To put-up weekly activities of SSCB staff for perusal of Secretary and President every Monday.
- (g) He will be responsible for preparing and updating Annual Sports Calender of SSCB.
- (h) He will be responsible for maintenance and updating of Sports Information Boards.

---

**PART III : DELEGATION OF FINANCIAL POWER  
AND MAINTENANCE OF ACCOUNTS**

16. The Govt has accorded sanction for the delegation of Financial Powers, specifically for SSCB, towards incurring expenditures under Sports and Adventure activity vide Schedule XX to MoD letter No. A/89591/FP-I/693/2002 /D/GS(I) dated 22 Apr 02 and Note 25 dated 22 Aug 05 on file 1001/32/PF/SSCB as under :-

<b><u>CFA</u></b>	<b><u>Without consultation of IFA/CDA</u></b>	<b><u>In consultation of IFA/CDA</u></b>
(a) CISC	Rs. 20,00,000/-	Rs. 1,00,00,000/-
(b) President	Rs. 5,00,000/-	Rs. 40,00,000/-
(c) Secy (Col)	Rs. 20,000/-	Rs. 40,000/-

17. With a view to improve overall efficiency of fund management and to avoid delays in according sanctions for expenditure, the procedure enumerated in succeeding paragraphs is to be followed whilst operating the SSCB Public Fund Accounts .

18. The scope of the procedures enumerated below are a broad guidelines and for streamlining the steps for accounting of funds, procurement of goods and outsourcing of activities. These guidelines are not exhaustive and the CFAs may issue further amplifying orders in consultation with their IFAs and as per latest General Financial Regulations (GFR) issued by Govt of India, available on Ministry of Finance website. In case of any ambiguity, GFR and any other orders issued by the Govt would override these guidelines. The scope of these guidelines is as follows: -:

- 
- (a) General Guidelines for the CFAs
  - (b) Standard Operating Procedure for Accounting

### **General Guidelines for CFAs**

19. **Standards of Financial Propriety.** Every officer incurring or authorising expenditure from public money should be guided by high standards of financial propriety. Every officer should also enforce financial order and strict economy and see that all relevant financial rules and regulations are observed, by his own office and by subordinate disbursing officers.

20. **Responsibility of Controlling Officer for Expenditures against Budget.** The controlling officer (Secy, SSCB) in respect of funds is to ensure the following: -

- (a) The expenditure does not exceed the budget allocation.
- (b) The expenditure is incurred for the purpose for which funds have been provided.
- (c) Adequate control mechanism is promulgated for prevention/ detection of errors and irregularities and same are effectively applied.
- (d) Where any discrepancies are observed, the same is reconciled immediately.
- (e) To delegate financial powers to the next senior most Officer in writing during his absence duly approved by CFA.

---

### **Standard Operating Proceedure for Accounting Public Fund**

21. The SSCB Public Fund is operated on a Post Audit basis.

22. The amount allocated as per GOI letter may be drawn in advance from concerned CDA and will be kept in SSCB Public Fund account opened in a Bank for this purpose. This account will be jointly operated by two officers. The amount will not be merged with any other fund. The amount placed in this account will lapse to the Govt at the end of FY and the unspent amount would be refunded back to the Govt.

23. The expenditure will be incurred only on activities as specified in the GOI letter. As far as possible all financial transaction should be made by cheque.

24. Joint Secy (Accts) will be responsible to maintain an account relating to complete expenditures. All stores (Non-Consumable & Consumables) bought from Public Funds are to be strictly taken on charge in respective ledgers and pre-audited on completion of the FY by a Board of Officers duly appointed by Secy SSCB. The account will be finally audited by concerned CDA on completion of FY. The charters of duties of Jt Secy (Accts) are given at Part-II of these orders.

25 Cases of losses/wastage should be supported by C of I with endorsement for regularisation under the powers vested in the President SSCB.

26. Interest, if accrued on public money will not be utilised but will be deposited in Govt treasury through MRO at the end of the FY.

---

### **SSCB NPF & SSCB NPF (Cricket)**

27. A demand register (NPF) is to be maintained by the Accts clerk and all demands are to be entered in the register by the concerned officer forwarding the demand. On approval of President/Secy SSCB, the required demand is to be materialised.

28. Approval file for NPF and Cricket fund is to be maintained. Prior approval will have to be obtained from Secy SSCB/President SSCB for incurring expenditure from these heads.

29. An amount of Rs 5000/- is sanctioned as Incidental Expenditure ( cash in hand ) for day to day running expenditure of the SSCB from the SSCB NPF. The amount will be withdrawn in the first week of the month and will be kept with the Accts clerk.

30. Under no circumstances Cricket fund will be utilised for any other purpose besides expenditure pertaining to cricket except when approved by the President/Secy SSCB.

### **General Procedure**

31. The cheques will be issued to all concerned only on Friday, however , in case of an exigency, the cheque with the approval of Secy SSCB can be issued on any working day. If Friday happens to be a National holiday, the cheques would be issued on Thursday.

32. The cheques would be issued to all concerned in the presence of the Secy SSCB and signature of the recipient with full name & firms address will be taken.

---

33. The accounts related documentation files, vouchers, cash books etc will at all times be with Accounts clerk under lock and key.

34. The accounts related documents, files, vouchers, cash books etc will at all times be accessible to Secy SSCB , Jt Secy (Accounts) and accounts clerk only. In case, any Jt Secy is desirous of going through any of these documents, prior permission of Secy SSCB will have to be obtained.

### **Procedure For Procurement of Kit**

35. The team composition and kit sizes will be signed by Jt Secy of the respective event/game and handed over to Sports Store Officer within three days of finalisation of the Service team.

36. Kit size/composition of the team and supply order is then given to Accts clerk by Store Clerk within two days of the receipts from concerned Jt Secy.

37. On the basis of composition of the team & kit size, the sanction letter is prepared and appropriate approval is sought of appropriate authority as per the financial power . The Accts Officer is responsible for rates and releasing the sanction files, which would be in accordance with GOI letter.

38. On receipt of items by Store Clerk, bills and CRV are given by Store Clerk to Accts Clerk after getting the necessary signatures of the Store officer.

39. On the basis of the order placed, supply order, CRV & sanction letter and the bills are scrutinised as per BOO of the approved kit/items and cheques are prepared. Cheque are

---

signed by Accts Officer and Secretary SSCB only.

40. The following steps are adopted at the time of preparing cheques:-

(a) Conduct money cheques are made as per sanction amount in the file for the respective event.

(b) Diet money cheques are made as per camp signal raised by respective Jt Secy of the game, based on the duration of the camp. Under no circumstance shall the team be different from that selected by the jury during the Inter Services Championship or Trials except with the prior approval of Secy SSCB.

(c) Out of pocket allowances are given to Services sportsman @25 USD for International Participation on the basis of Ministry of Youth Affairs Letter.



---

## **PART IV - PROCUREMENT STORES**

### **41. Fundamental Principles in Procurement of Stores.**

All procurement of goods and services is to be governed by the guidelines and procedure promulgated in relevant Chapter of GFR and DPM. All authorities procuring goods would be responsible to ensure efficiency, economy and transparency during the process of procurement. They would also ensure that all suppliers are given a fair and equitable treatment. Various steps that are to be given due cognizance are enumerated in succeeding paragraphs.

### **42. Preparatory Steps.** Preparatory activities would generally consist of the following decisions/actions: -

- (a) Understand the requirement fully in terms of quantity and quality.
- (b) Based on the value of goods establish the CFA for purchase.
- (c) Based on type of goods and advice of IFA/CDA/CFA rep decide if Single Bid System or Two Bid System (technical bid and commercial bid) will be followed for tender enquiry.
- (d) Based on amount and requirement, decided on whether single, limited or advertised tender enquiry system is to be followed.
- (e) Prepare draft tender enquiry in consultation with CFA rep.
- (f) Goods required to be imported would have to be done under the powers of President SSCB, irrespective of the amount involved.

---

43. **Tender Enquiry.** This is the most important document on the basis of which the entire procurement will hinge. All the future documents including quotations from vendors will depend on tender enquiry hence it should be very carefully prepared after detailed study of the requirement. The tender enquiry should in unambiguous terms, specify the requirements, description of goods, type of material used, detailed specifications, safety certification, warranty, dealer backup support, accessories, technical / general specifications, quantity, delivery period, commissioning schedule, terms of payment, AMC cost, training cost, standard financial terms and conditions as may be devised for different categories of tender enquiries. Formats for technical and commercial responses should also be issued in order to avoid any ambiguity or vagueness in the responses. RFP should be prepared in accordance with DPM.

44. **Opening of Tender.** The Tender Opening Committee (TOC) duly nominated by CFA on a pre decided date and time should open the tenders. In case of **Single Bid System (Refer 4.11.1 of DPM 09)** the TOC will prepare a comparative statement of tenders (CST) and proceed for PNC if required. In case of a **two bid system (Refer 4.11.1 of DPM 09)** the technical bid will be opened first by TEC (Technical Evaluation Committee) for technical evaluation. A **Limited Tender Enquiry (Refer 4.3.1 of DPM 09)** may be adopted when the competent authority in the Ministry or Department certifies that the demand is urgent and any addl expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The number of supplier firms in LTE should be three or more. However LTE may be resorted to also when there are only two or three known sources of supply.

---

45. **Technical Evaluation.** Evaluation of any goods proposed for procurement should be done on the basis of specified QR parameters clearly defined as essential and desirable. Wherever considered desirable and feasible such evaluation should be done on the basis of its performance and degree of satisfaction of the identified parameters and qualitative judgment should be incorporated. The goods can also be called for demonstration at 'No-Cost-No-Commitment' basis. The TEC should only classify goods as technically acceptable or technically not acceptable giving reasons for non-acceptance, which should strictly be limited to those parameters of the RFP which are not met.

46. **Situation Reducing to Single Vendor Case.** A single vendor situation may result after tendering if only a single vendor responds to the tender enquiry or when only offer of one vendor has been accepted by TEC. In all such cases, re-tendering would normally be resorted to. However, the CFA may recommend to next higher CFA in exceptional cases, with concurrence of IFA. Actual procurement in such cases will be with approval of next higher CFA.

47. **Revised Commercial Quotes.** Revised commercial bids may be asked from vendors when the TEC has recommended any additional ties, which may have commercial implications, before opening of the commercial bids. Revised commercial bids may also be asked for when considerable delay has occurred, since submission of the commercial bids or when down ward trends in prices of products are evident. Prior concurrence of local CFA will be taken for revised commercial bids in cases where procurements are to be effected in consultation with local IFA/CDA.

---

48. **Commercial Aspects of Procurement Procedure**

- (a) **Step 1.** Constitute TPC/PNC with IFA/CDA / CFA rep included by appropriate CFA depending on the value of goods.
- (b) **Step 2. Opening of the tenders as per bidding system promulgated.** Commercial quotes of the firms short-listed by TEC should only be opened. This should be done in presence of the vendors.
- (c) **Step 3.** Preparation of CST (Comparative Statement Tender).
- (d) **Step 4.** Forward file along with CST and a brief to IFA/CDA/CFA rep.
- (e) **Step 5.** Price negotiation with vendors.
- (f) **Step 6.** All proceeding of TPC/PNC meeting to be documented in detail. All members including Finance rep should sign the TPC/PNC minutes.
- (g) **Step 7.** Approval of the TPC/PNC for financial sanction by the CFA after the same is vetted by his IFA.
- (h) **Step 8.** Contract formulation by the User. The contract shall be vetted by IFA at the appropriate level i.e. IFA concerned with CFA.
- (j) **Step 9.** Issue of Supply Order after it is duly vetted by local IFA/CDA.
- (k) **Step 10.** Supply, delivery, installation and commissioning, and acceptance of the goods/system.
- (l) **Step 11.** Release of payment.
- (m) **Step 12.** Monitoring of contractual obligations and remedial measures for non compliance by both buyer and seller.

---

## **PART V - CISM MILITARY WORLD CHAMPIONSHIPS**

### **Introduction**

49. Indian Armed Forces is a member of the International Military Sports Council (CISM) since 1999. CISM has 127 member countries and it organizes various sports championships, seminars and symposiums in which Indian Armed Forces personnel have been participating regularly. CISM organizes Military World Championship(MWC) in 25 disciplines every year and India has been participating in it since 2001. SSCB priorities a few disciplines for participation each year based on the performance of SSCB teams in the National and CISM championships of pervious year and availability of funds . Accordingly, in principle approval for deputing these teams abroad to take part in Military World championships is taken from VCC committee.

### **General**

50. The teams for participating in the Military World championships are selected either based on the performance of the players during the Inter- Services championship or trials which are conducted prior to the participation in MWC. The composition of team is decided as per the invitation received. The officials are detailed by SSCB.

51. The deputation files are processed once the funds are allotted to SSCB. Each discipline is handled separately by the concerned Joint Secy. The whole process takes approximately 20 to 25 days before the GOI letter is obtained from the Under Secretary to the Government of India.

---

### **Diplomatic Passport**

52. After obtaining the political clearance from MEA, the letter is to be submitted along with passport size photographs in civil clothing in white background with the form provided with requisite details to Patiala House for issue of Diplomatic passport and visa note. The process of obtaining Diplomatic passport and visa note generally takes 03 days.

### **Visa/ Transit Visa**

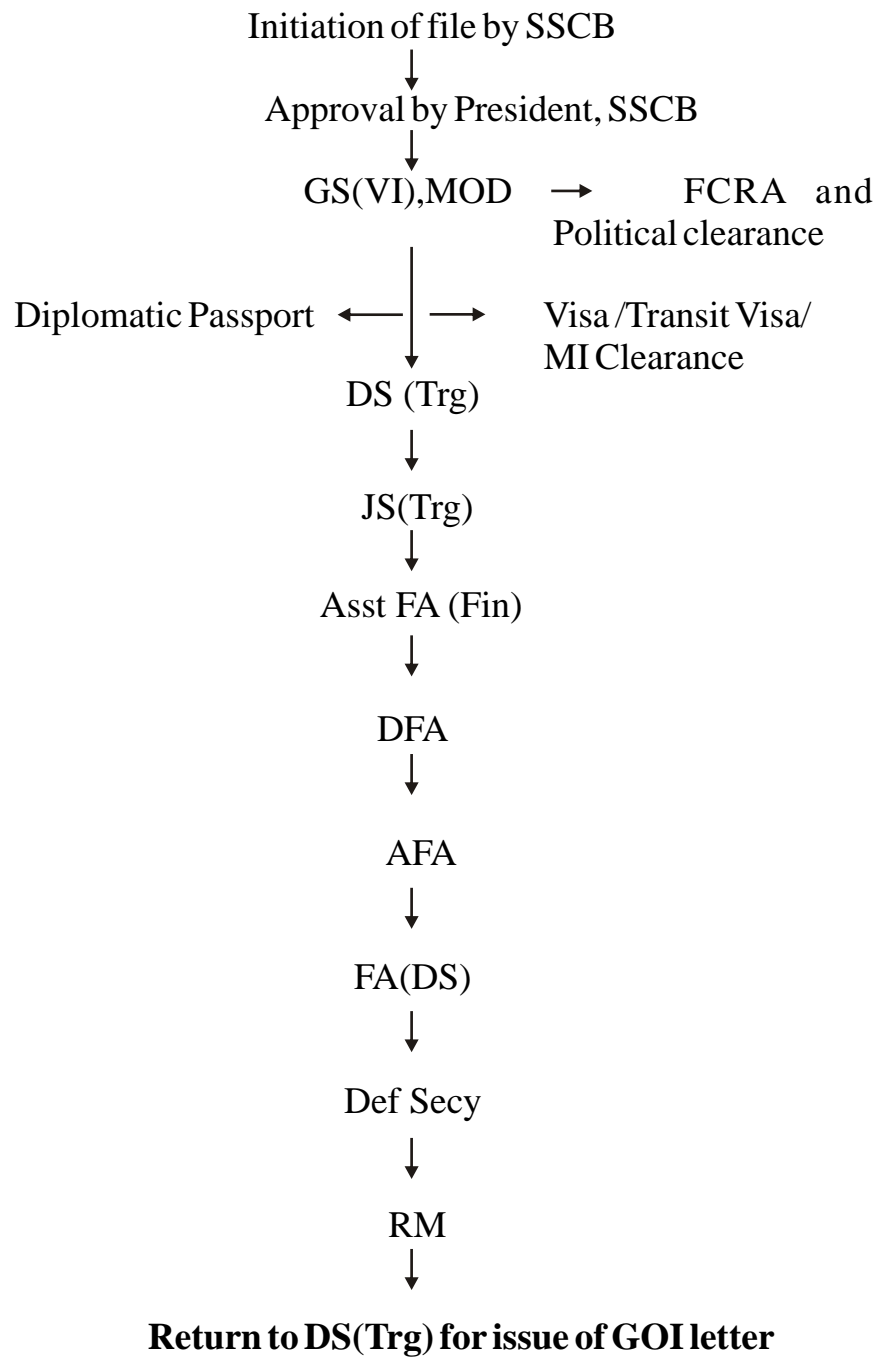
53. After obtaining the Diplomatic passport and visa note, the Embassy of the host country in India is required to be contracted for visa requirements. Specific forms collected from the embassy are submitted alongwith GOI letter (visa note) issued for visa from Patiala House and Diplomatic passports.

### **Booking of Air tickets**

54. The travel agent/ Air India office is to be informed to block the tickets through the shortest route in the authorized class of travel and requirement of transit visa should be checked well in time.

### **Movement of File**

55. The route of file moment is as under:-



---

### **Action By Joint Secretary Concerned**

56. The following actions are required to be taken by the concerned Joint Secy prior to the deputation of the teams aboard :-

- (a) Select the team for the CISM Championship atleast 45-50 days prior to the competition.
- (b) Issue signal for movement of the team from location of Trg camp to SSCB and request one of the Service Boards for accommodation and Trg of Services Teams during their stay at Delhi.
- (c) Ensure that Preliminary and Final entries of the team is sent to the Organisers well in time for the partitions in the CISM Championship.
- (d) Once the team has been selected and the entries have been sent, he will prepare the file for Govt sanction as per the following guideline :-

(i) Attach following as enclosure to the file :-

- (aa) Invitation from the Organising country.
- (ab) VCC approval for participation.
- (ac) Allotment of Public Funds to SSCB.
- (ad) Fund availability certificate.
- (ae) Deputation Performa.
- (af) Draft DGL

(ii) Check Air fares from Air India/Agents and workout the total cost including DA, extra baggage (if required) and contingency expenditure.



---

(iii) Prepare file accordingly and put up to Secretary, SSCB for initiation atleast 25 days prior to the date of departure.

(vi) After file has been approved by the President SSCB send it to MOD GS(VI). Once the file has been sent to MOD GS(VI), a letter for political and FCRA clearance should be taken from the concerned authorities. Once the political and FCRA clearance has been obtained the same is required to be attached with the file at MOD GS(VI) for its further movement upwards.

(vii) The diplomatic passport and visa formalities should be started simultaneously.

(viii) The Chief-de- Mission will report at SSCB at least 20 days prior to the date of departure to pursue the file for above purpose.

(ix) Once the file has been submitted with MOD GS(VI) it will be the responsibility of the Chief - de- Mission to pursue the case further with MOD

57. The Chief-de-Mission of Indian Delegation on arrival to SSCB, will familiarize himself with the invite received from the host country and confirm that the entry for participation has been send. The team proceeding abroad is to be attached to SSCB for passport and visa formalities at least 15-20 days prior to the departure. Kit size and Ceremonial dress size is to be given to the supplier so that the kitting is received and issued before the departure.

#### **Actions by Chief-de-Mission Prior to Departure**

58. On arrival at SSCB, the Chief-de-Mission of Indian

---

Delegation will take necessary briefing from concerned Joint Secretary responsible for the game. He will be responsible for the personal conduct of contingent proceeding abroad and all administrative matters. The Chief-de-Mission shall ensure the following:-

- (a) Familiarize himself with the invitation, will check if the Final entry of the teams has been sent and will ensure that the composition of the team with travel plan is sent to the host country as early as possible.
- (b) Familiarize himself with the CISM rules. He will ensure that the delegation is in the possession of uniforms as specified in the letter.
- (c) A letter should be sent to the respective Boards asking for MI and Chiefs clearance for the personnel proceeding abroad at least 15 days in advance.
- (d) Once the GOI letter approving the deputation abroad has been received, the original copy of the same has to be taken along, to be produced at the airport incase required by Immigration authorities.
- (e) The Indian Defence Attaché in the host country where the delegation is proceeding for the Championship is to be informed about the composition of the team and travel plan so that representative from the Indian Embassy is available at the Airport to receive and facilitate the arrival formalities. A copy of GOI letter is to be faxed to the Indian Embassy and confirmed.
- (f) The diplomatic passports of the members should be collected and necessary visa formalities be completed before the departure. He has to cross check with the Embassy about the transit visa, if required and take action accordingly.

---

(g) Contingency Expenditure - All the contingency expenditure done in the foreign country should be supported by original bills.

(h) The tickets are to be collected and checked for names and particulars of the individuals to avoid last minute administrative hassles.

(j) The ceremonial kit, sports kit and gear are to be collected from the Board before departure.

(k) Extra diet for the duration of the camp, DA and extra baggage allowance, if any is to be collected from the Board. The delegation requires foreign currency during their stay abroad, in case currency is required through SSCB, the Jt Secy may be informed well in advance to arrange for the foreign currency through the authorized agent.

(l) The delegation is required to carry National Flags as specified in the invitation and a CD containing National Anthem, which is to be collected from the Board.

(m) Souvenir/gift will be exchanged during the formal dinner hosted by the organizers. Following items are to be collected from the Board:-

- |                  |               |  |
|------------------|---------------|--|
| (i) SSCB Crest   | Qty - 01      | For exchange with host country during banquet.           |
| (ii) SSCB tie    | Qty - upto 10 | For exchange with Delegates / Players of other countries |
| (iii) Lapel pins | Qty - upto 50 | -- do --   |

(iv) Any additional gifts required by the contingent are to be purchased individually.

(n) Armed Forced Identity Cards are not to be carried, they are to be deposited with the Unit attached / SSCB before departure and a certificate in lieu is to be

---

obtained. Temporary I-Cars will be issued by SSCB.

(o) Movement order should be collected from SSCB for the team before departure.

(p) Communication should be maintained with Secretary SSCB or Joint Secretary either on telephone or through e mail to keep SSCB informed about the events when abroad.

### **Action by Chief -de- Mission on return**

59. On return to India, the Chief-de-Mission will report to Secy, SSCB and brief him about the visit.

60. A detailed report is to be submitted with relevant photographs of the event for perusal of VCC within 10 days. He will ensure that the vouchers for extra diet, DA, sports kit, ceremonial dress and incidental expended duly signed by individual players and officials are submitted along with the report.

61. Original boarding passes of all the delegates along with the original cash receipts of expenditure incurred on payment of extra baggage / contingencies duly counter signed by Manager / Chief-de-Mission is submitted to the accounts staff of SSCB.

62. The Chief -de -Mission will be relived from SSCB back to his parent Unit only once all the above documents have been submitted duly completed in all respects.

---

### **Conclusion**

63. In the preceding paragraphs, all the relevant information for a delegation proceeding abroad has been condensed so that the tour is executed without any administrative logjams. If any delegation has faced a situation not stated above, the suggestions should be given so that they can be incorporated to avoid any inconvenience to the other delegations and to plan a smooth and hassle free deputation abroad in future.