

OFFICE NOTE SHEET

File No.: _____

Section: Sports / Physical Education

Subject: *Regarding sanction of advance for participation of University team in AIU / Inter-University / East Zone / Inter-College Tournament*

Note

The Director, Department of Physical Education has submitted an application requesting **sanction of advance** for sending the University team to participate in the **AIU / Inter-University / East Zone / Inter-College Tournament**, details of which are as under:

1. Name of the Tournament:

AIU / Inter-University / East Zone / Inter-College Tournament (as applicable)

2. Venue & Host University/College:

3. Dates of the Tournament:

From _____ to _____

4. Name of the Game/Sport:

5. Composition of the Team:

- Players: _____ Nos.
- Coach: _____ Nos.
- Manager/Official (if any): _____ Nos.

6. Purpose of Advance:

The advance is required to meet the following expenditure in connection with participation in the tournament:

- TA/DA of players, coach and officials
- Special allowance (as per University / AIU norms)
- Sports shoes for players
- Tracksuits for players and officials

7. Estimated Amount of Advance Required:

₹ _____ (Rupees _____ only)

(Detailed estimate enclosed by the Department of Physical Education)

The participation of the University team in the above tournament is essential for promoting sports activities and representing the University at the Inter-University level. The expenditure is **admissible as per University rules and AIU norms**. The Department has also undertaken to submit the **utilization certificate and detailed adjustment bill** immediately after completion of the tournament.

In view of the above, **approval is solicited** for sanction of advance of ₹ _____ in favour of the **Director, Department of Physical Education**, for the purpose stated above.

Submitted for kind consideration and approval, please.

Dealing Assistant

Signature: _____

Date: _____

Section Officer / Assistant Registrar (Sports)

Signature: _____

Date: _____

Finance Officer

Remarks: _____

Signature: _____

Date: _____

Orders of the Competent Authority

Approved / Not Approved.

Vice-Chancellor / Registrar (as per delegation of powers)

Signature: _____

Date: _____

APPLICATION FORMAT

From

The Director
Department of Physical Education
Hemchand Yadav Vishwavidyalaya
Durg (Chhattisgarh)

To

The Registrar / Vice-Chancellor
Hemchand Yadav Vishwavidyalaya, Durg

Subject: Application for sanction of advance for participation in AIU / Inter-University / East Zone Inter-University / Inter-College Tournament

Sir/Madam,

I respectfully submit that the **University team is scheduled to participate in the AIU / Inter-University / East Zone Inter-University / Inter-College Tournament** as per the details given below:

- **Name of Tournament:** _____
- **Level:** AIU / Inter-University / East Zone / Inter-College
- **Game/Sport:** _____
- **Venue:** _____
- **Host University/College:** _____
- **Dates of Tournament:** From _____ to _____

The University team consisting of **players, coach(es), and accompanying officials** is required to travel and stay at the tournament venue. In this connection, an **advance amount** is required to meet the following expenditures as per University / AIU norms:

1. TA/DA for Players
2. TA/DA for Coach(es) and Team Officials
3. Special Allowance (if admissible)
4. Sports Shoes for Players
5. Tracksuits for Players and Team Officials

The **estimated expenditure** is enclosed in the form of a **statement of advance** for your kind perusal and approval.

I therefore request that an **advance of ₹ _____ (Rupees _____ only)** may kindly be sanctioned in favour of the **Director, Department of Physical Education**, to ensure smooth participation of the University team in the said tournament. The **adjustment bill with vouchers** shall be submitted immediately after completion of the tournament.

I shall be grateful for your kind approval.

Thanking you.

Yours faithfully,

(Signature)

Director

Department of Physical Education
Hemchand Yadav Vishwavidyalaya
Durg (Chhattisgarh)

Enclosures:

1. List of Players, Coach(es) and Officials
2. Tournament Invitation / Fixture / Circular
3. Statement of Estimated Expenditure
4. Approval of Competent Authority (if required)

STATEMENT OF ESTIMATED EXPENDITURE

(For Participation in AIU / Inter-University / East Zone / Inter-College Tournament)

Name of University: Hemchand Yadav Vishwavidyalaya, Durg (Chhattisgarh)

Name of Tournament: _____

Game/Sport: _____

Venue: _____

Dates: From _____ to _____

S. No.	Particulars	No. of Persons/Units	Rate (₹)	No. of Days	Amount (₹)
1	TA for Players
2	DA for Players
3	TA for Coach(es)
4	DA for Coach(es)
5	TA/DA for Team Officials (if any)
6	Special Allowance (as per norms)	--
7	Sports Shoes for Players	--
8	Tracksuits for Players	--
9	Tracksuits for Coach(es)/Officials	--
10	Contingency / Miscellaneous (if admissible)	--	--	--
Total Estimated Amount					₹

Certified that:

1. The above estimate has been prepared as per **University / AIU / State Government TA-DA norms**.
2. The amount is required for advance payment to ensure timely participation of the University team.
3. Adjustment bills with vouchers shall be submitted after completion of the tournament.

Prepared by:

(Signature)
Director, Department of
Physical Education

Checked by:

(Signature)
Finance Section

Recommended by:

(Signature)
Dean Student Welfare / Registrar