

APPENDIX-IV (A)

Bills of Charges for the conduct of Inter Collegiate.....
Tournament for Men/Women 2014-15 in South / North Zone

PARTICULARS OF CLAIM

Item No	Date, Venue and Names of competing teams of (each match should be given specifically)	Rate per Match Rs. Ps.	No. of matches	Amount claimed Rs. Ps.

In words (Rupees.....only)

Place :

Date :

Sub Convener

Inter collegiate Tournament for Men/Women 2014-15

Passed for Rs.....

Convener

South Zone Inter collegiate Tournaments

For Men / Women 2014-15

Director of Physical Education

Note: This bill should be submitted with supporting vouchers (payee's receipt).

APPENDIX-IV (A)

Received from sub convener the sum of Rs
(Rupees.....only)
being the remuneration for marking the courts for Matches
on@ Rs.....per match in
connection with theZone. Inter Collegiate
.....Tournament for the year
2014-15

Place :

Date :

Signature
Name and address of payee

Certified that the voucher related to services are satisfactorily rendered on
.....

Signature

Pay Rs.

Sub Convener for.....

Signature

Paid Rs.

Convener, South Zone

Signature

Inter Collegiate Tournaments

Date: Convener, South Zone

For Men / Women 2014-15

**REQUISITION FOR ADVANCE PAYMENT TO MEET
THE EXPENSES OF VARIOUS TOURNAMENTS**

Name of Tournament	
Date of commencement of Tournament	
Venue	
Total members of the Team	
Name of the Coach	
Name of the Manager	
Amount required as Advance	
Name, Designation, Residential Address, Email ID and Telephone No. of the Person receiving the advance payment	
Signature	

FOR OFFICE USE

Advance payment granted : Rs _____ (Rupees _____ only)

Signature of the Director

Receipt

Received from the Director, Department of Physical Education, University of Kerala a sum of Rs _____ (Rupees _____ only) vide Cheque No _____ dated _____ of the State Bank of Travancore, KUOC Branch being the advance payment for meeting the expenses in connection with the _____ tournament to be held at _____ on _____

Thiruvananthapuram

Signature

Dated : _____

Name & Designation & address of the recipient

RECEIPT

Received from the Director of Physical Education
 Team 20..... to 20..... a sum of Rs.....(Rupees
Only) being Taxi / Auto Rickshaw Charges for
 conveying.....team from..... to
 On.....

Distance Traveled:

Rate per Km :

Fare :

Waiting Charges:

Total Rs. :

Signature:

Name and Address:

Taxi / Auto No :

Certified that the services were rendered satisfactorily and the charges were claimed according the mileage.

DIRECTOR OF PHYSICAL EDUCATION

RECEIPT

Received from the Director of Physical Education
 Team 20..... to 20..... a sum of Rs.....(Rupees
Only) being Taxi / Auto Rickshaw Charges for
 conveying.....team from..... to
 On.....

Distance Traveled:

Rate per Km :

Fare :

Waiting Charges:

Total Rs. :

Signature:

Name and Address:

Taxi / Auto No :

Certified that the services were rendered satisfactorily and the charges were claimed according the mileage.

DIRECTOR OF PHYSICAL EDUCATION

STATEMENT OF EXPENDITURE IN CONNECTION WITH IC / IU

.....**TOURNAMENT**
TO BE HELD AT
FROM..... **TO**

Sl. No	Voucher No.	Particulars	Amount	Remarks of Director / if any

(Rs. only)

Signature:

Name & Address of Manager / Coach

**ACQUITTANCE FOR DISBURSAL OF DA TO
KERALA UNIVERSITY.....TEAM**

20..... - 20.....

Certified that I / We have not received any amount in this connection from the college, I/We agree to refund any amount received on this account if objected to by the Audit Department at any time.

Sl. No.	Name and College Address	DA @ Rs. Per day	Period with Date	Amount Rs. (in words and figures)	Signature (affix stamp if amount exceed Rs.5000/-)

Paid Rs.....(in wordsonly)

By the Coach / Manager } _____
.....Team }

Passed for payment of Rs.....

Place :.....

Director of Physical Education