

**THE FOOD CORPORATION OF INDIA  
HEADQUARTERS: NEW DELHI  
SPORTS PROMOTION BOARD**

No. 20-27(2)/97-SPB

Dated: 11.3.98

CIRCULAR

Sub:- Accounting procedure for maintenance of Accounts by Regional/Zonal Sports Promotion Committee towards sports activities of the Corporation-reg.

As you are aware, the source of finance for the Food Corporation of India, Sports Promotion Board is the grant-in-aid received from the Management of the Food Corporation Of India. It, therefore, becomes the responsibility of the Sports Promotion Board and the respective Zonal and Regional Sports Committee to incur the expenditure strictly in accordance with the sanction conveyed by the Sports Promotion Board to the Zonal/Regional Sports Committee for the events being organized by them. It has been observed in the past that the Debit Advices in respect of the expenditure incurred on the events authorized by the Sports Promotion Board are being sent to the Headquarters for necessary acceptance/accountal. Some times, for-want of the details of expenditure, back references to the Zonal/Regional Sports Committees become inevitable and the Debit Advices remain unaccepted at various levels.

2. In order to obviate the delay in accountal/preparation of the accounts of expenditure by the Zonal/Regional Sports Committees, it has been decided that in future no Debit Advice may be sent to the Headquarters by the Zonal/Regional Sports Committees and all expenditure incurred by them in holding the event authorized by the Sports Promotion Board be accounted for in the books of the District Offices/Regional Offices/Zonal Offices under the account head 18.003 grant in Aid for Sports activities, as the case may be. Advances taken for this purpose if any must be duly accounted for by the official concerned whose duty it would be to submit statement of accounts with vouchers and competent authority's approval within 7 days of the event, failing which the drawing and disbursing officer would recover the same from his salary without any prior notice.
3. It may also be ensured that under any circumstances the expenditure does not exceed the limit fixed by the Sports Promotion Board for the particular event on each occasion. For this purpose causewise expenditure estimated to be incurred may be prepared earlier and SPB's prior approval be obtained. All Zonal/Regional Sports Committees would get account of expenditure audited in accordance with the SPB sanctions as well as SPB Norms in vogue from the auditor nominated by ZSPC/RSPC. The Dy. Manager (A/cs.) of Region/Zone will be ex-officio Internal auditor to audit sports accounts required to be submitted to SPB, Headquarters along with audit report within one month of completion of event. Thereafter the annual statement of expenditure will be placed before SPB for acceptance along with a copy of the audit reports from the auditors to be nominated by the Sports Promotion Board within a period of one month from the date of close of the financial year i.e. by 30<sup>th</sup> of April.

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4. Regarding the expenditure incurred on assets, it may be ensured that the expenditure incurred on assets, the equipments/items which are not of consumable nature, if purchased by the Sports Committees out of grants sanctioned are the subject matter of Sports Promotion Board. Hence a separate register with proper account of all such items/equipments has to be maintained by Zonal/Regional Sports Committees and SPB at Headquarters.
5. The above procedure will be adopted for finalization of Accounts for the year 1997-98 onwards. This issues with the approval of EXECUTIVE DIRECTOR (FINANCE)/MANAGING DIRECTOR.

Sd/-  
(A.S. KHURANA)  
TREASURER (SPB)

DISTRIBUTION

1. The Zonal Manager-Sr. Regional Manager/President,  
Zonal/Regional Sports Promotion Committee,  
Food Corporation Of India  
Zonal/Regional Office,

-----with the request that Secretary and Treasurer of the  
Zonal/Regional Sports Promotion Committee may be directed for strict  
compliance.

2. The Manager (F&A)  
Food Corporation Of India  
Zonal Office,

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