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DIRECTION NO. 35

The Finance Manual of DDCA and the Handbook of Standard Operating Procedures, which has been framed under the guidance of Mr. I.P. Singh and has been in place since March 2018, is notified in toto.

The Finance Manual will hereby be followed by all Departments of DDCA.



Administrator, DDCA

Appointed by High Court of Delhi

Copy to :

1. All Departments of DDCA
2. Mr. Neeraj Sharma, General Manager, Administration
3. Mr. Vinod Bajaj, Accounts Incharge

The Delhi & District Cricket Association

Finance Manual & Standard Operating Procedures

January, 2018

The Delhi & District Cricket Association (DDCA)

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1. Objective

The main objective of Finance manual is to establish Financial Controls and Standard Operating Procedures within the DDCA organization to ensure the following:

- i) Effective Internal controls
- ii) Accuracy and completeness of financial data and books of accounts
- iii) Smooth and efficient functioning of the accounts department
- iv) Proper use of funds
- v) Compliances of statutory obligations under the Income Tax, Company Law, GST etc. in time.

Finance manual is for the use of Finance Department, Purchase, Stores and Other departments of DDCA. The finance manual defines the delegation of financial powers to the various officials and also defines the Standard Operating Procedures (SOP) to be followed by the Finance & Accounts Department and other Departments of DDCA. It also defines Management Information System (MIS) to be provided by Accounts, Purchase and Stores department of DDCA.

2. Committees of DDCA

DDCA shall form various committees to have proper effective internal and financial controls:

- i) Sports Working Committee
- ii) Tendering Committee
- iii) Finance Committee
- iv) Ticketing and Accreditation Committee

The above committee and its members shall be appointed by the Executive Board of DDCA.

- a) MIS shall be prepared by the each of the Head of the Department (HOD) and submitted to the specified officials as decided by the Executive Board. Periodicity of the MIS weekly, monthly etc. shall also be decided by the Executive Board.

3. Chart of Accounts

- a) Chart of accounts showing the various Head of Accounts shall be prepared. Expense, Income, Assets & Liabilities shall be booked in the relevant head of account only.
- b) Any new head of account can only be opened after obtaining approval from Head of Accounts & Finance.

4. Cost Centre for IPL, International and Domestic Matches

- a) Cost Centers giving the nature of expenses shall be opened in the books of account for major cricket matches such as IPL, International Matches, T20, ODI, Test Matches & Domestic matches tournament wise.
- b) Expenses pertaining to the relevant Matches shall be booked in the relevant Cost Center.
- c) Cost Center shall show the profitability of the each match relating to IPL, International Matches T20, ODI, Test Matches and Domestic matches tournament wise.

5. Financials Controls

Finance Committee shall be constituted for effective financial controls and the financial powers shall be delegated to them as may be decided by the Executive Board of DDCA.

Finance Committee shall comprise of the following persons:

- i) Treasurer
- ii) General Secretary
- iii) CEO
- iv) Joint Secretary Finance Head accounts
- iv) Accounts & Finance Head

a) Books of Accounts

- i. Finance & Accounts Manager shall ensure that the books of accounts are updated on day to day basis as required under the law.

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- ii. Maker and Checker system shall be followed in the Accounts department for proper and effective Internal control, statutory compliances and booking of expenses in the relevant head of account. Voucher and Bills shall be prepared by one person (Maker) which shall be checked by the Senior Accountant (Checker) before these are approved in the Accounting Software.
- iii. Reconciliation of accounts with the vendors as per the books of accounts and as per the statement of vendor shall be done on a quarterly basis.
- iv. Reconciliation of fee due from Members as per the books of accounts and as per the records of members section shall be prepared on a quarterly basis

b) Subvention and Grants from BCCI and Receipt from sale of tickets

- i. Accounts department shall reconcile the account with BCCI on a quarterly basis and raise the invoice on them for reimbursement of expenses for domestic matches as per BCCI guidelines on monthly basis.
- ii. Subvention income shall be booked as per advice received from BCCI for the subvention agreed to be given by them.
- iii. Accounts department shall raise Invoice on other parties for use of Ferozeshah Kotla Stadium for cricket related activities as soon as event is complete based on the Stadium Usage register as per **Anx-1**
- iv. Invoice for Match hosting fee / Tournament/Match expenses reimbursement shall be raised within 10 days of completion of match in the **format as per Anx-1A** where hosting fee is applicable to be received by DDCA from BCCI.

c) Budgets

Annual Budget shall be prepared for the Capital and Revenue Expenditure which shall be approved by the Executive Board of DDCA for each year and reviewed on quarterly basis.

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Budget for each International, T-20 and IPL matches shall be prepared in advance at least 15 days before the match and compared with the actual expenditure incurred within 30 days of the match.

d) Financial powers for release of payment

- i. Cheques shall be prepared which shall be signed under the joint signatures of two persons out of four persons as may be decided by the Executive Board after the bills of the vendors have been approved by the quorum as specified in para (d) below.
- ii. Payment note and Bill checking Report shall be prepared by the Accounts Department giving the details of Services rendered by service providers/ Sports personnel or material supplied by the vendors.
- iii. Advance to vendors will be given based on purchase order/work order after approval is received from Tendering Committee as per power delegated by Executive Board. The advance shall be adjusted against the bills of the vendors.

e) Approval for purchases, other expenses and capital expenditures

- i. All purchases, expenses, travel, hotel, TA/DA, Capital expenditure or any other bills shall be approved by the quorum of at least two persons as may be decided by the Executive Board.
- ii. SOP for issue of purchase/work orders, checking of bills and payment procedures shall be followed.

f) Salary & Payroll sheets

- i. Accounts department shall prepare the salary and payroll sheet before making payment to the employees. This would be prepared based on the attendance, leave records and other relevant information sheet, increment letter, promotion etc. provided by the HR Department.
- ii. In case of any full & final of the employee, NOC from the HR department shall be obtained before the release of cheque for salary, gratuity and leave benefits due to him. Any

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outstanding advance lying in his account shall be adjusted at the time of full & final payment.

- iii. TDS shall be deducted by the accounts department before paying the salaries to employees.
- iv. Salary sheet shall be signed by Finance & Accounts Manager along with the HR Manager.
- v. Salary slips shall be prepared alongwith the salary sheet.

g) Imprest, Advance and loan to employees

- i. Advance and loan to the employees can only be given as per HR policy of DDCA and after it is approved by the Treasurer/Finance Committee. Such advance shall be adjusted/recovered from the employee as per the HR Policy/or terms of the staff advance form approved by the Treasurer/Finance Committee.
- ii. Any imprest given to employees for petty expenses/purchases shall be adjusted within 10 days of the imprest given to them.

h) Advance given to Team Managers during matches

Any advance given to team manager to meet the expenses for TA/DA of players, Medical, Transport expenses etc. shall be adjusted based on requirement which shall be approved by the Treasurer/Finance committee. The Team Manager shall submit the bills for the amount spent by him during the match within 15 days of the completion of the relevant match/tournament. The bills shall be checked by the Accounts Department and put up to the authorized person for approval of the bills before the advance can be adjusted.

j) Cash payment procedure for daily expenses

Cash payment for petty routine expenses or imprest for meeting such expenses can be paid to meet the following petty day to day expenses:

- I Staff Conveyance.
- li Office Maintenance
- iii Any Other petty expense.

Cash payments shall be avoided as far as possible. For daily petty expenses, cash payment limits shall be delegated as under:

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- I Upto Rs.1000 - to be approved by the Finance head on the recommendation of concerned HOD
- li More than Rs.1000 but upto Rs.10,000 - to be approved by Finance head and CEO/Treasurer.

No cash payments of more than Rs. 10,000/- shall be allowed against the single bill.

k) Fixed Asset Register

Fixed Asset Register (FAR) shall be maintained as required under the Companies Act and shall contain the following particulars:

- i. Asset Code
- ii. Asset account Code
- iii. Class and description of asset - Make/Manufacturer Supplier and Model number
- iv. Date of purchase
- v. Quantity
- vi. Cost of asset
- vii. Location and Department using the asset
- viii. Useful life of Asset
- ix. Depreciation rate
- x. Unit of Measurement
- xi. Depreciation (accumulated depreciation and depreciation for the year)
- xii. Written Down Value (WDV)
- xiii. Details of. Transfer and disposal of Assets

l) Physical Verification

Finance & Accounts Department will make entry in the FAR against each asset purchased/sold and shall participate in physical verification at least once in six months to be done by a team as to be formed by CEO of DDCA. Any differences found during the physical verification shall be reconciled and reported to CEO.

m) MIS

Finance & Accounts department shall provide the following MIS to CEO and Treasurer of DDCA

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Weekly MIS

- i. Fund position showing the cheques received and issued, cash received and cash payments made.
- ii. Details of pending bills of vendors, professionals, sports personnel, players, staff, TA/DA
- iii. Payment list for payments to be made to Vendors, physios, hotels, travel agent
- iv. Status of Statutory liabilities for TDS, Income tax, GST , PF and ESI etc. and ongoing Income tax, TDS, GST cases & appeals etc.
- v. Pending outstanding Imprest in the name of staff
- vi. Status of on going Income Tax, GST , PF, ESIC and other legal cases with financial implications and next date of hearing.

Monthly MIS

- i. Report on pending Invoices to be raised on BCCI for reimbursement for any other amount with BCCI reconciliation.
- ii. Debit balances outstanding report for advances paid and action taken for recovery/adjustment.
- iii. Status of GST returns & GST payment
- iv. Status of TDS payments
- v. Status of AMC, Insurance etc.

Quarterly MIS

- i. TDS returns
- ii. Status of TDS certificates pending for issue to and vendors.
- iii. Quarterly Balance sheet & Profit & Loss account
- iv. Compliance of Internal audit report

n) Statutory compliances

TDS, GST, PF, ESI and Income tax payments shall be made in time by the Finance & Accounts department. TDS, GST, Income Tax returns and ROC returns shall also be filed in time in consultation with the consultants appointed by the Executive Board.

6. Purchase Policy & Procedure

6.1 Tendering Committee

Tendering Committee shall be formed by Executive Committee for purchase of items/goods which shall consist of the following persons:

- i) One member of the Executive Board of DDCA

- ii) CEO;
- iii) HOD of the concerned department; and
- iv) Representative of Accounts department
- v) Manager Legal

6.2. Purchases Policy for purchase of any Goods or Procurement of Services

The following procedure shall be followed for the purchases of Sports Goods or other items for the maintenance of Stadium or for Capital Expenditure or procurement of Manpower Services, Catering, Hotel, Air Travel, Logistics services to be availed by DDCA.

- i. Approved vendor list shall be prepared keeping in view experience and past performance of the vendor, credit worthiness, number of years of the standing in the business and after considering whether he is the authorized dealer of the product required to be purchased. The goods required at DDCA would be procured preferably from such vendors unless goods are required on an urgent basis for which the reasons shall be recorded.
- ii. BOQ shall be prepared by HOD of Maintenance/Electrical department.
- iii. Indent/Store Requisition Slip shall be raised for the material/equipment/services to be availed by the user department in the prescribed format as per **Anx-2** indicating specification and quality of the required material and justification for purchases.
- iv. Before issue of requisition slip for purchases, the concerned HOD shall check with the stores department the stock of that item lying in the stores.
- v. The Indent shall be forwarded by the HOD of the user department to the CEO/Tendering Committee.
- vi. For Catering requirement for the matches, a list of requirement of food items and packs shall be prepared in consultation with Manager Cricketing operations and submitted to the sports committee for approval.
- vii. Purchase/work order shall be placed with the vendor who is in the approved vendors list or by inviting quotations from established local vendors by the concerned HOD in consultation with the CEO.
- viii. Minimum 3 (Three) quotations shall be invited unless or until the purchases are to be made due to urgency for which reason shall be recorded.
- ix. Quotations must include price, taxes, duties, warranty clause, installation & delivery date, brand, make, model etc. and other terms & conditions. In case where Vendor

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- or service provider is not registered in the GST department, a declaration to this effect would be taken from such Vendor/Service provider in Format as per **Anx-2A**
- x. No purchase order shall be placed or services availed from the firms or companies in which member of DDCA is proprietor, partner, shareholder of closely held companies or director without the approval of Executive Board and no payment shall be made to them without obtaining prior approval from Registrar of Companies as per the Memorandum and Articles of DDCA. A certificate to that effect would be obtained from vendors/Service providers in format as per **Anx-3**
 - xi. No payment shall be made to Sports Personnel, Selectors, Coaches, Managers, Umpires etc. who is member of DDCA without obtaining prior approval from Registrar of Companies as per the Memorandum and Articles of DDCA. A certificate to that effect would be obtained from vendors/Service providers in format as per **Anx-3A**
 - xii. Comparison chart shall be prepared of the prices received from the vendor before placing the purchase order. The order shall be placed to the person/firm/Company from whom the lowest quotation was received by DDCA. In case any vendor other than the vendor who has quoted lowest price is selected, reason of such selection shall be recorded in the comparative chart and approval from the Tendering Committee shall be obtained before placing work order / purchase order to them.
 - xiii. No verbal orders shall be placed for any purchases of any Goods or procurement of services. Bill shall not be accepted by Accounts Department if any order is placed verbally and it will be returned to the vendor immediately.

Purchase Order (PO)

Purchase orders shall be issued in the prescribed format as per **Anx-4** which shall be generated from the Procurement software and shall contain the following particulars and copy of the same shall be given to the Accounts and the Stores department

- i) Name of the Vendor

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- ii) Description
- iii) Quantity
- iv) Model Number
- v) Make, Price
- vi) Place of Delivery
- vii) Date of Delivery
- viii) Duties & Taxes
- ix) Date of Installation
- x) Payment terms
- xi) Other terms & conditions

The Purchase order shall mention that the bills shall be submitted by the Vendor to the Accounts Department within 15 days of the completion of event or provision of services.

KYC norms of vendors

- i) Copy of PAN CARD
- ii) GST Registration certificate
- iii) Company Registration certificate
- iv) Copy of ESI and PF Certificate of Registration.
- v) Email ID of the Vendor
- vi) Copy of ITR
- vii) Copy of last Audited Financial Statement
- viii) Copy of cancelled cheque

6.3 Authorization levels

The authorization for issuing the purchase order/ work order shall be done as per following authorized persons:

For purchase value	Particular
Up to Rs. 50,000	Tendering Committee consists of following officials i) One member of the Executive Board of DDCA ii) CEO; iii) HOD of the concerned department; and

	<ul style="list-style-type: none"> iv) Representative of Accounts department v) Manager Legal
Above Rs. 50,000	<p>Tender shall be invited on DDCA website giving minimum 7 working days time for submitting the tender and 3 working days in case of urgent requirement of items. The Purchase order/work order shall be issued after it has been awarded by the Tender Committee consisting of the following persons based on the quotation received from the vendors</p> <ul style="list-style-type: none"> i) One member of the Executive Board of DDCA ii) CEO; iii) HOD of the concerned department; and iv) Representative of Accounts department v) Manager Legal

7. STANDARD OPERATING PROCEDURES (SOP) FOR CHECKING AND APPROVAL OF BILLS AND PAYMENTS TO VENDORS

a) Goods Receipt Note

On receipt of material in the stores a Goods Receipt Note (GRN) shall be prepared in the format as per **Anx-5** and shall be approved by the Stores officer/Sports officer as designated by the Manager of the concerned department. The GRN shall be attached with bill raised by vendor for approval of such bill. The goods received note shall be generated from Inventory software which shall give the details of the purchase order against which the goods have been received.

b) Work Certification Report

Once the bill is received from the vendor/ Service providers/ Coaches/ Selectors/Managers/ Umpires/ Scorers/ Sports Personnel, Work Certification/satisfaction Report in the format as per **Anx-6** for vendors and **Anx-6 A** for Coaches/ Selectors/Managers/ Umpires/ Scorers/ Sports Personnel and this shall be approved by Sports Officer/ HOD of the concerned department who has used such services. This report shall be attached with the bills of service provider for final approval.

c) Payment Note cum Bill checking report

Payment Note and Bill checking report shall be prepared for every bill in the format as per **Anx-7** mentioning the name of the vendor, invoice number, date of invoice, particulars of goods supplied, nature of items supplied or services rendered by the Vendor,P.O. number against which goods/services supplied, value of the goods/services and name of the HOD verifying the bills,

advance adjusted, TDS deducted, GST input and the deduction made from the bill alongwith the comments of accounts department giving reason for deduction from the bills.

This payment Note cum bill checking report would be prepared and checked by the accounts department which shall be approved by the Authorized signatory as decided by the Executive Board for making the payment to vendors/service providers as the case may be.

d) Payment procedure

- i. Payment shall be made by Account Payee Cheques/RTGS/NEFT only after bills have been verified by HOD, Ground in-charge/ Sports officer and approved by the authorized signatories.
- ii. Advance payment can be made as per the terms & conditions of the work/purchase order issued by the DDCA.
- iii. Accounts of the vendors shall be reconciled on regular basis. Any differences found in the account reconciliation shall be informed to the vendor on an immediate basis. Ledger account of the vendors shall be obtained on a Quarterly/Half yearly basis or as and when required for the reconciliation purposes.
- iv. Any debit balance/advance paid to the vendor shall be adjusted against the bill before making the payment.
- v. Once the payment note is approved, payment instruction for RTGS/NEFT/Cheque shall be processed and the cheques shall be dispatched to the vendors by courier without any delay along with the Payment Advise in the format as per **Anx-8** which would give the details of bills for which cheque is issued, TDS deduction if any, approved net payable amount, Cheque no. & Cheque date.

8. Procedure for checking of Bills (SOP)

8.1 Bills for Purchase of Balls, Trophies & Sports Goods

- i) Bills shall be checked on the basis of purchase order issued by DDCA for the Purchase of Balls, Trophies & Sports Goods.
- ii) Goods Receipt Note (GRN) shall be issued by the stores generated from the Software to be installed in the Stores Department which will be attached with the Bill and it will give reference of Bill number and work order number.
- iii) Stores entry number shall be put on every bill/challan for receipt of goods and certificate shall be obtained from the concerned HOD that work has been done certifying quality and quantity.

8.2 Bills for Purchase of Water, Stationery & other consumables

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- i) Bill shall be checked on the basis of purchase order issued by DDCA.
- ii) Goods Receipt Note (GRN) shall be issued by the stores generated from the Software to be installed in the Stores Department. This GRN will be attached with the Bill and it will give reference of Bill number and work order number.
- iii) Stores entry number shall be put on every bill/challan for receipt of goods and certificate shall be obtained from concerned HOD that work has been done certifying the quality and quantity.

8.3 Bills for Purchase of Medical Items

- i) Bill shall be checked on the basis of purchase order issued by DDCA.
- ii) Goods Receipt Note (GRN) shall be issued by the stores generated from the Software to be installed in the Stores Department. This GRN will be attached with the Bill and it will give reference of Bill number and work order number.
- iii) Stores entry number shall be put on every bill/challan for receipt of goods and certificate shall be obtained from concerned HOD that work has been done certifying the quality and quantity.
- iv) Medical items consumption report of medical items shall be prepared by the concerned Physio and will be approved by the Sports officer in the format as per **Anx-9**.
- v) Document for the unutilized items returned to the stores shall be attached along with the consumption report which shall be submitted by the Physio.

8.4 Bills of Repairs & maintenance of Stadium

- i) Work order for the repair work shall be raised by the Stadium Maintenance Committee in **format as Anx-10**
- ii) Repairs carried out at the Stadium shall be entered in the stadium register.
- iii) Quantity for the construction related work shall be verified by the HOD/Civil engineer of DDCA on BOQ prepared while issuing work order and it shall be based on Measurement book (MB) made by him. He shall also certify that the item repaired was not covered under the warranty period.
- iv) Work satisfaction report shall be issued by the concerned HOD certifying that the work has been done as per the work order.
- v) Warranty card shall be obtained and maintained by the Civil engineer for any items purchased for the stadium which has warranty period.

8.5 AMC bills of Lifts, Equipment, Air Conditioners, Ground Turnstile etc.

- i) AMC Register shall be maintained by Administration Manager showing detail of AMC.
- ii) Work satisfaction report shall be obtained from the concerned HOD responsible for the maintenance of Lift, Air conditioners, Gound Equipments etc. certifying that the work has been done. He shall also certify that the item repaired was not covered under the warranty period.
- iii) Bill shall be verified by CEO/HOD/Administration Manager for all AMC bills or the person authorized by the management.

8.6 Caterers bills

a) Procedure for issuing order for catering

The following procedure shall be followed by the catering committee for placing the order for supply of food & beverages for the matches:

- a) Tender must be floated on the DDCA website giving time of at least 7 working days for submission of tender and in case of emergency at least 3 working days before placing any catering order.
- b) The tender document shall include the quantity required for the matches and other terms & conditions from the prospective bidder.
- c) Comparison chart shall be prepared comparing the prices received from the bidders.

Work orders issued to the Caterer shall contain the following particulars - Format attached as Anx-11:

- a) Name of the Vendor
- b) Description/Menu
- c) Quantity,
- d) Rate
- e) Place of Delivery,
- f) Date of Supply of food/beverages
- g) Duties & Taxes

- h) Other terms & conditions

Following documents of Caterer shall be obtained for KYC norms:

- a) Copy of PAN CARD
- b) GST Registration certificate
- c) Company Registration certificate
- d) Copy of ITR
- e) Copy of last Audited Financial Statement
- f) Copy of cancelled cheque

b) Checking and approval of bills raised by caterers

- i) Food supply/consumption report shall be prepared by the Caterer in the format as per **Anx-12** and will be submitted with the bill which will be checked by the Admin Manager.
- ii) Work satisfaction report for the quality and quantity of food served shall to be attached with the bill which will be verified/certified by the concerned HOD/Ground Incharge.

8.7 Hotel bills

a) Procedure for booking Hotel Rooms

The following procedure shall be followed by Hotel, Travel & Logistics committee for booking the rooms at the hotel for the various matches/tournaments.

- i) Comparison chart from the quotations received shall be prepared by the authorized person/CEO before booking the Hotels.
- ii) Booking Order shall be prepared and issued to the Hotel by CEO/Authorized person giving the details such as name of Sports Personnel & Players giving the following particulars **refer Format as Anx-13:**
 - i) Type of rooms required,
 - ii) Number of rooms, Category,
 - iii) Duties Rates & Taxes,
 - iv) Pick up facility from the Airport,
 - v) Payment terms etc.

- i) Booking Order for booking the hotel shall be approved by the Committee or by the person authorized by the Committee.
- ii) Purchase order shall be issued by the DDCA authorized person/CEO to the hotel or Travel Agent through whom the hotel rooms have been booked giving the dates & no. of rooms with name of persons and giving the room tariff. The bill shall be passed as per the Purchase order.

b) Checking and approval of bills raised by Hotels

- i) Bills shall be shall be verified by the team manager staying with the team at the hotel and will be submitted with the bill checking report to the accounts department for payment. These bills will be checked by the Accounts Department.

8.8 Travel Agents for booking of Air Tickets

a) Procedure for issuing booking Air Tickets

The following procedure shall be followed by the Hotel, Travel & Logistics committee for booking Air Tickets for the players and sports personnel for the various matches/tournaments.

- i) Comparison chart from quotations received shall be prepared by the authorized person before appointing Travel Agents.
- ii) Written booking order shall be placed by the authorized person and issued to Travel Agent giving the following particulars **refer Format as Anx-14.**
 - a) details of name of Players and sports personnel,
 - b) Type of rooms required,
 - c) no. of rooms,
 - d) no. of days stayed,
 - e) Category,
 - f) Pick up facility from the Airport and payment Terms.

b) Checking and approval of bills raised by Travel Agent

Bills raised by travel agent shall be verified by the team manager and checked by Accounts Department before these are approved by CEO/Authorized parson on the basis of terms agreed in booking order issued to the agent by the team members and team manager.

8.9 Bills of transporters –Logistics

a) Procedure for issuing booking of vehicles

The following procedure shall be followed by the Hotel, Travel & Logistics committee for booking vehicles for the players and sports personnel for the various matches/tournaments

- i) Tender shall be invited for each cricketing season and the Logistics company and the rates shall be decided by the Tendering Committee comprising of the following persons **refer Format as Anx-15:**
 - a) CEO
 - b) HOD Logistics/ Admin Manager
 - c) HOD Legal
 - d) Accounts Representative
- ii) Comparison chart shall be prepared by the authorized person before booking the Hotels, Air travel booking or Transport.
- iii) Work order shall be issued by the DDCA authorized person to the transport company giving the following particulars
 - a) Rates,
 - b) Number of Sports Personnel & Players and
 - c) Dates for which vehicle is required
- iv) In case of any subsequent change in the schedule or other terms on which vehicle is required, there shall be addendum to the work order already issued or a separate mail shall be issued by the person concerned for the change in number of days.

b) Checking and approval of bills raised by Travel Agent

Bills shall be verified by Logistics Manager/ Transport Manager/ Co-ordinator and the guest using vehicle.

8.10 Bills of Selectors, Coach, Managers,

a) Checking and approval of bills submitted

- i) Letter of appointment/agreements shall be issued to Selectors, Coach and Managers by the Cricketing Affairs Committee appointed by the executive board.

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- ii) Bills submitted by them shall be verified by Sports Committee with the letter of appointment and with the services performed by them. **Anx-16**

8.11 Bills of Scorers, Umpires & Observers

- i) List of Scorers, Umpire & Observers who are on the panel of the BCCI or state Panel shall be prepared and their appointment shall be made by the Sports Committee and letter of appointment shall be issued by the Manager Cricket operations.
- ii) Duty chart of Scorers, Umpire & Observers shall be approved in writing by the authorized person- Sports officer, Manager Cricket operations for the Cricketing Season or any other person authorized by Management.
- iii) Bills shall be submitted by Scorers, Umpire & Observers in the prescribed format giving the invoice no., date of Invoice, fees charged by them with PAN Number. **Anx-17**
- iv) Bills shall be verified by the Grounds in charge with attendance sheets of session for which the bills has been submitted.
- v) Accounts department will check the bills as per the appointment letter and attendance verification for the services rendered by Scorers & Umpires.

8.12 Bills of Physio & Pitch Curator

- i) The Physio, Pitch Curator shall be appointed by the Cricketing Affairs Committee/Sports Committee based upon the list of physio or Pitch Curator who are at the panel of BCCI or state Panel and their duty chart would be approved by the Manager Cricket operations for the Cricketing Season or any other person authorized by Management.
- ii) Bills submitted by the Physio, Pitch Curator shall be checked by the concerned HOD/Ground incharge with attendance records of session for which the bills have been submitted by them.
- iii) The attendance sheet shall be based on Biometric machine or Attendance register where biometric machine is not used.
- iv) Work Satisfaction report shall be obtained from the concerned HOD/Ground Incharge that the work has been done or service has been provided.
- v) Accounts department will check the bills as per the appointment letter and attendance verification for the services rendered by Physio & Pitch Curator.

8.13 Bills of Security Services

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- i) Bills submitted for the Security services shall be verified with the Attendance sheet by the concerned HOD before processing the bill to ensure that there is no extra number of days charged by the agency.
- ii) Security bills shall be approved & counter signed by Admin Manager.
- iii) Accounts department will check the bills as per the appointment letter and attendance verification for the services rendered by Security Agency.
- iv) Copy of Registration certificate issued by PF/ESIC authority and payment challan shall be attached with the bill by the Security Service provider.

8.14 Bills of Housekeeping

- i) Bills submitted by the Housekeeping agencies shall be verified with the Attendance sheet by the concerned HOD before processing the bill to ensure that there is no extra number of days charged by the agency.
- ii) Housekeeping bills shall be approved & counter signed by Admin Manager.
- iii) Accounts department will check the bills as per the appointment letter and attendance verification for the services rendered by Housekeeping Agency.
- iv) Copy of Registration certificate issued by PF/ESIC authority and payment challan shall be attached with the bill by the Security Service provider.

8.15 Bills of professionals & Legal counsel

- i) Letter of appointment shall be issued stating the fee to be paid & the scope of work to be done by the professional which shall be the basis for checking the bill. This document shall be attached with the bill while processing the bill.
- ii) Bills shall be verified and approved by the Head of Legal department.
- iii) Copy of the Court orders/opinion received from professional shall be attached with the bill wherever applicable.
- iv) Accounts department will check the bills as per the appointment letter and appearance verification for the services rendered by the Professionals.

8.16 HR Department-Salary & Overtime Sheets

The Delhi & District Cricket Association (DDCA) -Finance Manual

- i) Attendance shall be recorded on the Biometric Machine for every employee of DDCA
- ii) Salary and overtime Sheet shall be prepared by HR-HOD on the basis of Attendance records and appointment letter/increment letter if any. Finally Salary & Attendance sheet and will be forwarded to the Accounts Department with signature of HR-HOD.
- iii) The above Salary and overtime Sheet shall be checked by Accounts department with office order issued for the overtime and all the relevant records & Signed by both Accounts department and HR department which will finally be approved by the CEO.
- iv) HR department shall ensure that the Compliance of PF/ ESIC, Gratuity etc. under labour laws are made.
- v) Service book of each employee shall be maintained by HR department.

8.17 TA/DA/ Conveyance bills of DDCA Staff

- i) TA/DA conveyance bills of staff shall be submitted in the format as per **Anx-18** and these will be verified by concerned HOD after verification of attendance records as per DDCA Policy.
- ii) Accounts department shall check these bills as per DDCA policy.

8.18 Payment to players

- i) Bills shall be submitted by the players for the match fees, daily allowance in the prescribed format. **Anx-19**.
- ii) Bills submitted by the Players shall be checked with attendance records of session for which the bills has been submitted by them.

8.19 Payment for hiring of Grounds

- i) Grounds for cricket shall be booked by the Manager Cricket Operations giving the following particulars **refer Format as Anx-20**:
 - a) No. of days giving the dates of booking
 - b) Ground rent per day
- ii) Bills for Hiring of grounds shall be verified by the Manager Cricket Operations and Team Manager as per agreement with the body/institution who owns the ground. They shall mention their PAN, address of the ground on their bills.

9. MIS-Purchases

Purchase department shall provide the following MIS

Weekly

- i) Details of purchase orders issued and the status thereof
- ii) Details of pending purchase orders to be issued
- iii) Order placed but material not received

10. Stores

Stores software shall be installed in the stores for receipt & issue of goods and for generation for MIS

(A) Procedures for material received at stores

1.1 Once the material is received at Gate, Security Guard at the gate does the following activities:

- (i) Check and count the Material received;
- (ii) Prepare Gate Pass and
- (iii) Entry in the Gate Entry Register
- (iv) Gate entry stamp will be affixed on the supplier bills

Immediately on receipt of material at the factory gate.

1.2 Store Keeper shall reconcile the material received at Gate records with the store records on monthly basis within 5 days of close of the month.

1.3 Store Keeper will count the material received and then prepare the GRN in **Anx-5** in 3 copies on the same day or if not possible, on the next day of receiving of material at Gate.

1.4 Material will be recorded by the Store Keeper giving the reference of P.O. no. allotted.

1.5 Store keeper shall forward one copy of GRN and inform to concerned HOD within 1 day of preparation of GRN for the quality check.

1.6 Store Keeper will make entries in the following Stores ledger within 1 day of receiving of approval from HOD:

The Delhi & District Cricket Association (DDCA) -Finance Manual

- (i) Material Inward register
 - (ii) Stores Ledger Vendor wise
 - (iii) Stores Ledger Material wise
- 1.7 Now, the copies of GRN will be forwarded to the following departments within 1 day of receiving of approval received from the HOD:
- (i) First copy to Purchase Department
 - (ii) Second copy to Accounts Department
 - (iii) Third copy for the record of Store Department
- 1.8 Material received will be properly staked in the area allotted in the stores for the different materials. Guidelines should also be followed while handling and recording the material at stores.

(B) Procedures for issue of items from Stores

- 1.9 Store Keeper will issue the material only through "Issue Slip" duly approved by the Manager/HOD or by the officer authorized for the time being in force. These issue slips will be properly filed in the records.
- 1.10 Issue slip should contain the detail of event for which the material is required. The issued quantity shall be recorded in the outward stores register and corresponding entry shall be passed in the Stores ledger with following details:
- i) Name of the user department
 - ii) Issue slip Number and date
 - iii) Event for which items issued
 - iv) Qty. issued
- 1.11 Material which is to be sent out of the stadium will be issued after preparation of the following gate pass as applicable:
- i) Returnable Gate Pass (Applicable where any item or capital items which is to be sent for repairing and would be received back after repairing)
 - ii) Non-returnable Gate Pass (Applicable where any capital items or any other item which is to be sent back to vendor and will not be received back at DDCA stores)
- 1.12 Manager (Store) will also prepare the Monthly Stock Summary and forward to Accounts Department within 7 days of close of the month giving the closing stock and old stock.

The Delhi & District Cricket Association (DDCA) -Finance Manual

- 1.13 Manager (Store) shall fix the following different inventory levels for different types of material
- i) Minimum stock level
 - ii) Maximum stock level
 - iii) Average stock level
 - iv) Re-order level
 - v) Safety stock

These levels will be reviewed and revised based on the changes in requirement on monthly basis and be informed to the purchase department accordingly.

- 1.14 Manager (Store) will make physical verification of stock items on the quarterly basis within 10 days of close of the quarter. These reports will be approved by the Authorised person. He will also co-operate the Internal as well as external auditor to verify the physical stock.

- 1.15 Store keeper will prepare the list of “Slow moving items”, “Non moving items” and “Scrap” lying in the stores on quarterly basis, these reports will be submitted to the GM (F&A) and CFO and acknowledgement of submission/copy if mail will be kept in the record as a proof.

- 1.16 Disposal of Scrap

- i) Based on the “Scrap report” as mentioned above, authorized person/HOD will take the decision for disbursement or sale of scrap and Manager Stores will be instructed to collect the quotations from different scrap buyers.
- ii) Manager (Stores) will collect at least three quotations and make a comparative analysis, this comparative analysis along with the quotations will be sent to Sports committee/Administration Committee for finalization of scrap buyer.
- iii) Once the scrap buyer is finalized he will be called to collect the Scrap, Scrap will be removed in presence of Manager (Accounts), Manager (Stores) and security guard at the gate. Weighment slip of Scrap will be attached with the sale voucher.
- iv) TCS will be collected from the scrap buyer at the rate effective at the time of sale of scrap.

(C) RECORDS & MIS TO BE MAINTAINED BY THE STORES DEPARTMENT

The following records shall be maintained at Stores department

- (i) Material Inward Register
- (ii) Goods Receipt Notes (GRN)
- (iii) GRN control list (in soft copy)
- (iv) Stores ledgers (separate for different type of materials)

The Delhi & District Cricket Association (DDCA) -Finance Manual

- (v) Issue slips/Challans
- (vi) Correspondence with the different departments and sites

11. MIS STORES

The following MIS shall be maintained at Stores department

DAILY

Details of materials received in the stores and issue of Material Receipt Note (MRN)

Monthly

- a. Stores department shall provide the details of Materials lying in the stores with age wise analysis by 10th of every month to CEO with copy to Accounts department.
- b. Age wise analysis of the normal usable stock/stores alongwith details of the stock of scrap items lying in the stores.
- c. Report on Non moving items, Slow moving items

Quarterly

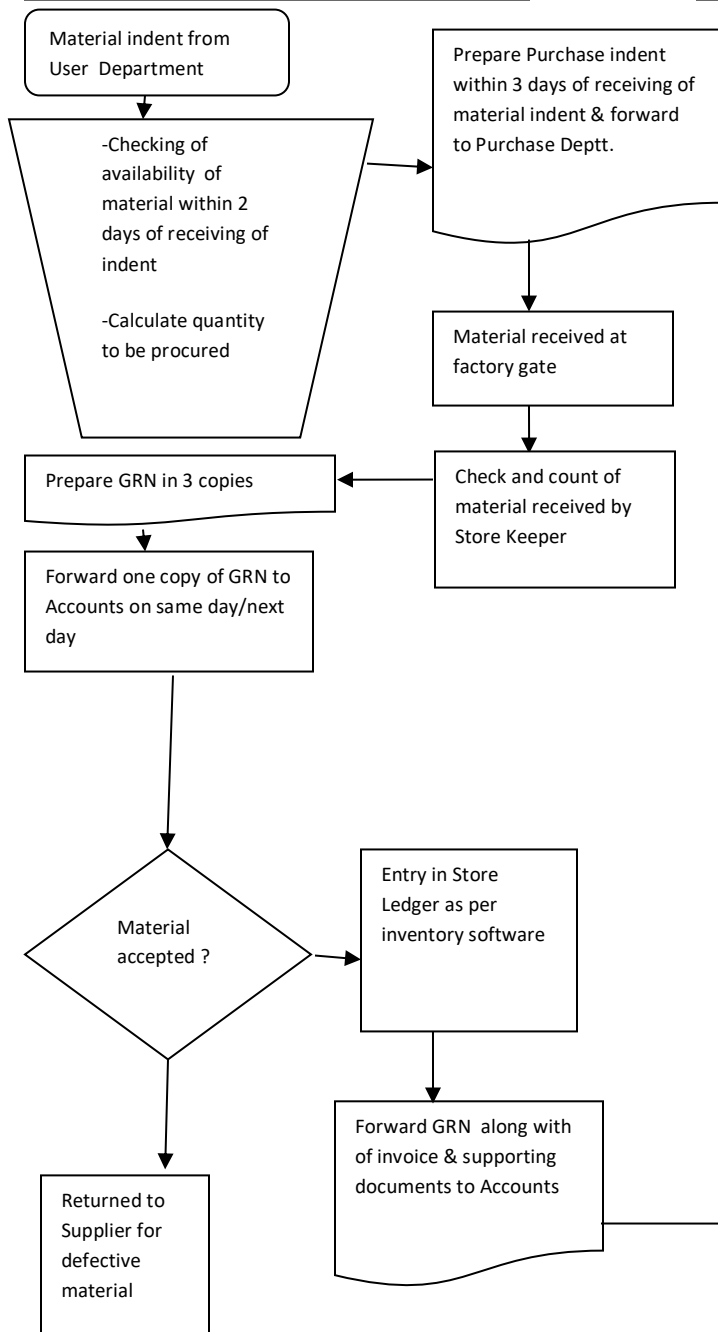
Physical stock verification report and its comparison with stock records shall be prepared at the end of each quarter.

12. STOCK TAKING

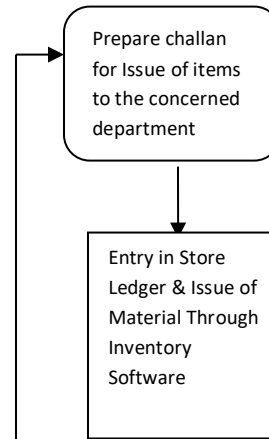
Stock taking shall be done on a periodical basis at least once in a quarter and reconciled with the stock ledger. Any shortages/ excess quantity found shall be analyzed and necessary action shall be taken.

The Delhi & District Cricket Association (DDCA) -Finance Manual

Process chart for receipt of Material



Process Chart for issue of Material



13. COMPANY SECRETARY

Company Secretary shall be appointed to handle the Company law matters and other statutory compliances.

14. INTERNAL AUDIT AND AUDIT COMMITTEE

- a) Internal Audit shall be done on a quarterly basis and scope of work shall be decided by the Executive Board.
- b) The internal audit report shall be discussed by the Audit Committee constituted by the Executive Board of DDCA.
- c) The Internal Audit Report along with comments of the Audit/Finance Committee shall be put up before the Executive Board.

15. ANNUAL ACCOUNTS & STATUTORY AUDIT

Statutory audit under the Companies Act shall be conducted. The Statutory Auditors shall be appointed by the Executive Board and confirmed in the AGM of DDCA.



THE BOARD OF CONTROL FOR CRICKET IN INDIA

BILL FOR TOURNAMENT TO BE SUBMITTED BY ASSOCIATION (IN DUPLICATE)

SEASON 20.... To 20....

Annexure-1A

Name of the Association : **THE DELHI & DISTRICT CRICKET ASSOCIATION**

Name of the Tournament :

Sr. No.	Match Between	Date	Venue	Subsidy	Hosting Subsidy	Match Fee	Umpires Bill			Umpires Coach/Referee Bill			Scorers Bill			Video Analysts			Total		
							Name	TA/DA	Hotel	Name	TA/DA	Hotel	Name	TA/DA	Hotel	Name	TA/DA	Hotel			
TOTAL AMOUNT Rs.							-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

ADD TOTAL OF ANNEXURE

TOTAL

0

Encl.: (1) Statement of player Match Fees duly signed by players.

(2) Scorers TA/DA & Hotel Bills in Original.

(3) Video Analysts TA/DA & Hotel Bills In Original

(4) Umpires, Umpire's Coach & Match Referee TA/DA & Hotel Bills in Original.

(5) TA/DA & Hotel Bills in Original of Selectors

Certified that the above expenses were paid /incurred by the Association

Verified and passed for payment to _____ Cricket Association an amount of Rs _____

in words _____

Apporoved for Payment

**Hon. Secretary
(Seal of the Association)**

Checked by :

Chief Administrative Officer,

Hony.Secretary, BCCI

Date :

BCCI

Place: New Delhi

Date :

Note : The above statement does not include match fees payable to players which will be claimed after payment of match fee by DDCA to them

INDENT / REQUISITION SLIP

From: (HOD)	Department:	Indent No.	Date :
To:		Schedule delivery date :	

The following items are required :

S.No.	ITEM	ITEM CODE	SPECIFICATION	MAKE	UNIT	QTY.	REMARKS
1							
2							
3							
4							

Prepared by:	Approved by:
Date:	Name:
Designation:	Designation:

THE DELHI DISTRICT CRICKET ASSOCIATION

Ferozshah Kotla Stadium, New Delhi - 110002

Phone : 011-23319323, 23312721, 23752627 Fax : 91-11-23722097

GST DECLARATION

Anx-2A

Date:

To,

The Delhi District Cricket Association

Ferozshah Kotla Stadium,

New Delhi-110002,

Sub: GST Declaration regarding non-requirement for registration under the Central/ State/ Integrated Goods and Services Tax Act, 2017 ('Act)

Dear Sir,

In this connection, we state that since the turnover is not above the threshold limit of Rs. 20 lakhs, we are not required to get ourselves registered under the Act due to the applicability of Section 22(1), Central Goods and Services Tax Act, 2017.

We request you to treat this communication as a declaration regarding non-requirement to be registered under the Act.

In case, we obtain GST registration due to change of facts or change in the law, we shall immediately inform you about such change.

Thanks and regards,

For & on Behalf of

Name:

(Authorized Signatory)

THE DELHI DISTRICT CRICKET ASSOCIATION

Ferozshah Kotla Stadium, New Delhi - 110002

Phone : 011-23319323, 23312721, 23752627 Fax : 91-11-23722097

Anx-3

CERTIFICATE BY VENDOR CONFIRMING WHETHER HE/SHE IS NOT A MEMBER OF DDCA

This is to certify that I have given quotation for supply of items/entered into agreement with DDCA for supply of goods/services on ____-____-2017 during the following sports event
.....

I hereby certify and declare that I am not the member of DDCA.

Or

I am Member of DDCA

Name :

Place : New Delhi

Address :

Date : __-__-20....

Phone :

E-Mail :

PAN No. :

GST No. :

THE DELHI DISTRICT CRICKET ASSOCIATION

Ferozshah Kotla Stadium, New Delhi - 110002

Phone : 011-23319323, 23312721, 23752627 Fax : 91-11-23722097

Anx-3A

CERTIFICATE BY SPORTS PERSONNEL CONFIRMING WHETHER HE/SHE IS NOT A MEMBER OF DDCA

This is to certify that I have signed the agreement with DDCA/appointment Letter has been issued to me on __-__-2017 for my appointment as a Coach/Selector/Manager/umpires/Scorers/Sports Personnel for the F.Y. 20.....-.....

I hereby certify and declare that I am not the member of DDCA.

Or

I am Member of DDCA

Name :

Place : New Delhi

Address :

Date : __-__-20....

Phone :

E-Mail :

PAN No. :

GST No. :

The Delhi District Cricket Association Ferozshah Kotla Stadium, New Delhi - 110002 Phone : 011-23319323, 23312721, 23752627 Fax : 91-11-23722097		Anx-4 GSTN :
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PURCHASE ORDER			
M/s	P.O. No. :	Date :	Sports Event :
			Indent Ref : Date :
	Quotation/P.I. Ref :	Date :	User department:

With reference to your quotation dated, we hereby place an order with you for the supply of following goods/services at
 On the following terms & conditions

S.No.	Item Description	Unit	Qty.	Rate	Amount
TERMS AND CONDITIONS			Total	-	-

<p>a) Delivery schedule :</p> <p>b) Payment Terms :</p> <p>Note :</p> <p>i) GST will be extra/inclusive of all other charges</p> <p>ii) Purchase order number and Date must be mentioned on your Invoice/any correspondence with us for the payment.</p> <p>iii) The Prices will remain firm till the order is completed.</p> <p>iv) Please acknowledge acceptance of this order.</p> <p>v) In case of dispute, jurisdiction shall lie in Delhi Court.</p> <p>vi) Please confirm whether you are member of DDCA or Not (YES/NO).</p> <p>vii) Please mention your PAN Number & GST Number on your invoice</p> <p>viii) Please also mention GST numbers of DDCA on your invoice.</p> <p>ix) TDS will be deducted as per applicable rules under the Income Tax Act.</p>	<p>For The Delhi District Cricket Association</p> <p>Authorized Signatory</p>
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THE DELHI & DISTRICT CRICKET ASSOCIATION
Ferozshah Kotla Stadium, New Delhi - 110002
Phone : 011-23319323, 23312721, 23752627 Fax : 91-11-23722097

Anx-5

GOODS RECEIPT NOTE

Vendor Name : Invoice No.	GRN No..... GRN Date..... P.O. No./Date..... Gate Entry No..... Date of Invoice
---	---

S.No.	Item Code	Item Description	Unit	Qty. ordered	Qty. received	Qty. Accepted	Qty. rejected	Unit cost	Total Value (Rs.)	Remarks

(Stores Officer/ Sports Officer)

The Delhi & District Cricket Association

Ferozshah Kotla Stadium, New Delhi - 110002

Phone : 011-23319323, 23312721, 23752627 Fax : 91-11-23722097

Anx-6

Work Certification & Bills verification Report for services provided by vendor

Work Certification Report

Certified that the following vendor has performed the work satisfactory as per details given below:

S no.	Bill No.	Date	Name of Vendors	Nature of Service	Amount of bill (Amt in Rs.)	Remarks (whether work satisfactory or not)
				TOTAL		

NOTE :- This report is to be given by HOD of the concerned department/ Grounds incharge wherever applicable

Verified by

Name :

Department :

The Delhi & District Cricket Association

Ferozshah Kotla Stadium, New Delhi - 110002

Phone : 011-23319323, 23312721, 23752627 Fax : 91-11-23722097

Anx-6A

Bills verification cum work Certification Report for services rendered by Coaches/ Selectors/Managers/Umpires /Scorer/Sports Personnel

Work Certification Report

Certified that the following vendor has performed the work satisfactory as per details given below:

S no.	Bill No.	Date	Name of Coaches/Seletors/Scorer/Team Manager/Sports Personnel	Nature of Service	Amount of bill (Amt in Rs.)	Remarks (whether work satisfactory or not)
				TOTAL		

NOTE :- This report is to be given by Sports officer/HOD/Team Manager/Grounds incharge wherever applicable

Verified by

Name :

Department :

THE DELHI & DISTRICT CRICKET ASSOCIATION

Ferozshah Kotla Stadium, New Delhi - 110002
Phone : 011-23319323, 23312721, 23752627 Fax : 91-11-23722097

PAYMENT NOTE FOR FINANCIAL APPROVAL

Anx-7

Payment Note cum Bill checking Report

Date

Invoice received fromtowards providing theto DDCAas per purchase order/work order no.....datedissued

The details are given below:-

GST No. of Vendor	
PAN No. of Vendor	

S.No.	Invoice No./Dated	Amount	Particulars
			Payment towards(Material/services) provided against Purchase/Work order/Caterings/Travel bill/Professional Services for (Nature of work/match held on -at.....Advance of Rs.....paid onhas been deducted.Work satisfaction report /Goods Receipt note has been verified by(Department)
Total		-	
CGST @ 9%			
SGST @ 9%			
IGST			
Grand Total			
TDS @.....			
Advance Paid		-	
Net Amount Payable			Amount in words.....

ACCOUNTS COMMENTS

1	
2	
3	
4	
5	

Bills Checked & Verified
(Accounts Department)

Bill Approved for Rs.
Bill verified/approved (Authorised Signatory)

The Delhi District Cricket Association

Ferozshah Kotla Stadium, New Delhi - 110002

Phone : 011-23319323, 23312721, 23752627 Fax : 91-11-23722097

VENDOR PAYMENT ADVISE

Anx-8

Vendor's Name				
PARTICULARS				
		2	3	Total
	Bill No.			
	Bill Amount			
ADD:	GST			-
Less:	Deduction	-	-	-
	Approved Amount	-	-	-
Less:	TDS deducted	-	-	-
	Net Amount Payable (Round Off)	-	-	-
	Cheque No.			
	Cheque Date			
REMARKS FOR DEDUCTION				
The Delhi District Cricket Association				
DDCA Accounts Department				
Date :				

The Delhi District Cricket Association

Anx-9

Ferozshah Kotla Stadium, New Delhi - 110002
Phone : 011-23319323, 23312721, 23752627

Medical Items Consumption Report

It is hereby declare that the following items have been consumed during the sports event..... held at from.....to.....

S.No.	ITEM	SPECIFICATION	MAKE / SUPPLIER NAME	UNIT	QTY. RECD. FROM STORES	QTY CONSUMED	BALANCE QTY IN HAND

Prepared by:

Approved by:

(Physio)

(Sports Officer)

The Delhi District Cricket Association Ferozshah Kotla Stadium, New Delhi - 110002 Phone : 011-23319323, 23312721, 23752627 Fax : 91-11-23722097		Anx-10 _____ DDCA GST number
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ORDER FOR REPAIRS & MAINTENANCE WORK

M/s	Work Order Number	Date :	Sports Event :
			Date :
	Quotation Ref:	Date :	User department:

With reference to your above quotation, we hereby place an order for doing the following work at Ferozshah Kotla Stadium on the following terms & conditions:

S.No.	Work Description	DDCA Requisition slip reference no.	BOQ	Rate	Amount
			Total	-	-

- TERMS AND CONDITIONS**
- 1) EMD Deposit % shall be deposited with DDCA which shall be released on completion of satisfactory performance of work order or after months.
 - 2) Retention money agasint your runnng bills % shall be kept by DDCA which shall be released on completion of satisfactory performance of work order or after months.
 - 3) GST will be extra/inclusive of all other charges
 - 4) Work order number and date is requirid to be mentioned on your Invoice. Copy of work order will be attached with the bill.
 - 5) Prices will remain firm till the order is completed.
 - 7) Bank account details be given on your invoice.
 - 8) PAN Number be given on your invoice.
 - 9) GST Number of your company/firm is requireid to be given your invoice.
 - 10) GST numbers of DDCA is required to be given on your invoice.
 - 11) PF/ESIC Liability for work done will be company/firm. Provide PF/ESIC registration certificate.
 - 12) TDS will be deducted as per applicable rules under the Income Tax Act.
 - 13) In case of any dispute, jurisdiction shall lie in Delhi Court.
 - 14) Declaration is required whether you are member of DDCA or not

For The Delhi District Cricket Association

 Authorized Signatory
 Name
 Designation:

The Delhi District Cricket Association

Ferozshah Kotla Stadium, New Delhi - 110002

Phone : 011-23319323, 23312721, 23752627 Fax : 91-11-23722097

Anx-11

DDCA GST Number

ORDER FOR CATERING

M/s	Work Order No.	Date :	
	Quotation/P.I. Ref :	Date :	

With reference to your above quotation, we hereby place an order with you for the supply of food/beverages items as per the details below aton the following terms & conditions.

S. No.	Description of food order	Venue	Match details	Date on which food/catering required	Qty.	Rate	Amount (Rs.)

TERMS AND CONDITIONS

Total	
--------------	--

1. GST will be extra/inclusive of all other charges
2. Order number and date must be mentioned on your Invoice.
3. Copy of order, evidence of delivery and quality work performance report from concerned HOD will be attached with the bill.
4. Rates will remain firm for the period from.....to
5. Qty. shall be as per the P.O. issued and excess Qty. will not be accepted without written approval as per the addendum to the original order.
6. Please acknowledge acceptance of this order.
7. Bank details be given on your invoice .
8. PAN Number be given on your invoice .
9. GST number of your company or firm is required to be given on your invoice.
10. GST number of DDCA is required to be given on your invoice.
11. PF/ESIC Liability for work done will be of your company/firm. Provide us PF/ESIC registration certificate.
12. TDS will be deducted as per applicable rules under the Income Tax Act.
13. In case of any dispute, jurisdiction shall lie in Delhi Court.
14. Declaration is required whether you are member of DDCA or not

For The Delhi District Cricket Association

Authorized Signatory
Name:
Designation

	The Delhi District Cricket Association		Anx-12
	Ferozshah Kotla Stadium, New Delhi - 110002		
	Phone : 011-23319323, 23312721, 23752627 Fax : 91-11-23722097		

Food Items Consumption Report

We declare that the following food items have been supplied during the sports event..... held at from.....to.....

S.No.		PARTICULARS	UNIT	Rate P.U.	QTY. ORDERED	QTY SUPPLIED	OVER/ (SHORT) SUPPLY

Prepared by:

(Grounds incharge/HOD)

Approved by:

(CEO)

The Delhi District Cricket Association Ferozshah Kotla Stadium, New Delhi - 110002 Phone : 011-23319323, 23312721, 23752627 Fax : 91-11-23722097		Anx-13 DDCA GST number
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ORDER FOR HOTEL BOOKING

M/s	Order for Hotel Booking	Date :	Sports Event :
	Quotation/P.I. Ref :	Date :	User department:

With reference to your above quotation, we hereby place an order for the booking of rooms in your hotel as per the details give below on the following terms & conditions.

S.No.	Details of Person/(s)	Pickup from	Pickup time	Type of Rooms and facilities offered (Laundry/Breakfast/Meals etc.)	Room Tariff (Rs.)	Date/period for which room is required				Amount (Rs.)
						from	to	No. of days of stay	No. of Rooms	
TERMS AND CONDITIONS										Total

Payment Terms :

1. GST will be extra/inclusive of all other charges
2. Booking confirmation number and date must be mentioned on your Invoice/any correspondence with us for the payment.
3. The rates will remain firm till the order is completed.
4. Please acknowledge acceptance of this order.
5. Bank details be given on your invoice
6. PAN Number be given on your invoice
7. GST number of your company or firm is required to be given on the invoice
8. GST number of DDCA is required to be given on your invoice.
9. TDS will be deducted as per applicable rules under the Income Tax Act.
10. In case of any dispute, jurisdiction shall lie in Delhi Court.
11. Declaration is required whether you are member of DDCA or not

For The Delhi District Cricket Association

Authorized Signatory

Name:
Designation

	The Delhi District Cricket Association Ferozshah Kotla Stadium, New Delhi - 110002 Phone : 011-23319323, 23312721, 23752627 Fax : 91-11-23722097	Anx-14 DDCA GST number
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ORDER FOR AIRLINE TICKET BOOKING

M/s	Airline Ticket boking order number:	Date :	
	Quotation/P.I. Ref:	Date :	User department:

With reference to your above quotation, we hereby place an order with you for the booking of Air Tickets as per the details below on the following terms & conditions.

S.No.	Name of persons/Team	Travel details						(Business/ Economy) class	Rate	Amount (Rs.)
		Start from			Destination					
		City & Airport	Date	Time	City & Airport	Date	Time			

TERMS AND CONDITIONS **Total**

1. GST will be extra/inclusive of all other charges
2. Order number and date must be mentioned on your Invoice.
3. Please give confirmation for booking the tickets.
4. Bank account details be given on your invoice.
5. PAN Number be given on your invoice.
5. GST number of your company/firm be given on your invoice.
7. GST number of DDCA be given on your invoice.
8. No Service Fees will be paid by DDCA
9. Cancellation Charges/Pre-ponement charges will be minimal and as approved by DDCA in advance.
10. TDS will be deducted as per applicable rules under the Income Tax Act.
11. In case of any dispute, jurisdiction shall lie in Delhi Court.
12. Declaration is required whether you are member of DDCA or not

For The Delhi District Cricket Association

Authorized Signatory
Name:
Designation:

	The Delhi District Cricket Association Ferozshah Kotla Stadium, New Delhi - 110002 Phone : 011-23319323, 23312721, 23752627 Fax : 91-11-23722097	Anx-15
		DDCA GST Number

ORDER FOR LOGISTICS

M/s	Vehicle Booking order	Date :	Sports Event :
			Date :
	Quotation Ref:	Date :	Department:

With reference to your above quotation, we hereby place an order with you for the booking of vehicles as per the details below on the following terms & conditions.

S.No.	Type of Vehicle	Date(s) for which vehicle is required	From	To	No. of Persons	Rate	Amount	
TERMS AND CONDITIONS						Total	-	-

- i) GST will be extra/inclusive of all other charges
- ii) Order number and date must be mentioned on your Invoice.
- iii) Rates will remain firm for the period as per agreement dated.....
- iv) Extra Mileage/overtime as per quotation approved shall be paid.
- v) Bank account details be given on your invoice.
- vi) PAN Number your GST number be given on invoice.
- vii) GST numbers of DDCA be given on invoice.
- viii) TDS will be deducted as per applicable rules under the Income Tax Act.
- ix) In case of any dispute, jurisdiction shall lie in Delhi Court.
- x) Declaration is required to be given whether you are member of DDCA or not

For The Delhi District Cricket Association

Authorized Signatory
Name:
Designation:

To : The Delhi District & Cricket Association

Ferozshah Kotla Stadium, New Delhi - 110002

Phone : 011-23319323, 23312721, 23752627 Fax : 91-11-23722097

GST NO.

From :

Designation

Address :

Phone

Email ID

GST NO.

List A-List of Selectors, Coaches & Managers for the season(Men), where payment notes are approved

S.No	Designation	Selector/Manager Name	Team	Total amount as per contact	3rd				Amount Paid (1st Installment Paid)	Balance amount payable
					Ist Installment of 25% due in Sep 2016 date	2nd Installment of 25% due in November 2016	Installment of 25% due January 2017	4th Installment of 25% due March 2017		
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
		Total		-	-	-	-	-	-	

TAX INVOICE

Anx-17

To : The Delhi District & Cricket Association

Ferozshah Kotla Stadium, New Delhi - 110002

Phone : 011-23319323, 23312721, 23752627 Fax : 91-11-23722097

GST NO.

From :

Designation

Address :

Phone

Email ID

GST NO.

UMPIRE/SCORER/MATCH REFREE/OBSERVER/OTHERS _____

DDCA MEMBER/NON-MEMBER

Name :	Invoice No.	Dated
Address :		
PAN :		
GST No. :		
Contact :		
E-Mail :		

To,
DELHI & DISTRICT CRICKET ASSOCIATION
Ferozeshah Kotla Cricket Ground
New Delhi, PIN : 110002

DDCA Membership (Yes/No), If yes then M.No. :- _____

Date	Particulars of Match	Venue	Amount	Conveyance
Total Amount				

Amount Chargeable (in words) :

Declaration	Bank Details
I declare that the information contained in this invoice is true to the best of our knowledge	Bank Name : Account No. : Branch & IFSC Code :

From -

(Signature)

THE DELHI DISTRICT CRICKET ASSOCIATION
Ferozshah Kotla Stadium, New Delhi - 110002
Phone : 011-23319323, 23312721, 23752627 Fax : 91-11-23722097

TA/DA Bills

Anx-18

Name:
 Designation:
 Date of Travelling:
 Purpose of Travelling:
 E mail ID:
 Bank A/c No. (for RTGS Payment):
 Bank IFSC Code:

(A) TA/DA/Local Journey/Toll Tax

Departure			Arrival			Mode of Journey & Vehicle No.	Distance for Road Mileage		Amount of Toll Tax etc.	Hotel/Non-Hotel D.A.	Total Amount (Rs.)
Date	Station	Time	Date	Station	Time		K.M.	Rate			
Total (A)										0	

(B) Accomodation/Lodging Claim

City	Place	Hotel Name & Address	Bill No.	Check IN Time/Date	Check OUT Time/Date	Room Rent per Day	No. of Days	Total Amount (Rs.)
Total(B)								0

Grand Total (A+B) 0

Certified that:

(i) Particulars provided herewith are correct & that I have not claimed TA/DA for this journey from any other organisation/State Association/Sports Body and bill have been submitted first time.
 (ii) I was not provided free lodging and/or Boarding at the cost of DDCA or any autonomous body.
 The above meeting/journey claim is verified to be true & correct.

Verified By:-

Signature of Claimant

Sign. & Name of Officer (Concerned Department)

Name :	
Address:	
PAN :	

(For use by Accounts Office only)

Head of Account: _____ Passed for Rs _____/-

**Finance & Accounts Manager
(Authorised Signatory)**

THE DELHI DISTRICT CRICKET ASSOCIATION
Ferozshah Kotla Stadium, New Delhi - 110002
Phone : 011-23319323, 23312721, 23752627 Fax : 91-11-23722097

Payment to Players for Match Fee/ Daily Allowance

Anx-19

Name:
 Designation:
 Match/Tournament :
 Period fromTo
 E mail ID:
 Phone No.
 Bank A/c No. (for RTGS Payment):
 Bank IFSC Code:
 GST No.

(A) Match Fee / Daily Allowance

Date	Match/Tournament	Total Amount (Rs.)
Total (A)		_____

Certified that:

(i) Particulars provided herewith are correct & that I have not claimed TA/DA for this journey from any other organisation/State Association/Sports Body and bill have been submitted first time.
 (ii) I was not provided free lodging and/or Boarding at the cost of DDCA or any autonomous body.
 The above meeting/journey claim is verified to be true & correct.

Verified By:-

Signature of Claimant

Sign. & Name of Officer (Concerned Department)

Name :	
Address:	
PAN :	

(For use by Accounts Office only)

Head of Account:

Passed for Rs/-

**Finance & Accounts Manager
 (Authorised Signatory)**

	The Delhi District Cricket Association Ferozshah Kotla Stadium, New Delhi - 110002 Phone : 011-23319323, 23312721, 23752627 Fax : 91-11-23722097	Anx-20
		DDCA GST Number

ORDER FOR OUTSIDE GROUND BOOKING

To	Order No. : _____	Date : _____
	Quotation Ref: _____	Date : _____

With reference to your above quotation, we hereby book the ground at _____ as per the details given below on the following terms & conditions.

S. No.	Venue	Match Details	Date of booking	No. of days	Rate per day	Amount (Rs.)	
TERMS AND CONDITIONS						Total	

- i) GST will be extra/inclusive of all other charges
- ii) Order number and date must be mentioned on your Invoice.
- iii) Copy of order will be attached with your invoice.
- iv) Bank details are required go be given on your invoice .
- v) PAN Number is required to be given on your invoice.
- vi) GST number of DDCA to be given on your invoice.
- vii) TDS will be deducted as per applicable rules under the Income Tax Act.
- viii) In case of any dispute, jurisdiction shall lie in Delhi Courts.
- ix) Declaration is required whether you are member of DDCA or not.

For The Delhi District Cricket Association

Authorized Signatory
Name: _____
Designation _____

D.D.C.A- 2016-17

FEROZSHAH KOTLA GROUND,

NEW DELHI - 100 002.

CIN: U92411DL1909LC000407

Chart of Accounts

Code of Accounts	Head of Account
Accounts Code	
1	Liabilities
11	Capital Account
111	Reserves & Surplus
1121	ADMISSION FEE
1132	CAPITAL RESERVE A/C
1143	CONVERSION OF LIFE MEMBER FEE
1154	CORPUS FUND A/C
1165	RESERVES & SURPLUS A/C
1176	SUBSIDY FOR INFRA STRUCTURE
12	Current Liabilities
121	Duties & Taxes
1211	GST
1211	CGST INPUT CREDIT
12111	CGST Interim
12112	CGST Payable
12113	CGST Under Reverse Charge
12114	IGST Input
12115	IGST Payable
12116	SGST INPUT CREDIT
12117	SGST Interim
12118	SGST Payable
12119	SGST Under Reverse Charge
12121	Krishi Kalyan Cess
12122	K.K.Cess
12123	KK Cess Input From Reversal 4(7)
12124	KRISHI KALYAN CESS PAYABLE(0.5%)
12125	Krishi Kalyan Cess Payable (RCM)
12131	Krishi Kalyan Reversed U/r 4(7)
1213	Service Tax
12131	SERVICE TAX-INPUT
12132	Service Tax Input- Reversed 4(7)
12133	SERVICE TAX PAYABLE (DUE)
12134	Service Tax Reverse Charge
1214	Swatch Bharat Cess
12141	Swatch Bharat Cess Payble(0.5%)
1215	TDS Payable
12151	TDS on Staff Salary 2017-18
12152	TDS PAID - Contractor / Sub Contractor
12153	TDS PAID - Professional / Consultancy
12154	TDS Paid - Rent Services
12155	TDS Payable - Contractor / Sub-Contractor
12156	TDS Payable - Professional / Consultancy Services
12157	TDS Payable - Rent Services

Accounts Code

1	Liabilities
1216	EXCISE DUTY ADVANCE
1217	VAT PAYABLE ON SCRAP SALES
1218	WORK CONTRACT TAX PAYABLE
122	Provisions
1221	Long Term Provisions
12211	PROV. FOR GRATUITY A/C
12212	PROV. FOR LEAVE ENCASHMENT
12213	LEAGUE REFRESHMENT PAYABLE
12214	SUBSIDY PAYABLE
123	Sundry Creditors
1231	SUNDRY CREDITORS (SPORTS)
12311	SUNDRY CREDI.(COACH/MANAGR./SELECTOR)
12311	ALKA SURI
12311	ANIL KUMAR PASSI
12311	ANJALI SHARMA
12311	ANJUM CHOPRA
12311	ANURADHA
12311	ARCHANA DAHIYA
12311	ASHA SHARMA (Selector)
12311	ASHOK KATYAL
12311	ASHOK KUMAR MALHOTRA
12311	ASHU DANI A/C
12311	ATUL KASHYAP
12311	BALJINDER SINGH
12311	BHUPESH KUMAR
12311	BRIJ MOHAN GULATI
12311	Chetan Sharma
12311	Deepak Bhatnagar
12311	GULFAM JULFIQUAR
12311	HARI GIDWANI
12311	JAI PRAKASH
12311	Joginder Sharma Trolley Incharge
12311	KHYATI GULANI (Manager)
12311	KHYATI SHAMRA (PHYSIOTHERPIST)
12311	K.K.NIGAM
12311	KULJEET SINGH
12311	LALIT SHARMA
12311	MADAN SHARMA
12311	MANINDER SINGH JAGGI (M.S.JAGGI)
12311	MANOJ KAPOOR (SPORTS COMM.)
12311	MEENA AYRI (WOMEN SELECTOR)
12311	MEENAKSHI BHASKAR (CO-ORDINATER)
12311	MEENAKSHI GUPTA
12311	NEERAJ KAPOOR
12311	PAYABLE TO SPORTS PERSONNELS
12311	PRADEEP GUPTA (Local Manager)
12311	PRADEEP KASHAP A/C
12311	PRASHANT SHARMA - LOCAL MANAGER
12311	PRAVEEN GUPTA (MANAGER)
12311	RAFAT RAJPUT KHAN
12311	RAJAN SAINI
12311	RAJEEV VINAIK A/C

Accounts Code	1	Liabilities
12311		Rajesh Walia
12311		RAJINDER SAINI
12311		RAJIV AHUJA
12311		RAJNI SHARMA
12311		RAJU TONDON A/C
12311		RAMAN VIJ MANAGER SRI LANKA
12311		RAM CHANDER PASSI
12311		RAMESH SACHDEVA
12311		Renuka Dua
12311		RESHMA GANDHI
12311		SACHIN GUPTA
12311		SANJEEV BALI
12311		SANJEEV SHARMA (Selector)
12311		SHAILENDER SINGH
12311		Shankar Saini (Tour Manager)
12311		SHASHI GUPTA
12311		SHIV RAM RAI
12311		SHRAVAN KUMAR YADAV (CONTRACTOR)
12311		S.S.KHURANA
12311		SUKHVINDER SINGH
12311		SUMAN TOMAR
12311		SUNIL DEV A/C
12311		SUNITA SHARMA Coach
12311		SUSHMA CHAUDHARY WOMEN CRICKET
12311		TAPESHWAR TYAGI
12311		TEJVIR SINGH A/C (PHYSO)
12311		UDIT SHARMA
12311		UMESH SHARMA (SPORTS COMM.)
12311		Vandana Gupta
12311		VINAY LAMBA (SPORTS)
12311		VINOD KATYAL (SPORTS COMM)
12311		VINOD SHARMA
12311		VINOD TIHARA (SPORTS)
12311		VIRENDER BHATNAGAR
12311		VIVEK KHURANA
12312		SUNDRY CREDITORS (GROUNDS)
12312		BHARAT NAGAR SPORTS COMPLEX (DDO Sports)
12312		County Cricket Global
12312		GURU GOBIND SINGH COLLEGE A/C
12312		INFINITY OPTIMAL SOLUTIONS PVT.LTD.
12312		JAMIA MILLIA ISLAMIA A/C
12312		MODERN SCHOOL (BARAKHAMBIA ROAD)
12312		MOHAN MEAKIN LTD
12312		NEW POLICE LINE CRICKET GROUND
12312		POORV DELHI KHEL PARISAR A/C
12312		PSI AIR FORCE GROUND A/C
12312		RAMJAS SPORTS & MOUNTAINEERING INSTITUTE
12312		ROHINI SPORTS COMPLEX
12312		ROSHANARA CLUB LTD.
12312		SAFE HANDS SPORTS MANAGEMENT P.LTD.
12312		SIRI FORT GROUNDS (DDA)
12312		S.M. CRICKET ACADEMY

Accounts Code	1	Liabilities
12312		SRI GURU TEGH BAHADUR KHALSA COLLEGE
12312		TURF SPORTS MANAGEMENT
12312		VIDYA JAIN CRICKET ACADMEY
12313		SUNDRY CREDITORS (PITCH QURATOR)
123131		ANKIT DATTA (ASST. PITCH CUATOR)
123132		NOOR MOHAMMED
123133		VIJAY BAHADUR MISHRA A/C
12314		SUNDRY CREDITORS (SPORTS/GENERAL)
12314		AJAYBIR NAGAR (MANAGER)U-14
12314		AJIT SINGH MADHOK
12314		Arusha
12314		ASHOK SHARMA A/C
12314		ATUL SHARMA (CONT..)
12314		BADRI NATH PRATHI (PHYSIO)
12314		CHANDRAMANI SINGH (CONT.)
12314		DR. SANJAY PANDEY
12314		H.L.MUTREJA
12314		ITC LTD
12314		Keshav Agrawal
12314		MANBIR SINGH BHATIA (SPORTS)
12314		Mokshit Bhatia
12314		NARESH SHARMA (Tappu)
12314		NAVNEET KUMAR (PRINT & PUBLICITY)
12314		NISHANTA BORDOLOI (TRANER)
12314		PAYABLE TO (GROUNDSMEN)
12314		PRADEEP AGGARWAL
12314		PRADEEP SHRIVASTAVA
12314		Sandeep Joshi
12314		SUNNY (CASUAL LABOUR)
12314		SURYA PRAKASH A/C
12314		SUSHIL KUMAR PRASAD
12314		SWATANTRA KUMAR
12315		SUNDRY CREDITORS (UMPIRE/SCORER)
12315		ABDUL SATTAR(TEDCO)
12315		ABHIROOPE SUD (U/S)- BCCI
12315		AJAZ AHMED U/S
12315		AJAY CHAUDHARY U/S
12315		AJAY SOLONKI (U/S)
12315		AKHILESH TIWARI
12315		AMAR SINGH RATHORE (U)
12315		AMAR SINGH (U/S)
12315		AMIT BANSAL-UMPIRE
12315		AMIT KUMAR (SC)
12315		AMIT SHARMA
12315		ANIL CHAUDHARY
12315		ANIL GOVIND MATHUR (CORDTR.REFEREE)
12315		ANIL KUMAR MISHRA
12315		Anil Kumar - Scorer
12315		ANISH (UMP)
12315		ANKUR PARASHAR (S)
12315		ANOOP KUMAR (UMP)
12315		ANURAG KAUSHIK

Accounts Code	1	Liabilities
12315		Anurag Rathaur (Umpire)
12315		Anurag Tiwari
12315		AQUILAHMED KHAN (U/S)
12315		ASHOK MAURYA
12315		ASHOK (U/S) - BCCI Level
12315		Ashwani Anand
12315		ASHWANI KUMAR (U/S)
12315		AVINASH BHARDWAJ (UMP)
12315		BANTU SINGH
12315		BHAGWAT SINGH RAWAT
12315		Brij Mohan Sharma ((Umpire)
12315		B.S.JOBAN A/C
12315		B.S Madan Raghavan (Umpire)
12315		Chander Shekhar Sharma
12315		CHANDER YADAV
12315		Chetan Sehgal
12315		DARSHAN GROVER (M. RAFREE)
12315		Darshan Kajania
12315		DEEPA (Pradeep Kumar) (S)
12315		DEVENDER BISHAT (SPORTS)
12315		DEVENDRA SHARMA (UMPIRE)
12315		DHARMESH KR.BHARDWAJ (UMP/SC)
12315		DHEERAJ CHAUHAN A/C
12315		DINESH KUMAR (UMPIRE)
12315		Dinesh Scorer
12315		DIVYANSHU SAXENA (S)
12315		F Malik
12315		GAURAV KHANNA (SCORER)
12315		GAURAV MEHTA
12315		GAYATHRI VENUGOPALAN (U/S)
12315		Hari Mohan (Ump)
12315		Harjinder Singh(Ump)
12315		HASEEN HAIDER (UMP)
12315		JAGDEEP SINGH Co-Ord
12315		JAIDEEP SINGH
12315		Jalaj Bhardwaj (Ump)
12315		JASVINDER SINGH (CORD./REFREE)
12315		JATIN SOOD (SCORER)
12315		Javed Scorer
12315		JAYES PATEL (SC)
12315		JOGINDER (LAKRA (S))
12315		JOGINDER SHARMA -PLAYERS
12315		JOGINDER SHARMA SCORER
12315		JOGINDER (UMPIRE)
12315		KAMAL JUNEJA
12315		KAMAL KUMAR
12315		K. HARI HARAN (UMP)
12315		KISHAN SHARMA (SC)
12315		KRISHAN KUMAR SHARMA (UMP)
12315		Krishan - Mohan Mishra
12315		KRISHNA KR.TIWARI (U/S)
12315		KUNDAN LAL SHARMA (U/S)

Accounts Code	1	Liabilities
12315		Lakhda (U/S)
12315		Lakshya Jaiswal
12315		LEKHRAJ (UMP)
12315		L. VAIDYANATHAN (CO-ORDNR.)
12315		Mahesh Aggarwal
12315		MAHESH KUMAR TYAGI (UMP)
12315		MAHESH RAWAT (U/S)
12315		MAHESH TYAGI
12315		MANBEER SCORER
12315		MANISH SAINI
12315		MANMEET SINGH GILL (VIDEO ANLYST)
12315		MANOJ DUTT Satyawati (UMP)
12315		MANOJ KUMAR CHAUDHARY
12315		MANOJ KUMAR (U/S0)
12315		MANVEER SINGH (U/S)
12315		MOHD. AFNAN (UMP)
12315		Mohd Arif Ali
12315		MOHD. NASEEM (UMP)
12315		MOHINDER NATH KOHLI (LOCAL MANAGER)
12315		Mohit Sharma SCorer
12315		MUKESH DIWAN (CORDNTR/REFEREE)
12315		MUKESH KUMAR
12315		MUKUL SHARMA
12315		Naresh Kumar (Net Coordinator)
12315		NAVEEN CHOPRA
12315		NAVEEN SCORER
12315		NEERAJ TYAGI (U/S)
12315		NIKHIL SHARMA (U/S)
12315		Nilesh Gaurav (Ump)
12315		Nitish Rana
12315		N.K.LAKHOTIA (U/S)
12315		N K Sharma (Ground Inchrng)
12315		PARAG SHARMA
12315		PARVINDER AWANA -PLAYERS
12315		PAWAN SHARMA A/C
12315		Pradeep Gupta (U/S)
12315		PRADEEP KR. RAWAL (UMP)
12315		PRADEEP KUMAR MISHRA
12315		Pradeep Rana(Ump)
12315		PRAMOD SOOD (UMP)
12315		PRASHANT KUMAR (SC)
12315		PRASHANT SHARMA (NET CORDR.)
12315		PREM SHARMA (UMP)
12315		PREM SINGH
12315		P.S.CHAUHAN A/C
12315		RAGHUBIR SAINI (CORDTR./REFEREE)
12315		Rahul Bansal Scorer
12315		RAHUL CHOUDHARY SC
12315		Rahul Kr. (U/S)
12315		RAJAN SETH
12315		Rajeev Kumar Sharma
12315		RAJENDRA MADAN (UMP)

Accounts Code	1	Liabilities
12315		RAJESH KUMar (LUCKY UMPIRE)
12315		RAJESH KUMAR (U/S-DP)
12315		RAJESH ORIA (UMP)
12315		RAJESH VERMA (UMP)
12315		Rajiv Curi (U/S)
12315		RAJIV GUPTA
12315		RAJIV MALHOTRA CO-ORDINATOR)
12315		RAJ KUMAR (Co-Ordinator)
12315		RAJ KUMAR (UMP)
12315		RAJU BAGGA (MATCH REFEREE)
12315		RAMAN DEEP SINGH
12315		RAMESH ChAND(UMp)
12315		RAM SHANKER GUPTA (R.S.GUPTA)
12315		RAVI KUMAR U/S
12315		Ravinder Kumar
12315		RAVINDER KUMAR (CHODHARY)(U)
12315		RAVINDER PANWAR
12315		RAVINDRA SINGH RAWAT (UMP)
12315		RAVI RAWAT
12315		RETENDER SINGH SODI
12315		R.S RAWAT (UMP)
12315		SAHIL BHAI
12315		SANJAY DHYANI (U/S)
12315		SANJAY GUPTA (U/S)
12315		SANJAY SAINI
12315		SANJAY SINGH RAWAT (Co-Ordinator)
12315		SANJEEV CHOPRA A/C
12315		SATENDRA (UMP)
12315		SATISH SALWAN TRAINER
12315		SATISH SHARMA (U/S)
12315		Shahis Saifi
12315		SHAILESH KUMAR TIWARI (S.K.TIWARI)
12315		SHALABH GUPTA (UMP)
12315		SHEEL KUMAR (UMP)
12315		SHIVA KANT A/C
12315		Shyam Kumar Bansal
12315		SHYAM LAL SCORER
12315		S.K.SONI (UMP)
12315		SUBHASH MATHUR -UMPIRE
12315		Sunil Rai
12315		SUNIL RANA (UMP)
12315		SUNIL SHARMA (U/S)
12315		SURJEET (S)
12315		Tabrez - Mohan Mishra
12315		TARUN KUMAR (U/S)
12315		Tarun Lal
12315		TILAK RAJ (CORDTR/REFEREE)
12315		UNMUKT CHAND-PLAYERS
12315		UPENDER PANDEY (UMP)
12315		UTTAM CHAND (SC)
12315		VARUN KUMAR KATIYAR
12315		V.ARVIND MATCH REFEREE

Accounts Code	1	Liabilities
12315		Vijay
12315		Vijay Pal
12315		VIKAS KATYAL
12315		Vikas Vij (Net Cordinator)
12315		VIPIN GUPTA (U/S)
12315		VISHAL
12315		VISHAL (VISHAL CHAUDHARY) SC
12315		VISHAN KUMAR (SC)
12315		Waseem
12315		WASIM AKRAM (SC)
12315		YASHPAL SINGH (U/S)
12315		Dr. Debaditya Pal
12315		DR. GAURAV THUKRAN
12315		DR. S.S.SAREEN
12315		Dr. Yati Dilip Patil
12315		GIRRAJ
12315		MANGAL RAM
12315		MATCH FEE PAYABLE
12315		MUKESH KUMAR SHUKLA
12315		PRIZE MONEY PAYABLE
12315		RAGINI MALHOTRA
12315		RAKESH SHARMA
12315		Ram Gopal Guotra
12315		SANSPAREILS GREENLANDS PVT LTD
12315		SENAM
12316		SUNDRY CREDITORS (ICC WC.)
123161		Nine Caffe 9 Hospitality Services Pvt. Ltd.
12317		Sundry Creditors (Pension to Players/Umpire)
123171		AMIT KUMAR SUMAN (Pension)
123172		ANIL JAIN (Pension)
123173		ARUN BHARDWAJ-UMPIRE
123174		ARUN SINGH (Pension)
123175		ASHWANI MARWAHA
123176		ATUL MOHINDRA (Pension)
123177		BALRAM SHARMA (Pension)
123178		BALWANT SINGH MALHI (Pension)
123179		BIMLA SAXENA (Pension)
1231710		DAVENDRA SHARMA (Pension)
1231711		D.D.SHARMA (Pension)
1231712		DHARAM VIR PATHAK (Pension)
1231713		GAUTAM VADEHRA (Pension/ Tour Manager)
1231714		HARPREET SINGH (Pension)
1231715		HITESH SHARMA (Pension)
1231716		JASPAL SINGH BANSAL (Pension)
1231717		KAMINI VAID (Pension)
1231718		KARTAR NATH (Pension)
1231719		PRABHA MATHUR (Pension)
1231720		RAJNEESH CHOPRA (Pension)
1231721		RAJU SETHI (Pension)
1231722		RAMA (Pension)
1231723		RAVINDER PAL (Pension)
1231724		RAVI SEHGAL (Pension)

Accounts Code	1	Liabilities
1231725		SANDEEP ANGURALA (Pension)
1231726		SANJAY SHARMA (Pension)
1231727		SATYENDRA NATH KUCKREJA (Pension)
1231728		SHANKAR SAINI (Pension)
1231729		SHASHI KANT KHURANA (Pension)
1231730		S.K.SHARMA (Pension)
1231731		SNEH LATA THAPLIYAL (Pension)
1231732		SOHAIL RAUF (Pension)
1231733		SUDHIR KUMAR PATHAK (Pension)
1231734		SUMEET DOGRA (Pension)
1231735		USHA SOOD (PENSION)
1231736		VIJAY BHUSHAN (Pension)
12318		SUNDRY CREDITORS(PROFESSIONAL)
123181		ABHAY JAIN ADVOCATE
123182		Abhay Sharma
123183		AMARBIR SINGH
123184		ANIL KUMAR ADVOCATE
123185		ARVIND KUMAR (ADVOCATE)
123186		Ashwin Krishnan
123187		BHARAT BHUSHAN JAIN (Advocate)
123188		BHARDWAJ & ASSOCIATES
123189		Dayan Kishnan
1231810		DR. D.K.CHOUHAN A/C
1231811		GAURAV GUPTA
1231812		GAUTAM DUTTA (ADVOCATE)
1231813		INDER PAL SINGH
1231814		JAYANT BHUSHAN (ADVOCATE)
1231815		KOTHARI ASSOCIATES PVT LTD
1231816		KPAC
1231817		KRISHAN KUMAR TIWARI
1231818		Laireen Naz (Advocate)
1231819		L Nageshwara Rao
1231820		M.SHARMA & ASS.(M.S.A, ASSOCIATES)
1231821		NITIN MEHRA A/C
1231822		PATNAIK & ASSOCIATES
1231823		Pawan Gupta
1231824		PROVISION FOR PROFESSIONAL FEE
1231825		RRA TAXINDIA
1231826		SAMEER DEWAN (Advocate)
1231827		SANDEEP SETHI
1231828		SASTRA LEGAL ADVOCATE & SOLICITORS
1231829		Satyam Thareja
1231830		S.B.CHATURVEDI & ASSOCIATES
1231831		S.CHADDA & ASSOCIATES
1231832		Spark Professional Services Pvt. Ltd.
1231833		SURENDER K.SHARMA & ASSOCIATES
1231834		Tanmay Yadav (Advocate)
1231835		Vikas Dalal
1231836		VISHAL SINGH (ADVOCATE)
1231837		V.K. BAJAJ & CO.
1231838		V.S. ELECTRICAL CONSULTANTS
12319		SUNDRY CREDITORS (Trade Payable)

Accounts Code	Liabilities
1	
123191	A2Z STATIONERY
123192	AARTI FLAMES
123193	AAY GEE CATRERS A/C
123194	ACID
123195	AGGRELLIOUS & CO.
123196	AGM IMPEX
123197	AIRFILT TECHNOLOGIES PVT.LTD.
123198	AJIT PAL SINGH
123199	ALFA INDIA AIRCONDITIONING P.LTD.
1231910	AMASS TRAVEL SERVICES P.LTD.
1231911	AM STUDIO A/C
1231912	ANTI PEST SOLUTION
1231913	ASHOKA ART PRESS
1231914	ASHU SPORTS INDUSTRIES
1231915	ASIAN TOURS & TRAVELS
1231916	ASIAN TRAVEL CO. (P) LTD
1231917	ATTRI'S Caterers and Events
1231918	BABYLOAN ENGG.CO.
1231919	BALAJI TRADERS
1231920	Balraj & Co.
1231921	BAWA GLASS CO. (NEW DELHI)
1231922	B.D.MAHAJAN & SONS. PVT. LTD
1231923	BETAR COMMUNICATION SYSTEMS PVT.LTD.
1231924	BHARAT TENT HOUSE
1231925	Bhatia Medicos
1231926	BHATIA PIPE FITTING & SANITARY STORE
1231927	BHOLA RAM & SONS
1231928	BLENDWELL BOTTLERS PVT.LTD.
1231929	B.R. & SONS
1231930	B.S ENTERPRISES
1231931	B_SQURE SOLUTIONS PVT LTD
1231932	CARLSBERG INDIA PVT.LTD.
1231933	CHADHA SERVICE STATION
1231934	CHANDRA AGENCY
1231935	Connaught Royal A Unit of Evergreen Hospitality LLP
1231936	CONTINENTAL FURNISHERS
1231937	COOL EXPERT
1231938	CRAYONS ADVERT. (SERVICE PROVIDER)
1231939	CREATIVE ADVERTISERS & PRINTERS
1231940	CRICKET ASSOCIATION OF BENGAL
1231941	CRICKET ASSOCIATION OF UTTARAKHAND
1231942	DANA PANI RESTAURANT
1231943	Devraha Communication Ltd
1231944	DEVYANI INTERNATIONAL LTD
1231945	DIAGEO INDIA PVT. LTD
1231946	DIGITAL SOLUTIONS
1231947	DNA ENTERTAINMENT NETWORKS PVT.LTD.
1231948	EIH LTD. Trident
1231949	EKTA TRADERS A/C
1231950	ELECTRONICS SERVICE CENTRE
1231951	Express INN Hotel Nashik
1231952	FINAL TOUCH

Accounts Code	
1	Liabilities
1231953	FIRST FLIGHT COURIERS LTD
1231954	FLAGS COMMUNICATION PVT LTD
1231955	FLT. LT. RAJAN DHALL CHARITABLE TRUST
1231956	FORTUNE PARK HOTELS LTD.
1231957	GAURAV CONSTRUCTION CO.
1231958	GDX FACILITY & MANAGEMENT SERVICES PVT. LTD.
1231959	GLOBAL FIRE PROTECTION
1231960	Go Airlines India Ltd
1231961	GOYAL ENTERPRISES
1231962	GRACE SERVICES
1231963	GRAND TOURIST BUS SERVICES (Regd.)
1231964	HA -KO ENTERPRISES
1231965	HARI FEBRICATOR & ENGINEERS
1231966	HARI NARAYAN SHARMA
1231967	HARYANA CRICKET ASSOCIATION
1231968	Hills and Valley Resorts
1231969	HI-TRAC MANPOWER SERVICES PVT.LTD.
1231970	HORTUS CONSULTANTS PVT LTD
1231971	Hotel Ambassador Kalyani
1231972	HOTEL BROADWAY A/C
1231973	Hotel Chopra Residency
1231974	Hotel D V Manor
1231975	HOTEL JW MARRIOTT. CHANDIGARH
1231976	HOTEL SUVIDHA PALACE
1231977	H.P.CRICKET ASSOCIATION
1231978	IBS Facility Management Services
1231979	IDRISH ENTERPRISES
1231980	INDIAN TECHNOLOGY
1231981	Indore Marriott Hotel
1231982	INDRAPRASTHA GAS LTD
1231983	INDUS SOFTWARE SOLUTION A/C
1231984	JAI AMBEY WATER SUPPLIER
1231985	J.K.M ENTERPRISES
1231986	JMD PRINTERS
1231987	JUKASO INN A/C
1231988	KAMLESH PAINTS & CONTRACTOR
1231989	KAUSHNIK BUILDCAST PVT.LTD.
1231990	KENT RO SYSTEMS LTD.
1231991	KERALA CRICKET ASSOCIATION
1231992	KHODEY INDIA LTD
1231993	KIMATI SPORTS WORKS REGD.
1231994	K.K.PRINTER
1231995	KRISHNA GARDEN TOOLS
1231996	Krsihanveni Constructions Pvt. Ltd.
1231997	Kwatra Trading Co.
1231998	LA MODE FASHIONS PVT.LTD.
1231999	LOTUS ENTERPRISES
12319100	Maco Engg. Works
12319101	MADHYA DESHIA HITKARI INTERNATIONAL
12319102	MAHARASTRA CRICKET ASSOCIATION
12319103	MALA PEST CONTROL SERVICE
12319104	Mangat Ram Sons

Accounts Code	1	Liabilities
12319105		MASIWAL CATRERS
12319106		MAX COM
12319107		Mayfair Hotels Resorts Ltd.
12319108		MEGA POWER ENGINEERING
12319109		METALIC FABRICATORS
12319110		METRO SPORTS.
12319111		MICRO INFOTECH
12319112		MICRO SYSTEMS
12319113		MILLENIUUM BEER INDUSTRIES LTD
12319114		M.L. Mahajan & Sons
12319115		MM Interior
12319116		MODERN OFFICE SYSTEMS
12319117		Mohan Dass Daulat Ram
12319118		MOHAN MEAKIN LIMITED (LIQUOR)
12319119		MONA SETH COMMUNICATION
12319120		M.P. CRICKET ASSOCIATION
12319121		M.S.VIGILANT SECT.& DETC.SERVICES PVT LTD
12319122		Mujahid Building Material Store
12319123		MULTI INTEGRATED SOLUTION
12319124		MUST AND MORE HEALTH CARE PVT LTD
12319125		NANEH STATIONERY
12319126		NATIONAL ENGINEERS
12319127		NEOFAM TRADING CO.A/C
12319128		New Advantage Plumbing Work
12319129		NEW SALWAN TRADERS
12319130		OM PARKASH CONTRACTORS A/C
12319131		ORISSA CRICKET ASSOCIATION
12319132		OTIS ELEVATOR CO.(I) LTD.
12319133		PADMA HOSPITALITY PVT LTD.
12319134		PARAMJEET CATERERS
12319135		PERNOD RICARD INDIA PVT. LTD
12319136		PIONEER COMMUNICATION SERVICES
12319137		POOJA DECORATORS
12319138		POONAM SPORTS
12319139		POWER ENGINEERING WORKS
12319140		PRABHAT ENGINEERING SERVICES
12319141		PRABHAT FIRE SAFETY
12319142		PRIDE Hotel Nagpur
12319143		Print My Imagenation
12319144		PRIVILEGE INDUSTRIES LTD.
12319145		PROCONNECT SERVICES
12319146		Promocare
12319147		Promodome Communication P Ltd.
12319148		PUNJAB CRICKET ASSOCIATION
12319149		QDESQ Realtech Pvt. Ltd.
12319150		RADICO KHAITAN LTD.
12319151		RAJDHANI TOURS AND TRAVELS,
12319152		Rajesh Enterprises
12319153		RAJU PUBLICITY
12319154		Ramada Plaza
12319155		Ram Prakash
12319156		RANDHIR KUMAR SINGH(CONT.)

Accounts Code	1	Liabilities
12319157		RASHTRIYA SWABHIMAAN KHEL PARISAR (DDA)
12319158		RAVI ICE & MINERAL WATER
12319159		R.B.WATERPROOFING (I) PVT.LTD.
12319160		Regenta Hotel Vadodara
12319161		ReleaseMyAd Media Pvt. Ltd.
12319162		Residency Hotel
12319163		RITU WHERE ENGINEERS & CONTRACTOR
12319164		R J Trade Wings P Ltd.
12319165		ROPAR TOURIST BUS SERVICES
12319166		ROYAL ORCHID CENTRAL, VADODARA
12319167		SAGAR INTERNATIONAL
12319168		Sai Electricals & Repairing
12319169		SAI KLENZER CONSULTANCY SERVICES PVT.LTD.
12319170		SARTHAK ENTERPRISES
12319171		SAURASHTRA CRICKET ASSOCIATION
12319172		SBR Sanitation
12319173		SB SOLUTIONS INDIA
12319174		SCHINDLER INDIA PVT. LTD
12319175		SCS Engineers & Contractors
12319176		SECURITY & INTELLIGENCE SERVICES (I) LTD
12319177		SERVEALL LAND DEVELOPERS PVT.LTD.
12319178		SHARMA CATTERS
12319179		SHARMA CONSTRUCTION
12319180		SHIVALIC POWER CONTROL PVT.LTD.
12319181		SHREE BHARAT ION EXCHANGE ENGINEERS
12319182		SHRI GANESH INDUSTRIES
12319183		SKIDATA INDIA PVT LTD.
12319184		SKM ENTERPRISES
12319185		SKOL BREWERIES LTD
12319186		S.K.POWER ENGINEERS
12319187		Skyhigh Hospitality Pvt Ltd
12319188		Smart Brand Products (P) Ltd.
12319189		SM TANVEER
12319190		SOLUTIONS UNLIMITED
12319191		SONEX INTERNATIONAL
12319192		SPORTINGTOOLS RELISH PVT.LTD.
12319193		S.S. Trading Company
12319194		STAR MULTIPLE SOLUTIONS
12319195		STERLING AND WILSON LTD
12319196		STRICKER SPORTS WEAR
12319197		Subham Electric Agency
12319198		SunShine DTH
12319199		SUPREME PLASTICS
12319200		SURGE SYSTEMS INDIA PVT LTD.
12319201		TALENT SPORTS
12319202		TATA COMMUNICATIONS LTD.
12319203		TEJAS INVESTIS
12319204		The Cooling Experts
12319205		THE FERN RESIDENCY
12319206		The Gateway Hotel Vadodara
12319207		THE LALIT -NEW DELHI
12319208		The Mirage Palace

Accounts Code	
1	Liabilities
12319209	<i>The Park New Delhi</i>
12319210	<i>The Pavilion Hotel</i>
12319211	<i>THE TRADEWINDS</i>
12319212	<i>TICKETGENIE INDIA PVT LTD</i>
12319213	<i>TICKETGENIE SOLUTIONS PVT.LTD.</i>
12319214	<i>TK SPORTS PVT LTD</i>
12319215	<i>TRADE WINGS LTD</i>
12319216	<i>Travel Bhai Trip Planners</i>
12319217	<i>UNITED BREWERIES LTD A/C</i>
12319218	<i>UNITED SPIRITS LTD</i>
12319219	<i>VEE NEE LEATHER PVT. LTD</i>
12319220	<i>Venus Enterprises</i>
12319221	<i>VIDARBHA CRICKET ASSOCIATION</i>
12319222	<i>VIORICA HOTELS PVT.LTD.</i>
12319223	<i>Vivanta by Taj - Yeshwantpur</i>
12319224	<i>Vivanta Trivandrum Kerala</i>
12319225	<i>VSG ENVIRO ENGINEERS PVT.LTD.</i>
12319226	<i>Vythiri Village</i>
12319227	<i>YADAV AMBULANCE</i>
12319228	<i>YAMUNA SPORTS COMPLEX (DDA)</i>
12319229	<i>YASH TRADING COMPANY</i>
12319230	<i>ANU INTERNATIONAL</i>
1231	<i>SUSPENGE A/C</i>
1232	Expenses Payable
1232	<i>ESTABLISHMENT PAYABLE</i>
1232	<i>EXPENSES PAYABLE</i>
1243	Other Liabilities
12431	Other Liabilites (Payable)
124311	<i>SECURITY DEPOSIT PAYABLE (CONSTRUCTION)</i>
124312	<i>SECURITY DEPOSIT - AMBIANCE</i>
124313	<i>SECURITY DEPOSIT- BOJE POWER</i>
124314	<i>SECURITY DEPOSIT -CONTINENTAL FURNISHERS</i>
124315	<i>SECURITY DEPOSIT - GE INDIA</i>
124316	<i>SECURITY DEPOSIT -R.B. WATERPROOFING</i>
124317	<i>SECURITY DEPOSIT - SHRESID INTERIOUS</i>
124318	<i>SECURITY DEPOSIT- SHRI SHAKTI GAS</i>
124319	<i>SECURITY DEPOSIT - VOLTAS</i>
1243110	<i>WITH HOLD- KATARIA ELECTRICAL</i>
12432	<i>ADVANCE SUBVENTION FROM BCCI</i>
12433	<i>LTA PAYABLE A/C</i>
12434	<i>Provision for Bills Pending for Approval</i>
12435	<i>Security Deposit - Chaman Products Pvt. Ltd.</i>
12436	<i>Security Deposit- Star Fire & Security Sysytem, Pvt</i>
12437	<i>SECURITY DEPOST -CATERERS</i>
12438	<i>ANNUAL SUBSCRIPTION</i>
12439	<i>EMD - India Vs New Zealand T-20</i>
124310	<i>Provision of Bills to Be Approved</i>
2	ASSEETS
21	Fixed Assets
211	<i>AIR CONDITIONER</i>

Accounts Code	1	Liabilities
212		COMPUTER'S & SOFTWARE A/C
213		Electrical Goods & Accessories
214		ELECTRICAL INSTALLATION
215		ETP PLANT A/C
216		FIRE FIGHTING INSTALLATION
217		FURNITURE & FIXTURE
218		GENERATOR SET INSTALLATION
219		GROUND EQUIPMENT A/C
2110		HEALTH CLUB EQUIPMENT A/C
2111		Kent RO Water Purifier
2112		KITCHEN EQUIPMENT
2113		LIBRARY BOOKS
2114		MOBILE
2115		OFFICE EQUIPMENT
2116		REFRIGERATOR A/C
2117		SPORTS GOODS & ACCESSORIES
2118		STADIUM BUILDING
2119		TRACTOR A/c
2120		WATER COOLER A/C
2121		Water Pump
22		Current Assets
221		INTT. ACCRUED ON FD
222		SECURITY DEPOSIT-OTHERS
2221		Security Deposit- IGL
2222		SECURITY DEPOSIT -MTNL
2223		SECURITY DEPOSIT WITH -BYPL
2224		SECURITY DEPOSIT WITH ETO UNDER PROTEST - HIGH COUF
223		Opening Stock
2231		STOCK - (CIGARETTE)
2232		STOCK IN TRADE
2233		STOCK - (LIQUOR)
2234		STOCK OF CRICKET BALLS
2235		STOCK OF JUICES
2236		STOCK OF MINERAL WATER
2237		STOCK - (PLAYING CARD)
2238		STOCK - (SOFT DRINKS)
224		Deposits (Asset)
2241		FDR- BANK OF MAHARASHTRA
225		Loans & Advances (Asset)
2251		LOAN & ADVANCE AGT EXPENSES
22511		ADVANCE TO AJAY KR. JHA (IMP.)
22512		ADVANCE TO AKASH BHARDWAJ IMP
22513		ADVANCE TO B.C PANT (IMP)
22514		ADVANCE TO BISHU RANA (Imp)
22515		Advance to Deepak Sury (IMP)
22516		ADVANCE TO DHARMENDER RAO (IMP)
22517		ADVANCE TO JAGBEER SINGH (IMP)
22518		ADVANCE TO JAI KUMAR (IMP)
22519		ADVANCE TO MAHAVIR MEWATI (IMP)
225110		ADVANCE TO MAHESHWAR ROUT(IMP)
225111		ADVANCE TO MANISH SAINI (IMP)
225112		ADVANCE TO MOHAN LAL

Accounts Code	1	Liabilities
225113		ADVANCE TO PANKAJ BHARDWAJ (IMP.)
225114		ADVANCE TO SARVPREET SINGH (Imp.)
225115		ADVANCE TO SUNIL SHARMA (IMP)
225116		ADVANCE TO VIKASH KUMAR DASS (IMP.)
2252		LOAN & ADVANCE AGT SALARY
22521		ADVANCE TO AKASH BHARDWAJ (SAL)
22522		ADVANCE TO ANIL KR. PANDEY (SAL)
22523		ADVANCE TO ANSAR (SAL)
22524		ADVANCE TO ASHWANI KUMAR (SAL)
22525		ADVANCE TO BALAM SINGH (SAL)
22526		ADVANCE TO BISHU RANA (SAL)
22527		ADVANCE TO CHITERSEN DUBEY (SAL)
22528		ADVANCE TO C.K.BHARDWAJ (SAL)
22529		ADVANCE TO DANISH NABAB (SAL)
225210		ADVANCE TO DEEPAK SURYA (SAL)
225211		ADVANCE TO DEEPCHAND (SAL)
225212		ADVANCE TO DHANI RAM (SAL)
225213		ADVANCE TO DHARAM SINGH(SAL)
225214		ADVANCE TO DHARMENDER (SAL)
225215		ADVANCE TO DINESH DOGRA (SAL)
225216		ADVANCE TO DINESH KUMAR (SAL)
225217		ADVANCE TO GAUTAM SINGH (SAL)
225218		ADVANCE TO GOPAL (S)(SAL)
225219		ADVANCE TO GOVIND(SAL)
225220		ADVANCE TO KALAMUDDIN KHAN (SAL)
225221		ADVANCE TO KESHAV (SAL)
225222		ADVANCE TO KISHAN LAL Y.(SAL)
225223		ADVANCE TO KRISHAN KUMAR (SAL)
225224		ADVANCE TO LALIT KUMAR JHA (SAL)
225225		ADVANCE TO MADAN SINGH (SAL)
225226		ADVANCE TO MAHAVIR MEWATI(SAL)
225227		ADVANCE TO MAHESHWAR ROUT(SAL)
225228		ADVANCE TO MANISH SAINI (SAL)
225229		ADVANCE TO MUKESH KUMAR(SAL)
225230		ADVANCE TO P.BHARDWAJ (SAL)
225231		ADVANCE TO P.K.BANERJEE (SAL)
225232		ADVANCE TO PREM PRAKASH (SALARY)
225233		ADVANCE TO RAJE SINGH (SAL)
225234		ADVANCE TO RAKESH KR. (SAL)
225235		ADVANCE TO RAM ASHISH (SAL)
225236		ADVANCE TO RAM SINGH YADAV (SAL)
225237		ADVANCE TO RAVI KUMAR (SAL)
225238		ADVANCE TO RAVINDER SHAH (SAL)
225239		ADVANCE TO RAVI SHANKER (SAL)
225240		ADVANCE TO SANJEEV KUMAR (SAL)
225241		ADVANCE TO SHYAM LAL (SAL)
225242		ADVANCE TO SUDEEP SINGH (SAL)
225243		ADVANCE TO SUDHIR KR (SAL)
225244		ADVANCE TO VED PRAKESH (SAL)
225245		ADVANCE TO VIJAY KAKAR (SAL)
225246		ADVANCE TO VIKRANT RAWAT (SAL)
225247		ADVANCE TO VINOD KUMAR (SAL)

Accounts Code	1	Liabilities
225248		ADVANCE TO VIRENDER SINGH SHAH (SAL)
2253		Other Advances
22531		Advance Recoverable From MCD Central
22541		ADVANCE TO MEMBERS(AGT EXP.)
22551		Entertainment Tax Refundable From ETO
2261		L & D.O. A/C
227		Sundry Debtors
2271		ADVANCE FROM CUSTOMERS
2272		SUNDRY DEBTORS (SPORTS)
22721		BJP, Delhi Pradesh
22722		LEAGUE FEE RECEIVABLE
22723		MEGHALAYA CRICKET ASSOCIATION
22724		R.D.ENTERPRISES
22725		SERVICES SPORTS CONTROL BOARD
2273		SUNDRY DEBTOR (OTHERS)
22731		Service Tax on League Fee Recvbl.
22732		Service Tax on League Fee Recvbl. 15-16
22733		Supreme Court Bar Association
2274		SUNDRY DEBTORS (MEM. FEE)
22741		Advance Annual Subscription Fee 18-19
22742		Advance Annual Sub Fee (2017-18)
22743		Annual Subs.Fee Receivable (2009-10)
22744		Annual Subs.Fee Receivable (2010-11)
22745		Annual Subs. Fee Receivable (2011-12)
22746		Annual Subs. Fee Receivable (2012-13)
22747		Annual Subs Fee Receivable (2013-14)
22748		Annual Subs.Fee Receivable (2014-15)
22749		Annual Subs.Fee Receivable (2015-16)
227410		Annual Subs Fees Receivable (2016-17)
227411		K.K.Cess Receivable 17-18
227412		S.B.Cess Receivable 17-18
227413		Service Tax Receivable F.Y. 2018-19
227414		SERVICE TAX RECEIVABLE ON M FEE-10-11
227415		Service Tax Receivable on M Fee-11-12
227416		Service Tax Receivable on M Fee 2009-10
227417		SERVICE TAX RECEIVABLE ON M.FEE (2012-13)
227418		SERVICE TAX RECEIVABLE ON M.FEE (2013-14)
227419		SERVICE TAX RECEIVABLE ON M.FEE (2014-15)
227420		SERVICE TAX RECEIVABLE ON M.FEE.(2015-16)
227421		Service Tax Receivable on M Fee 2016-17
227422		Service Tax Rec on Membership 17-18
22751		21st CENTURY MEDIA (P) LTD
22761		BCCI A/C
22771		BCCI (RE-IMBURSEMENT) A/C
22781		Bigtree Entertainment Pvt. Ltd.
22791		GMR SPORTS PVT LTD
22710		HOTEL VIKRAM
227111		MANISH SHARMA (NPC FEE)
22712		MEALS N MORE
22713		One 97 Communications(Paytm)
22714		SONY TELEVISIONS
228		Cash-in-hand

Accounts Code	
1	Liabilities
2281	CASH (CLUB)
229	Bank Accounts
2291	BANKS-CURRENT A/C
22911	BANK OF MAHARASTRA, A/c No.20113603219
22912	CENTRAL BANK OF INDIA, A/C NO. 3423110503
22913	SYNDICATE BANK, A/c No.90171010002360
2292	BANKS_ SAVING A/C
22921	YES BANK, A/c No.023894600000078
2210	Other Current Assets
22101	Recoverable From Govt. Authorities
221011	Income Tax Refund
2210111	TDS FY 2015-16
2210112	TDS FY 2016-17
2210113	Tds Fy 2017-18
2210121	TDS 2016-17
2210131	TDS-BCCI A/C
3	INCOMES
31	Sales Accounts
311	SALE OF SCRAP
32	Direct Incomes
321	Instadia Right for Matches
322	Match Fees
323	Right to Sell Foods for Matches
324	Sale of Tickets India Vs Sri Lanka Test Match
325	Sale of Tickets -T20 Ind Vs Nz
326	Studio Rent for Matches
33	Indirect Income
331	Other Income
3311	Interest Income
33111	INTEREST INCOME
33112	INTT. RECD ON FDR'S
33113	INTT. RECD ON S/B A/C
3312	Other Non Operating Income
33121	C.M. FEE A/C
33122	HEALTH CLUB CHARGES A/C
33123	INCOME FROM IPL MATCHES
33124	LEAGUE ENTRY FEE
33125	NEW PLAYING CARD FEE A/C
33131	Annual Subscription 17-18
3331	Other Income
3341	Sale of OLD CRICKET BALL
4	EXPENSES
41	Purchase Accounts
41	PURCHASE OF ICE
41	PURCHASE OF SOFT/COLD DRINKS
42	Expenses (Indirect)
421	FINANCIAL EXPENSES
4211	BANK CHARGES & COMMISSION A/C

Accounts Code	1	Liabilities
422		PROMOTION OF CRICKET
4221		Grund Renovation
42211		GROUND RENOVATION A/C
4222		PROFESSIONALS & RETANERSHIP FEE (SPORTS)
42221		PROF.TO PHYISO/TRNR/COACH
42222		RETANERSHIP FEE TO PITCH CURATOR
4223		TRAINING & SEMINAR EXPENSES
42231		BCCI (UMPIRE/SCORER SEMINAR) A/C
4224		Purchase of Bats
4225		PURCHASE OF CRICKET BALLS
4226		Purchase of Dress
423		TOURNAMENT & MATCH EXP.
4231		Accomodation Charges
4232		Cable TV Expenses - Match
4233		Catering Services Exp.
4234		Conveyance & Extra Duty for Match
4235		Delhi Fire Service Fund
4236		Delhi Police Fund
4237		Diesel Exp.
4238		Electricity Expenses - Match
4239		Electronic Hire Charges - Match
42310		General Expenses for Matches
42311		GENERTOR HIRE EXPENSES
42312		Ground Booking Charges
42313		Hire Charges of Photocopier Machine
42314		Housekeeping Exp- Matches
42315		Insurance for Matches
42316		Labour Charges
42317		LAundry CHarges - Match
42318		Manpower Service
42319		Match Official Duties
42320		Match Support Charges - Match
42321		MEDICAL AID TO PLAYERS / OTHER
42322		Medical Exp- Matches
42323		Misc Expense- Matches
42324		MTNL Lease Line Exp.
42325		Postage & Telegram - Match
42326		Printing & Stationary - Match
42327		Professional for Matches
42328		Purchase of Shoes
42329		Refreshment & Off Day Duty-Match
42330		Repair & Maintainance -MAtch
42331		Retainership - Match
42332		Sand Bag Exp.
42333		Security Exp. - Matches
42334		Selector/Coaches/Manager Fees
42335		Tenting & Decoration Charges
42336		Tournament & Match Expenses
42337		Track Suit for Matches
42338		TRAVELLING EXPENSES - Match
424		Administrative Expenses
4241		A.G.M. EXPENSES

Accounts Code	1	Liabilities
4242		CLUB MAINTENANCE EXP.
4243		HEALTH CLUB MAINTENANCE
4244		LEGAL CHARGES
4245		PROFESSIONAL FEES
4246		SECURITY EXPENSES
425		ESTABLISHMENT /SALARY
4251		BONUS PD TO STAFF
4252		ESI CONTRIBUTION EXP.
4253		ESTABLISHMENT A/C
4254		OVERTIME TO STAFF
4255		PROVIDEND FUND A/C
4256		STAFF WELFARE EXPENSES
426		MISCELLANEOUS EXPENSES
427		TRAVELLING & CONVEYANCE EXP.
4271		CONVEYANCE & Extra Duty Exp.
4272		Travelling Expenses
428		ADVERTISEMENT & PUBLI. EXP.
429		AFFLIATION TO BCCI
4210		BAR LICENCE FEE
4211		FESTIVAL (HOLI/DIWALI) EXP
4212		Fuel & Gas Expenses
4213		GENERAL / MISC. EXPENSES
4214		INCOME TAX EXPENSES
4215		INTERNAL AUDIT FEE A/C
4216		INTERNET EXPENSES
4217		MEDICAL EXPENSES
4218		MEETING EXPENSES
4219		NEWS PAPER/BOOKS & PERIODICAL
4220		PHOTOGRAPH EXP. (A)
4221		PHOTO STATE EXPENSES
4222		POSTAGE & TELEGRAM EXP.
4223		PRINTING & STATIONERY A/C
4224		PURCHASE OF MINERAL WATER
4225		ROUND OFF BALANCE
4226		SHORT & EXCES A/C
4227		SOFTWARE EXP
4228		TELEPHONE EXPENSES
4229		Other Expenses
42291		Fire Man Hiring Charges
42292		INSURANCE EXPENSES
42293		PRIOR PERIOD EXPENSES/INCOMES
42294		WATER & ELECTRICITY EXP.
4230		Repair & Maintainance
42301		Annual Maintaince Charges
42302		Licence Fee- Canteen
42303		REPAIR & MAINTANCE EXP.
42304		REPAIR & MAINT. (COMPUTER)
42305		WEBSITE UPDATION CHARGES
4231		Statutory Expenses
42311		Interest on VAT and WCT
42312		Intt. on Late Deposit of TDS
42313		INTT. ON TDS PAYABLE

Accounts Code

1	Liabilities
42314	<i>S.B CESS</i>
4232	<i>Advertisement Exp. for Match</i>
4233	<i>Audit Expenses</i>
4234	<i>Court Fees</i>
4235	<i>ESI DEMAND A/C</i>
4236	<i>Match Officials</i>
4237	<i>Pest Control Charges</i>
4238	<i>Tenting & Decoration General</i>