

STANDARD OPERATING PROPOFOR DGQA ADVENTURE
SPORTS CELL

INTRODUCTION

1. The DGQA Adventure Sports Cell was created in 1999 under the aegis of the DGQA Sport Control Board sanctioned vide GO. MOD. letter No. C/85864/DGQA/Adm/LW dated 22 Dec 1994. The term of the DGQA Adventure Sports Cell is for two years as for Zonal Councils and General Councils as per provision laid down in bye laws)

STAFF

2. Controller. CQA(SV). Dehu Road has been re-nominated as the Chairman of the DGQA Adventure Sports Cell in the XVth meeting of the general council of DGQA Sports Control Board held on 08 Jul 05 and will be assisted by two officers i.e. Secretary and a Treasurer (Ex CQA(SV), Dehu Road) to undertake all adventure related activities. Following additional staff will be attached to the DGQA Adventure Sports Cell to carry out its routine functions.

CQA(S). Dehu Road

(i) JCO	- 1
(ii) NCOS	- 6
(iii) Clerk	- 1
(iv) DM(Artist)	- 1
(v) DM II	- 1 (Photographer/Part time)
(vi) Sr Store Suptd	- 1 (SSS)
(vii) Accountant cum-clerk	- 1 (Part Time)

Note:- Such permanent attachment will be made by the respective Controller as and when its Controller is nominated as Chairman -Adventure Sports Cell.

- (b) CPE Itarsi - 2 x NCOs on attachment
- (c) CQA(ICV), Medak - 1x NCO on attachment for 89 days at the time of adventure activity to be projected by Adv Sports Cell.
- (d) SQAE(A). Khamana - 1X NCO on attachment
- (e) Civ/ Combatant personnel with knowledge of videography/photography on att./ty duty with the approval of* HQrs.

ROLE & CHANNEL OF CORRESPONDENCE

3. The role of the Chairman Adventure Sports Cell is to plan, train and conduct Adventure activities with safety for officers/Staff of DGQA establishments in the field of Land, Aqua and Aero sports. Chairman, DGQA Adventure Sports Cell will report to General Secretary DGOA Sports Control Board for all Adventure Sports related activities. All correspondence related to Adventure Sports Cell will be routed through Joint Secretary for General Secretary. DGQA SCB/DGQA.

4. The role of Secretary Adventure Sports Cell is to execute all (asks with regard to planning, training and conduct of adventure Sports activities with safety DGQA will appoint the Secretary of the Adventure Sports Cell based on recommendations of the Chairman. The secretary of the cell will be on the posted strength of the Controllerate designated as Adventure Sports Cell. The officer so earmarked will carryout the duties of Secretary Adventure Sports Cell in addition to his normal duties.

COMMUNICATION

5. Two additional telephones will be authorized to the Controllerate nominated as Adventure Sports Cell for provision of office and residential telephone for Secretary Adventure Sports Cell. Expenditure on telephones would be met from the miscellaneous grants allocated to the Controllerate under Minor Head 109C Misc Expenses.

TRANSPORT

6. Transport for all normal administrative functions of DGQA Adventure Sports Cell will be provided by Controllerate nominated as Adventure Sports Cell

7. Transport so provided will be utilized for carrying out following routine duties related to Adventure Sports: -

(a) Recce.

(b) Adventure activities to include Land, Aqua and Aero Sports.

(c) Liaison with local civil military, police authorities and training establishments.

(d) Protocol requirements to incl liaison / calling on Civil / Mil authorities.

8. Additional Requirement of Vehicles - Requirement of additional vehicles for adventure camps / activities will be projected to General Secretary, DGQA Sports Control Board for issue of necessary instructions to other DGQA establishments. If any transport is required to be hired, prior approval of HQrs is necessary

9. Road Move Sanction - Road Move Sanction for all vehicles employed in adventure sports activities, with detailed particulars will be directly forwarded to Treasurer, DGQA Sports Control Board for further necessary action

STORES

10. Stores procured from various agencies/sources i.e. Ordnance Factories. Ordnance Depots. AHSPs, Recurring / Non Recurring Grants. Regimental funds and complimentary will be taken on charge through a Civ and duty entered in a ledger. Regular annual stock taking of all stores held on the charge of DGQA Adventure Sports Cell will be carried out to reflect position as on 31 Mar of the year. Inventory of stores in recurring / non recurring ledgers as on 31 Mar of the year will be forwarded to HQ DGQA/Treasurer DGQA Sports Control Board along with the accounts. Conditioning / Survey Board will be held each year to write off / condition stores which are unserviceable. Board proceeding for Annual Stocking Taking / conditioning / Survey Board will be approved by Chairman DGQA Adventure Sports Cell

FUNDS

11. Funds as approved for conduct of Adventure Sports Activities is allotted by Treasurer. DGQA Sports Control Board. Projection for allotment of funds will be initiated by DGQA Adventure Sports Cell and processed by Jt Secretary for sanction/approval by President DGQA Sports Control Board i.e. DGQA.

12. The DGQA Adventure Sports Cell receives funds from HQ DGQA/Treasurer DGQA Sports Control Board under the following two heads: -

(a) Recurring Head - For routine expenditure on conduct of adventure activities. Funds released under this head is to be claimed under a contingent Bill from the concerned CDA under Minor Head 109 C Misc Expenses.

(b) Non Recurring Head - For procurement of fixed assets. Released by cheque / draft by Treasurer DGQA Sports Control Board

13 Annual Budget Projection is required to be worked out and forwarded to HQ DGQA/ Jt Secretary for consideration and sanction during the DGQA Sports Control Board Meeting of the financial year.

14. Separate Savings Bank Account will be maintained by the DGQA Adventure Sports Cell for the Recurring and Non Recurring funds allotted by DGQA Sports Control Board.

15. The Treasurer of DGQA Adventure Sports Cell will maintain the above mentioned two accounts. He will close the accounts at the end of each month and get approval of the Chairman. On 31 Mar of each year, the Treasurer will close both the accounts for the financial year and forward it to HQ DGQA / Treasurer, DGQA Sports Control Board.

16. After every adventure activity, the accounts for the event will be forwarded to HQ DGQA/ Treasurer. DGQA Sports Control Board Within 30 days for scrutiny. Intimation regarding unutilized funds is required to be sent immediately to DGQA Sports Control Board.

17 The Treasurer Adv Sports Cell along with the accountant will proceed to HQ DGQA New Delhi by 15 Apr along with relevant documents and report to Treasurer DGQA Sports Control Board for carrying out audit of accounts for the financial year by chartered accountant

18 The Treasurer Adv Sports Cell will ensure that all audit objections are brought to the notice of the Chairman and Secretary Adventure Sports Cell and will settle them at the earliest. Progress on non-settled audit objections will be put up to Chairman Adventure Cell on 01 of every month. A register will be maintained to monitor progress of settlement of audit objections.

SPORTS CONTROL BOARD MEETING

19. Preliminary presentation for DGQA at HQ DGQA will be made by Chairman Adv Cell projecting tentative budget for the proposed adventure activity after taking into account local resources available free of cost.

20. Proposal for adventure activities for inclusion as Agenda Point in the DGQA Sports Control Board Meetings is required to be forwarded well in advance to HQ DGQA/ Jt Secretary for consideration. The Agenda points should include the following :-

(a) Proposed adventure activity along with revised budget. Only one major adventure activity will be planned for each financial year. Emphasis will be placed on maximum participation fly new members in each activity. Endeavor will be made to hold adventure activities in varying location

(D) Presentation for new adventure proposals to be made during the Sports Control Board meeting

21. The DGQA Sports Control Board Meeting will be attended by the Chairman and the Secretary Adventure Sports Cell

22. Chairman Adventure Sports Cell will monitor the progress on the action points given in the Minutes of the Sports Control Board Meeting.

23. Secretary Adventure Sports Cell will take action on the action points given in the Minutes of the Sports Control Board meetings and render a progress report on the points to HQ DGQA/ Jt Secretary.

PLANNING AND EXECUTION

24. (a) Prepare draft forecast of events along with tentative budget for adventure activities and forward the same to Joint Secretary.

(b) On acceptance/clearance of proposal from HQ, Secretary Adventure Cell will undertake recce of adventure training sites and check for safety and assess the difficulties with a view to adapt it with the capability of average participant.

(c) *Carry out* detailed planning for adventure activity based on recce.

(d) Submit requirement of fund for the adventure activity to the Treasurer and Joint Secretary DGQA Sports Control Board for release.

(e) Carry out local liaison with Army/AF/Navy units and Para Military Organisation, Civil Adm, Police and private organizations for logistics and training support.

Endeavour should be made to accommodate the participant officers and staff side by side together, as close as possible to the training area.

(f) Forward draft Adm Instruction for conduct of the adventure activities for approval & issue by General secretary DGQA Sports Control Board to all concerned.

(g) Extend invitation to dignitaries including members of DGQA Sports Control Board representing staff side

(h) Forward citation for award of DGQA commendation cards only for DGQA staff who have excelled in the field of adventure sports

(j) Prepare photo albums and a Video film for all major adventure events. Forward 1x album to HQ DGQA for perusal of DGQA. The equipments may be taken on loan from Treasurer, DGQA Sports Control Board by Secretary, Adventure Sports Cell and kept in personal custody by him till conclusion of the event.

(k) On termination of an adventure activity, carryout a confirmatory check of all stores. Details of any stores damaged, lost, or unserviceable to be noted for records.

(l) Close the accounts and forward the same with relevant documents(Para 14 above) for audit to HQ DGQA/ Treasurer, DGQA Sports Control Board.. Following personnel will proceed on T/D to Delhi along with the accounts for scrutiny.-

(i)Below Rs. 50,000/-Accountant

(ii) Above Rs 50,000/— Treasurer

(m) Take on Ledger charge all items purchased out of Recurring/Non Recurring funds and ensure proper maintenance and utilization for future activities.

(n) Carryout Annual Stock Taking (AST) of all stores procured from the Non Recurring/Recurring funds

(o) Articles are to be obtained from the participants by adventure sports cell for publication in Adventure Sports Journal to be published by PP&T Directorate.

(p) Suitable DO letter of thanks are be sent by the appropriate authority to all those who provide assistance to the DGQA Adventure Sports Cell in carrying out its activities within 'ifteen days of conclusion of the event.

25. A feedback wilt also be obtained from all participants after each activity by the Secretary Adventure cell on the format used for various sports/tournaments meets and sent to HQ DGQA/ Jt Secretary

26. TREASURER ADVENTURE SPORTS CELL- The role of the Treasurer DGQA Adventure Cell is to maintain accounts regularly and correctly and get the same audited at the end of each Financial year.

27. Tasks. The tasks of the Treasurer are to include as follows-

(a) Maintain the following documents in personal custody -

(i) Record of release of Recurring/Non Recurring funds (Register and file)

(ii) Record of issue of cheques from Recurring/Non Recurring Fund (Register)

(iii) Record of issue of Cash (Register)

(iv) Bank Pass Books

(v) Record of Expenditure supported by Noting Sheets. (Register and File)

(vi) Cash Book

(vii) Record of Vouchers/Bills. (File)

(viii) Record of CIVs (File and Register)

(ix) Record of Annual income / Expenditure statement (File)

(x) Tender enquiry and comparative statement. (File)

(b) Maintain the following office stamps in personal Custody:-

(i) Chairman. DGQA Adventure Spoils Cell

(ii) Treasurer, DGQA Adventure Sports Cell

(iii) Round Seal of the Controllerate

(c) Carry out liaison with the office of Treasurer. DGQA Sports Control Board for quick release of funds.

(d) Discharge all duties of treasurer under the direction of Chairman/Secretary Adventure Cell as per laid down provisions.

28. ACCOUNTS OFFICER - For each adventure activity / expedition an Accounts Officer will be nominated by the Chairman. The Accounts Officer will maintain the accounts and perform all functions of the Treasurer as given in **the above** mentioned paras at the expedition / activity srte. It will **be ensured that all** accounts are closed prior to departure from the exercise or camp location.

He will discharge his duties as assigned to him under instructions of the Secretary, Adventure Sports Cell as per laid down provisions.

CONCLUSION

29. The SOP for the DGQA Adventure Sports Cell lays down detailed procedure for conduct of Adventure activities. On conclusion of each event, Chairman Adventure Sports Cell shall forward points, if necessary, for modification based on practical experience of the cell.