

ANNEXURE "A"

Performa for Report from the Organizing School

(Please submit one hard copy and one copy in CD)

1.	Name of the Game		
2.	Level - Cluster/Zone/National		
3.	Dates		
4.	Name of the School with complete postal address and telephone numbers		
5.	Total number of players/students that participated (In all the age groups)	Boys: Girls:	Total:
6.	Number of Schools that withdrew after confirming their participation	Boys: Girls:	Total:
7.	Detailed results Names of the winning schools with their complete postal addresses *In team games up to fourth position *In Individual events up to sixth position *Where ever applicable, names of the Individual Champions, Name of the Champion School and Over all Champion School in different age groups, separately in Boys' & Girls'		

*Enclose list of schools/teams/athletes that the CBSE Merit Certificates have been issued along with their serial number.

*Enclose list of teams/athletes who have been disqualified along with the report of the Jury of Appeal.

Principal
Organizing School

School Seal

Organizing Secretary

ANNEXURE "C"
PROFORMA FOR SUBMISSION OF ACCOUNTS
(To be filled by the Organizing School)

Certified that CBSE _____ Championship/Tournament/Meet was organized by _____ from _____ to _____.

STATEMENT OF INCOME & EXPENDITURE

COLUMN 'A'		INCOME
1.	Advance 75% Grant received from the CBSE	
2.	Income from any other sources/sponsorship(if any)	
3.	Amount spent by the host school	
Total Income		

COLUMN 'B'		EXPENDITURE
1.	Accommodation	
2.	Equipments	
3.	First Aid/Medical facilities	
4.	General arrangements like Tentage, Shamina, Seating etc.	
5.	Misc. & Contingency	
6.	Officials	
7.	Opening/Closing ceremonies	
8.	Photography	
9.	Postage, Stationery, Telephone/Fax etc.	
10.	Press & Publicity	
11.	Prizes/Medals	
12.	TA/DA to Observer	
13.	Track & field/Ground/Court (Dressing up)	
14.	Transport	
Total Expenditure		

UTILIZATION CERTIFICATE

Certified that the CBSE maximum committed grant of Rs. _____ for the purpose of which it was sanctioned has been fully utilized and the total expenditure for Championship/Tournament/Meet organized has been Rs. _____.

Certified that I have satisfied myself that the conditions on which the grant was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised -

- 1.
- 2.
- 3.
- 4.

Principal
Organizing School
Date & Stamp

Signature of the Chartered Accountant
Date
Registration No. & Seal

ANNEXURE "G"
PERFORMA FOR OBSERVER'S REPORT

A	1	Name		
	2	Postal Address with telephone number		
	3	Game & Level		
	4	Organizing School		
	5	Dates	From	To
	6	Total Number of Teams	Boys	Girls
			Under 19 years - Under 17 years - Under 16 years - Under 14 years - Under 12 years - Under 11 years - Under 10 years - Under 08 years -	
7	Total number of participants	Boys -	Girls -	

B	Administrative Details	Excellent	Good	Satisfactory	Unsatisfactory
1	Boarding & Lodging				
2	Local Transport				
3	Arrangement at Opening & Closing				
4	Circulation of Information				

C. Brief detail of deficiencies as Observed under the Head 'B' (If space provided here is Insufficient, you may attach an extra sheet of paper)

D	Technical Details	Available	Adequate	Inadequate
1	<i>Number of Grounds/Courts</i>			
2	Condition of the Surface of Ground/Court	Excellent	Satisfactory	Unsatisfactory
3	Standard of Officiating	Excellent	Satisfactory	Unsatisfactory

E General details of deficiencies observed under the Head 'D' (if any)

F	General Observations	Excellent	Good	Satisfactory	Unsatisfactory
1	Behaviour of the host school officials towards the participating teams				
2	Behaviour of the participating teams including their officials				
3	Behaviour of the Spectators				

G Details of deficiencies observed Under the Head 'F'

H	Names of the Schools winning First four positions (In team games) (In Athletics, names of the schools who were declared champions in different categories, overall champion and names of the best athlete in different categories.) Attach sheet if required.	First:- Second:- Third:- Fourth:-
----------	---	--

I Details of protest(s) if any and Action taken thereon

J Overall standard of the Meet/Tournament: Excellent/Good/Unsatisfactory/Poor

K Suggestions, (if any):

Signature of the Observer
Date: