



डा0ए0पी0जे0 अब्दुल कलाम प्राविधिक विश्वविद्यालय, उत्तर प्रदेश,
सेक्टर 11, जानकीपुरम विस्तार, सीतापुर रोड, लखनऊ-226031

पत्रांक: ए.के.टी.यू/कुस0का0/अधि0छात्रक0/2022/17027

दिनांक: 05-08-2022

सेवा में,

निदेशक/प्राचार्य,

डा0 ए0पी0जे0 अब्दुल कलाम प्राविधिक विश्वविद्यालय
से सम्बद्ध समस्त संस्थान।

विषय:- डा0 अब्दुल कलाम स्पोर्ट्स फेस्ट 2022-23 के आयोजन के संबंध में।

महोदय,

उपरोक्त विषयक के संबंध में अवगत कराना है कि डा0 ए.पी.जे. अब्दुल कलाम प्राविधिक विश्वविद्यालय, लखनऊ से सम्बद्ध संस्थानों में डा0 अब्दुल कलाम स्पोर्ट्स फेस्ट 2022-23 का आयोजन जोनल लेवल पर दिनांक: 14, 15 सितम्बर, 2022 (16 सितम्बर 2022 रिजर्व) तथा स्टेट लेवल पर दिनांक: 29, 30 सितम्बर 2022 (01 अक्टूबर, 2022 रिजर्व) में किया जा रहा है।

उक्त फेस्ट की विभिन्न प्रतिस्पर्धाओं हेतु विश्वविद्यालय द्वारा निर्धारित सामान्य नियम एवं विभिन्न प्रोफार्मा संलग्न कर प्रेषित है। इस सम्बन्ध में यह भी सूच्य है कि स्टेट लेवल एवं सभी जोनल लेवल केन्द्र को अग्रिम हेतु निर्धारित प्रोफार्मा अनिवार्य रूप से दिनांक: 10.08.2022 तक अधोहस्ताक्षरी की ई-मेल registrar@aktu.ac.in पर तथा अधिष्ठाता, छात्र कल्याण की ई-मेल dean.sw@aktu.ac.in पर प्रेषित करने का कष्ट करें ताकि संबंधित सेन्ट्रों को ससमय अग्रिम भुगतान सुनिश्चित किया जा सके।

उपरोक्त समस्त कार्यक्रमों में केन्द्र एवं राज्य सरकार द्वारा निर्धारित कोविड प्रोटोकाल का अनुपालन अनिवार्य रूप से सुनिश्चित करें।

संलग्नक:-यथोक्त।

भवदीय

(डा0 आर0के0 सिंह)
उप कुलसचिव

पृष्ठांकन सं0 व दिनांक:-उपरोक्त

प्रतिलिपि: निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. कुलसचिव, ए0के0टी0यू0, लखनऊ।
2. वित्त अधिकारी, ए0के0टी0यू0, लखनऊ।
3. परीक्षा नियंत्रक, ए0के0टी0यू0, लखनऊ।
4. स्टाफ आफिसर, कुलपति कार्यालय, ए0के0टी0यू0, लखनऊ।

(डा0 आर0के0 सिंह)
उप कुलसचिव



Dr. A.P.J. Abdul Kalam Technical University
Uttar Pradesh, Lucknow

Dr. Abdul Kalam Sports Fest (2022-23)

State Level Center and Fest Schedule

S. No.	State Level Center	Fest Schedule
1.	Babu Banarasi Das Institute of Technology & Management, Lucknow (054)	#29-30 September, 2022 01 October, 2022

#Zonal as well as State Level Sports Fest will be held on 02 days, extra 01 day is as reserved day

Zonal Level Centers, Fest Schedule and Events to be organized

(Fest Schedule: #14-16 September, 2022)

S. No.	Zone	District under Zone	Zonal Level Center	Events to be organized
1.	Agra	Agra, Aligarh, Firozabad, Hathras, Mainpuri, Mathura	R.B. S. Engineering Technical Campus, Bichpuri, Agra (004)	Athletics 100m, 200m, 400m, 800m, 4×100m relay, Long jump, High jump, Discus Throw, Shot-put and Javelin (10M, 10F) Badminton (4M, 4F) Basketball (10M, 10F) Chess (2M, 2F) Football (14M) Kabaddi (12M, 12F) KHO-KHO (12M, 12F) Table Tennis (4M, 4F) Volleyball (10M, 10F)
2.	Prayagraj	Bhadohi, Jaunpur, Kaushambi, Mirzapur, Prayagraj, Sonbhadra, Sultanpur, Varanasi	United Institute of Technology, Allahabad (284)	
3.	Bareilly	Bareilly, Moradabad, Shahjahanpur, Shikohabad, Sitapur	Moradabad Institute of Technology, Moradabad (082)	
4.	GB Nagar	Noida/ Greater Noida (G.B. Nagar)	J.S.S. Academy of Technical Education, G.B. Nagar (091)	
5.	Ghaziabad	Ghaziabad, Modinagar	IMS Engineering College, Ghaziabad (143)	
6.	Gorakhpur	Azamgarh, Ballia, Basti, Ghazipur, Gonda, Gorakhpur, Mahrajganj, Mau, Siddharthnagar	Suyash Institute of Information Technology, Gorakhpur (490)	
7.	Lucknow	Ambedkar Nagar, Amethi, Banda, Barabanki, Faizabad, Fatehpur, Hardoi, Jhansi, Kanpur, Kannauj, Lucknow, Raebareli, Unnao	S. R. Institute of Management & Technology, Lucknow (485)	
8.	Meerut	Bagpat, Bijnor, Bulandshahr, Hapur, Meerut, Muzaffar Nagar, Saharanpur, Shamli	IIMT Engineering College, Meerut (127)	

Note: In case of any institution not included in this list may report to nearest Zonal Centre.



Dr. A.P.J. Abdul Kalam Technical University

Uttar Pradesh, Lucknow

Dr. Abdul Kalam Sports Fest (2022-23)

GENERAL RULES AND REGULATIONS

- Only bonafide, full time student, who is enrolled for a course in University, will be eligible to participate.
- All the participants should bring their college *Identity Card*.
- All the participants should bring *No Objection Certificate* from Director/Principal of the concerned Institute/College. A consolidated list, along with event wise list, of participants may be prepared.
- All the participating colleges should provide list of each team to the Zonal Centre at least 01 week before starting of the fest.
- Only one team from a college will be allowed to participate in a particular event.
- One player can participate in maximum 2 events, where athletics will be treated as one event (with a limit of participating in 03 athletics events).
- All the teams should report at the respective Zonal Center timely so that registration process can be completed as per time schedule.
- Zonal centres will issue an identity card to all the participants/office bearers who will bear this card at all times during the events.
- Participants of all the events should report at the assigned venue at least 30 minutes before start of the respective events.
- Two office bearers, 1M/1F, should accompany the squad from each participating college who will be responsible for discipline of their team. Officials should also bring their college *Identity Card*.
- Participating colleges should have flags/placards/banners of their colleges. A Procession/ March past of participating colleges shall be organized on inaugural day before the formal inaugural ceremony.
- If any participant is found involved in any indiscipline activities he/she will be debarred from the tournament immediately.
- Illegal participation of any player/team in any event will be responsible for disqualification of all teams of the concerned college from all events of the tournament and the college authority will be responsible for this act.
- Decision of the panel of judges/referees will be final and binding to all.
- Each Zonal Center should form a three-member committee who will monitor the events and help to resolve issues in case of any dispute.
- Winners (Gold Medallists) of each event at Zonal Level will be eligible to participate in State Level Fest.
- All zonal Centers should make proper arrangement of medical facility for the participants.
- Each zonal Center should make arrangement of photography/ videography on the days of events.
- Each zonal Center should make arrangement of proper media coverage of the Fest, starting from one day before of the Fest, and the same should be included in the final report of the Fest.
- All the Coordinators of Zonal Centers will provide a detailed report of the fest, including the college wise consolidated list / event wise list of participants and event wise list of winners/runners (gold/silver/bronze) within 3 days of completion of the event to the Dean Student Welfare of the university at email id: dean.sw@aktu.ac.in. A separate list of winners (gold medallist) only should be sent on the next day of completion of the fest to State Level Center and DSW, AKTU.

Dr. Abdul Kalam Sports Fest (2022-23)

Events - Rules & Regulations

1. RULES OF ATHLETICS

RACE: 100m, 200m, 400m, 800m

- In all races up to and including 400m, each athlete shall have a separate lane, with a width of $1.22\text{m} \pm 0.01\text{m}$, including the lane line on the right, marked by white lines 50mm in width. All lanes shall be of the same nominal width.
- The start of a race shall be denoted by a white line 50mm wide. In all races not run in lanes, the start line shall be curved, so that all the athletes start the same distance from the finish. Starting positions in events at all distances shall be numbered from left to right, facing the direction of running.
- An athlete, after assuming a full and final starting position, shall not commence his start until after receiving the report of the gun. If, in the judgment of the Starter or Recalls, he does so any earlier, it shall be deemed a false start.

RELAY RACES 4X100m

- Each takeover zone shall be 20m long of which the scratch line is the centre. The zones shall start and finish at the edges of the zone lines nearest the start line in the running direction.
- The relay baton shall be a smooth hollow tube, circular in section, made of wood, metal or any other rigid material in one piece, the length of which shall be 0.28m to 0.30m.
- If dropped, the baton shall be recovered by the athlete who dropped it. He/she may leave his/her lane to retrieve it provided that, by doing so, he/she does not lessen the distance to be covered.
- Passing of the baton outside the takeover zone shall result in disqualification. Each member of a relay team may run one leg only.

LONG JUMP

- The minimum length of the runway, measured from the relevant take-off line shall be 40m and, where conditions permit, 45m. It shall have a width of $1.22\text{m} \pm 0.01\text{m}$ and shall be marked by white lines 50mm in width.
- The take-off shall be marked by a board sunk level with the runway and the surface of the landing area. The edge of the board which is nearer to the landing area shall be the take-off line.
- The landing area shall have a minimum width of 2.75m and a maximum width of 3m. The landing area should be filled with soft damp sand, the top surface of which shall be level with take-off board.
- All jumps shall be measured from the nearest break in the landing area made by any part of the body, or anything that was attached to the body at the time it made a mark, to the take-off line, or the measurement shall be taken perpendicular to the take-off line or its extension.

An athlete fails if:

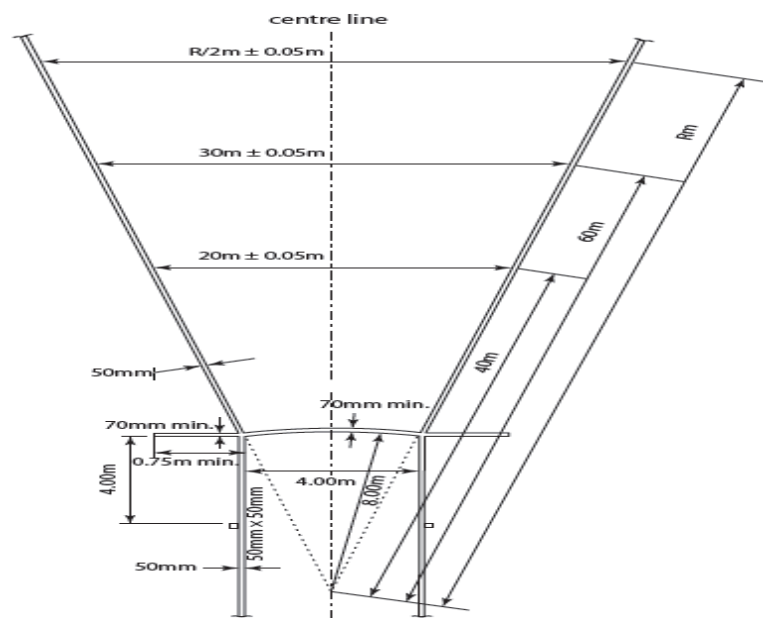
- (a) he/she while taking off, touches the ground beyond the take-off line with any part of his/her body, whether running up without jumping or in the act of jumping; or
- (b) he/she takes off from outside either end of the board, whether beyond or before the extension of the take-off line.

SHOTPUT

The shot shall be put from the shoulder with one hand only. At the time an athlete takes a stance in the circle to commence a put, the shot shall touch or be in close proximity to the neck or the chin and the hand shall not be dropped below this position during the action of putting. The shot shall not be taken behind the line of the shoulders.

JAVELIN

The minimum length of the runway shall be 30m. It shall be marked by two parallel white lines 50mm wide and 4m apart. The throw shall be made from behind an arc of a circle drawn with a radius of 8m and must fall in the given zone only.



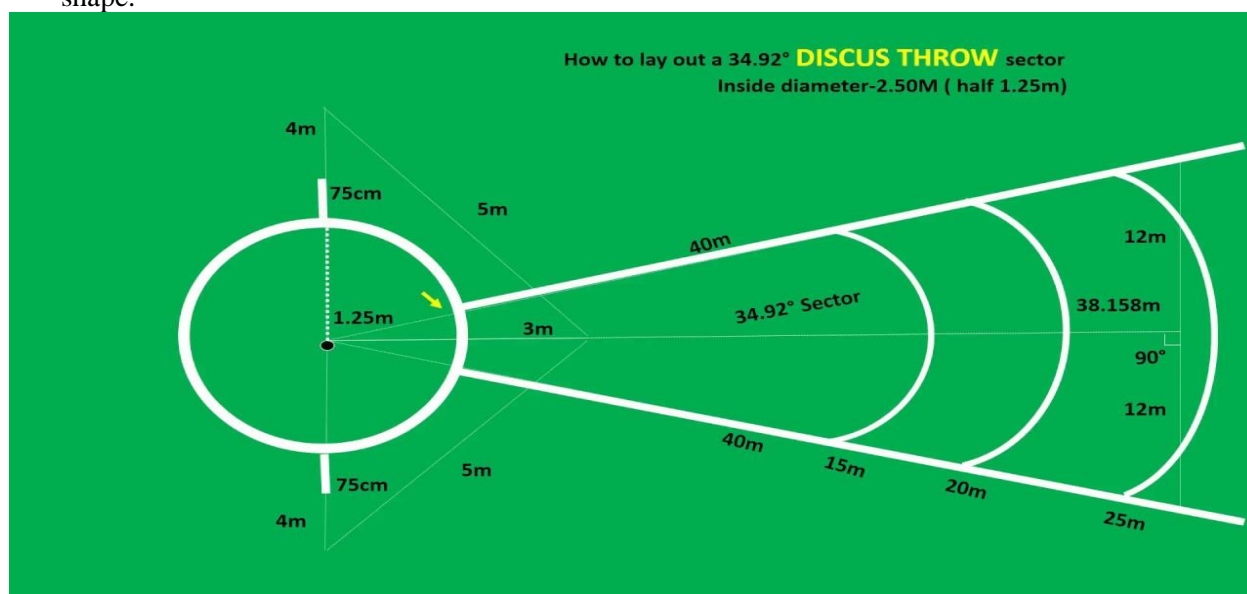
HIGH JUMP

- An athlete fails if:
 - After the jump, the bar does not remain on the supports because of the action of the athlete whilst jumping; or
 - He touches the ground including the landing area beyond the vertical plane through the nearer edge of the crossbar, either between or outside the uprights with any part of his body, without first clearing the bar. However, if when he jumps, an
- Athlete touches the landing area with his foot and in the opinion of the Judge, no advantage is gained, the jump for that reason should not be considered a failure.
- He/she touches the crossbar or the vertical section of the uprights when running up without jumping.

RULES OF DISCUS THROW

Rules Regarding Cage

- The construction and the strength of the cage should be such that it can arrest a disc of around 2Kg coming at a speed of 25m/sec.
- The cage should have at least one side open. Therefore, it is often recommended to construct it in a “U” shape.



Here are some important rules regarding throw

- The discus can only be thrown by an athlete when he or she will stand inside a circle which has a diameter of 2.5m.
- During the course of throw, the athletes are prohibited from touching the top of the rim. However, they can touch the inner part of the rim.

- An athlete cannot touch the ground beyond the circle.
- If the athlete leaves the circle before the landing of the disc on the ground, then it will be considered as a foul throw.
- Each athlete would be given 03 chances to showcase their talent.
- There is particular boundary of landing of the disc as shown in the figure below. If the disc lands outside that zone then that throw is considered invalid.

2. RULES OF BADMINTON

- It will be a team event. Each team will consist of 4 players.
- A game can take place with either two (singles) or four (doubles) players.
- An official match has to be played indoors on the proper court dimensions. The dimensions are 6.1m by 13.4m. The net is situated through the middle of the court and is set at 1.55m.
- To score a point the shuttlecock must hit within the parameters of the opponent's court.
- If the shuttlecock hits the net or lands out then a point is awarded to your opponent.
- Players must serve diagonally across the net to their opponent. As points are won then serving stations move from one side to the other. There are no second serves so if your first serve goes out then your opponent wins the point.
- A serve must be hit underarm and below the server's waist. No over-arm serves are allowed.
- Each game will start with a toss to determine which player will serve first and which side of the court the opponent would like to start from.
- Once the shuttlecock is 'live' then a player may move around the court as they wish. They are permitted to hit the shuttlecock from out of the playing area.
- If a player touches the net with any part of their body or racket then it is deemed a fault and their opponent receives the point.
- A fault is also called if a player deliberately distracts their opponent, the shuttlecock is caught in the racket then flung, the shuttlecock is hit twice or if the player continues to infract with the laws of badminton.
- Each game is umpired by a referee on a high chair who overlooks the game. There are also line judges who monitor if the shuttlecock lands in or not. The referee has overriding calls on infringements and faults.
- Let may be called by the referee if an unforeseen or accidental circumstance arose. These may include the shuttlecock getting stuck in the bet, server serving out of turn, one player was not ready or a decision which is too close to call.
- The game has only two rest periods coming the form of a 90 second rest after the first game and a 5-minute rest period after the second game.
- If the laws are continuously broken by a player then the referee holds the power to dock that player of points with persisting fouls receiving a forfeit of the set or even the match.

3. RULES OF BASKETBALL

- FIBA rules will apply.
- 10 mins each quarter with 2 min break between the quarters and 5 minutes at half time.
- Teams should report to the Basket Ball court half an hour before commencement of the match.
- All the players of the team should have same colour of jersey with printed numbers.
- Maximum 10 players are allowed in a team.
- No players should carry anything in his/her hand or neck (wrist watch, necklace, ring, kada, bracelet etc.).

4. RULES OF CHESS

- All the rules of **FIDE (Federation Internationale des Echecs)**, World Chess Federation, will be followed in Chess tournament.

5. RULES OF FOOTBAL

- A match consists of two 30 minutes halves with a 10-minute rest period in between.
- Each team can have a minimum off 11 players (including 1 goalkeeper who is the only player allowed to handle the ball within the 18-yard box) and 03 extra players
- The field must be made of either artificial or natural grass. The size of ground is allowed to vary but must be within 100-130 yards long and 50-100 yards wide. The pitch must also be marked with a rectangular shape around the outside showing out of bounds, two six yard boxes, two 18

yard boxes and a centre circle. A spot for a penalty placed 12 yards out of both goals and centre circle must also be visible.

- Each team can name up to 03 substitute players. Substitutions can be made at any time of the match with each team being able to make a maximum of 3 substitutions per side. In the event of all three substitutes being made and a player having to leave the field for injury the team will be forced to play without a replacement for that player.
- Each game must include one referee and two assistant referees (linesmen). If the game needs to head to extra time as a result of both teams being level in a match then 30 minutes will be added in the form of two 15 minute halves after the allotted 90 minutes.
- If teams are still level after extra time then a penalty shootout must take place.
- The whole ball must cross the goal line for it to constitute as a goal.
- For fouls committed a player could receive either a yellow or red card depending on the severity of the foul; this comes down to the referee's discretion. The yellow is a warning and a red card is a dismissal of that player. Two yellow cards will equal one red. Once a player is sent off then they cannot be replaced.
- If a ball goes out of play off an opponent in either of the side lines then it is given as a throw in. If it goes out of play off an attacking player on the base line then it is a goal kick. If it comes off a defending player it is a corner kick.

The Offside Rule in Football

- Offside can be called when an attacking player is in front of the last defender when the pass is played through to them. If the player is in front of that last defender then he is deemed to be offside and free

kick to the defending team will be called. A player cannot be caught offside in their own half. The goalkeeper does not count as a defender. If the ball is played backwards and the player is in front of the last defender then he is deemed to be not offside.

6. RULES OF KABADDI

- Each team shall consist of no more than 10 players with only 7 taking to the field at any one time.
- The duration of the match is two halves of 20 minutes each with a half time break of 5 minutes.
- At the start of a Kabaddi match, there is a coin toss with the winner having the choice as to whether to have the first raid or not.
- To win a point when raiding, the raider must take a breath and run into the opposition's half and tag one or more members of the opposing team and then return to their own half of the pitch before inhaling again.
- To prove that another breath hasn't been taken, the rider must continue to repeatedly yell the word 'Kabaddi'. Failure to do this, even for just a moment means that the rider must return to their own side of the court without points and the opposite team is awarded a point for a successful defense play.
- The team being raided is defending, and the players must prevent the raiders from tagging them and returning back over the halfway line.
- Empty raids are the ones in which the raider returns to his court without earning any points. After two successive empty raids, the attacking teams have to make a "do-or-die" raid, where if they fail to score a point, the defending team earns a point.
- Raiders may only be grabbed by their limbs or torso, not by their hair, clothes or anywhere else, and defenders are not permitted to cross the centre line.
- Each team will take turns in raiding and defending. Following halftime, the two teams switch sides of the court and the team who defended first in the first half begin the second half by raiding.
- The game continues in this way until the time is up, the team with the most points at the end of the match is declared the winner.

7. RULES OF KHO-KHO

- Total number of participants is 12 (including 3 Substitutes).
- Timings: 14 minutes (7 for Chasing and 7 for Running) for each team
- The organizer can modify the timings as per convenience.
- Rules of KKFI will be applied.

8. RULES OF TABLE TENNIS (Ping Pong)

- It will be a team event. Each team will consist of 4 players.
- Ping pong is played over a pre-agreed number of games and the first to 11 points wins each game.
- The toss of a coin or another form of lot-drawing determines which of the players shall serve first.
- Each table tennis player serves twice in turn and serves must be made from an open palm, the ball tossed six inches then struck so it bounces on the service side, clears the net, then bounces on the receiver's side.
- Points are decided as described above and games must be won by two clear points. At 10-10 each player serves once only, in turn, until one player established a two-point lead and wins the game.
- After each game the players rotate both the end of the table from which they are playing as well as who serves and receives the ball first.
- In the deciding game of a match the players swap ends after either player reaches five points.

9. RULES OF VOLLEYBALL

- Each team consists of 6 players and 4 substitutes. Players can be substituted at any time but if they are to return can only be swapped for the player that replaced them.
- Each team can hit the ball up to three times before the ball must be returned. The defensive team can then try and block or return the ball again hitting it a maximum of three times.
- Games are played up to 25 points and must be won by 2 clear points.
- Violations will be called for the following:
 - Stepping over the base line when serving the ball.
 - Ball hits the net and fails to get over the net (If the ball hits the net and still goes over the net then this is perfectly legal).
 - Players are not allowed to carry, palm or run with the ball.
 - Players must not touch the net with any part of the body. If the net is said to have hit them rather than vice-versa, then this is ok.
 - The ball cannot travel under the net.
 - Players cannot reach over the net and hit the ball.

Note: All events will be played following the international game rules.

Dr. A.P.J. Abdul Kalam Technical University, Uttar Pradesh, Lucknow
Dr. Abdul Kalam Sports Fest, 2022-23

Registration Proforma

A. Details of the Zonal Center and Participating College

Name of the Zone		Name of the Zonal Center	
Zonal Centre College Code		Name of the Participating College	
Participating College Code		Name of the Director/Principal	
Email-id of the Director/Principal		Mob. No. of the Director/Principal	
Name of Team Manager		Designation of Team Manager	
Email-id of Team Manager		Mob. No. of Team Manager	

B. Consolidated List of Participants

S. No.	Name of student	Father's Name	Roll Number	Course	Year	Branch	Aadhar No.	Gender	Date of Birth	Date & Year of Passing Qualifying Examination for First Admission to College/University		Date & Year of First Admission to		Mobile No
										Name of Exam	Date & Year	Univ.	Present Course	
1.														
2.														

C. Event wise List of Participants

(i) Name of the Event:

Male/Female:

No. of Participants:

S. No.	Name of student	Father's Name	Roll Number	Course	Year	Branch	Aadhar No.	Fooding Required	Lodging Required
1.									
2.									

Signature of Director/Principal

Seal of the Institute

Note: Please send a copy of filled registration proforma (scanned signed copy along with in excel sheet) to DSW, AKTU on email id: dean.sw@aktu.ac.in.

Dr. A.P.J. Abdul Kalam Technical University, Uttar Pradesh, Lucknow
Dr. Abdul Kalam Sports Fest, 2022-23

Report from Zonal Center for State Level Center
Details of Winners (Gold Medalist) at Zonal Level

Details of the Zonal Center

Name of the Zone		Name of the Zonal Center	
Zonal Centre College Code		Name of the Director/Principal	
Email-id of the Director/Principal		Mob. No. of the Director/Principal	
Name of Zonal Center Coordinator		Designation of Zonal Coordinator	
Email-id of Coordinator		Mob. No. of Coordinator	

RESULT

1. Name of the Event:

Male/Female:

Details of the Winning College

Name of the College		College Code	
Name of Team Manager		Mob. No. of Team Manager	

Details of the Winner (s)

S. No.	Name of the student	Father's Name	Roll Number	Course	Year	Branch	Aadhar No.	Mobile No.

Signature of Coordinator
Zonal Center

Signature of Director/Principal
Zonal Center

Seal of the Institute/College

Note:

1. Please send this report to State Level Center within three days after completion of the Zonal Events. Prepare report alphabetically Eventwise.
2. Also send a copy of the report to Dean Student Welfare, AKTU on email id: dean.sw@aktu.ac.in
3. ***Please send one copy of the Result in Excel sheet/Word File also which will be helpful in preparation at State Level.***

Dr. Abdul Kalam Sports Fest, 2022-23

Requisition for Advance Amount

(To be submitted to Dean Student Welfare, Dr.A.P.J. Abdul Kalam Technical University, Lucknow)

1. Name and Address of the Institute/College :
2. College Code :
3. Details of the Director/Principal
Name :
Email ID :
Mobile Number :
4. Email ID of the Institute/College :
5. Details of Fest Coordinator
Name :
Designation :
Email ID :
Mobile Number :
6. Dates of the Fest :
7. Amount of Advance Requested :
8. Bank Account Details of the Institute/College (Pl submit crossed cheque or NEFT Mandate form)
(a) Bank Account No. :
(b) Bank Name :
(c) Bank Address :
(d) IFSC Code of Bank :
9. PAN Card Number of the Institute/College :
(Pl. submit copy of PAN Card)

DECLARATION

I hereby declare that I agree to conduct the aforesaid Fest as per guidelines/circular of the University and shall not claim any reimbursement in this regard other than whatever is stated in the guidelines/circular. I request that an advance of Rs..... be sanctioned in favour of our Institute/College. The Institute/College will submit details of the Fest (Event report) and utilisation certificate (Form-2) within one week of the events organised.

Signature and Seal of the Director/Principal

Dr. Abdul Kalam Sports Fest, 2022-23

Adjustment of Advance Amount

(To be submitted to Dean Student Welfare, Dr. A.P. J. Abdul Kalam Technical University, Lucknow)

Note: A detailed report of the Fest should be submitted along with this advance adjustment form. Report should contain brief details about the Fest, participating institutions, participants, result, judges, photographs, newspaper report, etc. Also send soft copy of the report at email dean.sw@aktu.ac.in

1. Name and Address of the Institute/College :
2. College Code :
3. Details of the Director/Principal
Name :
Email ID :
Mobile Number :
4. Email ID of the College :
5. Details of Fest Coordinator
Name :
Designation :
Email ID :
Mobile Number :
6. Dates of the Fest :
7. Details of Advance Amount and Amount Claimed
 - a. Amount of Advance Received (X) : Rs.
 - b. Amount Spent (Y) : Rs.
 - c. Amount Claimed (Y-X) : Rs.

Note: Please must enclose the detailed break up and bills/TA forms / honorarium etc. as annexure. Use the University Performa for the payment of TA/DA and Honorarium.
8. Bank Account Details of the Institute/College
 - (a) Bank Account No. :
 - (b) Bank Name :
 - (c) Bank Address :
 - (d) IFSC Code of Bank :

Declaration: I hereby declare that aforesaid Fest has been conducted as per guidelines/circular of the University and amount of reimbursement claimed has been spent on the conduction of said Activity as per University guidelines/circular in this regard.

Signature and Seal of the Director

Dr. Abdul Kalam Sports Fest, 2022-23

Checklist for submitting the claim of Expenditure in the Fest

(Note: Attach the checklist also while submitting the claim file to AKTU)

S. No.	Documents	Yes/ No
1	Completely filled Form-2	
2	Summary of the bills (If tents/chairs/tables, etc. are used then number of items used and rates should be mentioned separately on the bills).	
3	Completely filled TA/DA forms with supportive documents (If journey is done by own car, photocopy of RC should be enclosed with bill).	
4	Receipt of the honorarium paid to Judges/Referees.	
5	Original bills verified by the Director of the Institute. Only original bills are to be submitted.	
6	Detailed Outcome report of events (A detailed report of the Fest should be submitted along with this advance adjustment form. Report should contain brief details about the Fest, participating institutions, participants, result, judges, photographs, newspaper report, etc. Also send soft copy of the report at email dean.sw@aktu.ac.in)	
7	Videography and photography in Pen drive.	
8	Certificate Certified by the Director of the Institute (<i>Annexure-I</i>)	

Signature and Seal of the Director

संस्थान निदेशक द्वारा कार्यक्रम से संबंधित प्रमाण पत्र

प्रमाणित किया जाता है कि संस्थान द्वारा विश्वविद्यालय के अनुमोदन संख्या के अनुक्रम मे कार्यक्रम का दिनांकको आयोजन किया गया जिसकी CD तथा व्यय विवरण मूल दावों सहित सत्यापित कर भुगतान/समायोजन हेतु संलग्न कर प्रेषित किया जा रहा है।

यह भी प्रमाणित किया जाता है कि संस्थान द्वारा रु.....अग्रिम प्राप्त किया गया था और इस धनराशि के समायोजन का दावा प्रथम बार प्रस्तुत किया जा रहा है तथा शेष धनराशि रु..... का भुगतान नहीं प्राप्त किया गया है।

प्रमाणित किया जाता है कि कार्यक्रम के आयोजन पर व्यय की प्रतिपूर्ति हेतु प्रेषित व्यय प्रमाणकों की स्टाक रजिस्टर में इंट्री दर्ज की गयी है तथा स्टाक रजिस्टर की संबंधित पृष्ठ की फोटोकापी संलग्न है।

यह प्रमाणित किया जाता है कि यथावश्यक TDS काट लिया गया है तथा चालान से जमा करा दिया गया है।

दिनांक :

निदेशक के हस्ताक्षर
संस्था का नाम
संस्था की मुहर

.....

Dr. A.P.J. Abdul Kalam Technical University

Sect-11, Jankipuram Extension, Sitapur Road, Lucknow- 226031

TA/DA and honorarium/remuneration Bill

1.	Full Name (As per full name in Bank)	
2.	Designation	
3.	Postal address	
4.	Name of Institution	
5.	Visited University/Institute Name with Code	
6.	Pay scale and present basic pay	
7.	Whether retired or still in service	
8.	Permanent account no. (PAN)	
9.	Bank account no.	
9.	Bank name & branch address	
10.	IFS Code	
11.	Purpose of visit	
12.	Chairperson/Director/Principal Name	
13.	Convener/Coordinator/organizer Name	
14.	Date / Periods	

* Above information from 1 to 14 is mandatory.

15. Details of Journey (Including from and to residence/office and airport/Railway Station etc.)

Number of Car/Taxi is Used during the visit:(Own / Rental)

Departure		Arrival		Mode of Journey	@@	Distance in Km.	Fare Paid Air/Rail/ Taxi etc.	Air/Rail Ticket No.
From	Date/Time	To	Date/Time					

Note: If Transport/Air Ticket is provided by AKTU kindly mention details and attached self verified copy of tickets.

@@: In case travelled be car/Taxi please indicate car/taxi number and specify whether it was on shared or individual basis. Also indicate the number of persons in the above mentioned column who shared the car/taxi

16. (a) Mention whether fooding and lodging were provided be the University/Institute : (Yes/No)

(b) If yes, no DA is admissible.

(c) If no, DA is admissible as per University norms.

(i) Duration of stay in days (No. of days):.....
Total Amount (Rs.).....

17. Honorarium/ Remuneration

(i) Number of sitting/Days.....

(ii) Rate of Honorarium/Remuneration per sitting/per student/Day.....

(iii) Total Amount (Rs.).....

18. Grand Total Amount (Sum of serial Number of 15 +16+17) (Rs.).....

19. Certified that:

- 1) This claim has been submitted for the first time and this claim has not been submitted before.
- 2) Particulars provided herewith are correct in all respect and as per rules.
- 3) Neither I have claimed TA/DA etc. for this journey from any other source nor I have got any payment for this journey/work.

Place:

Date:.....

Signature of Claimant

PAYEE'S Pre RECEIPTS

Received Rs. (Rupees in words)

**Signature of Claimant
(Revenue Stamp)**

(to be filled by convener/coordinator/organizer)

The Claimant was invited under the authority of controlling officer and his attendance and claim as above is verified

Signature of Convener/Coordinator/organizer

Signature of Chairperson/Director/Principal

**Office Use
(to be completed by finance section)**

- | | |
|----------------------------|-----------|
| 1. DA.....Days @ | Rs. ----- |
| 2. TA | Rs. ----- |
| 3. Honorarium/Remuneration | Rs. ----- |
| 4. Grant Total | Rs. ----- |
| 5. TDS@ 10% (-) | Rs. ----- |
| 6. Net Amount to be paid | Rs. ----- |

Passed for payment Rs.

Asst. Accountant/Accountant

F&A.O.

Finance Officer /D.D.O.
