

ATHLETICS FEDERATION OF INDIA



ADMINISTRATIVE AND FINANCIAL GUIDELINES

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The Athletics Federation of India (AFI) is being managed according to the rules and regulations, Memorandum of Association of the Federation, guidelines as necessary for achieving the Aims and Objectives of the Federation to conduct the activities in better way. The Financial and Administrative Guidelines to manage and administer the activities in transparent manner and to follow the procedures laid down by Federation in the past and principles of bringing transparency in financial and administrative matters. AFI has prepared guidelines, which will bring smooth, efficient and good governance.

As per clause XII a Committee of the under mentioned people can take important decisions, if required, which shall be placed later on before the Executive Committee for ratification. The President/Secretary AFI may nominate upto two more members apart from the under mentioned Office Bearers:

Members of the Committee:

1. President
2. Senior Vice President
3. Secretary
4. Treasurer
5. Senior Joint Secretary

The annual accounts are approved by the Executive Committee and then by Annual General Body. However, accounts can be approved by the Committee, if necessary, and can be ratified by Executive Committee/Annual General Body later in case either the accounts are not ready when the meeting is held.

GUIDELINES

Staff and Salary

President/Secretary, can assess the work of the Federation and accordingly reduce and/or enhance the strength of the office staff. Although it is not possible to appoint the staff in fixed grades because of inadequate funds but the Secretary can fix the pay of the staff according to the potential of the candidate and can enhance the salary annually or otherwise, with the approval of President. They can be provided

other facilities, as and when required. If they feel, they can engage some persons (Hony.), but can pay them transport allowance and telephone expenses. Part time Consultant/Advisor can also be appointed, if required. They can be paid appropriately.

It is necessary that salary be paid through cross cheques whose salary is more than Rs. 10,000/-. Each employee to provide their PAN number.

Mode of recruitment

President or Secretary can also appoint Advisor and can appoint any Office Bearer/Advisor and may make him/her responsible for running the AFI day to day work. He/she will be responsible for running AFI Office and will be entitled to run office from his house in late hours and will be entitled to get TA/DA and other facilities as provided to the Secretary, AFI.

Procedure of appointment

Web search – The requirement of staff will be placed on the website of AFI. In case of necessity the Secretary may appoint any person having the requisite qualifications and experience on recommendation or through walk in interviews.

Selection procedure of staff

A committee will be constituted to interview the candidates as per requirement and recommend the suitable candidates for appointment to the Secretary of the Federation and it will be finally approved by the President, AFI.

Appointment of Vendor for Air Tickets.

Efforts should be made to purchase tickets preferably from Govt. agency. But if necessary, tickets can be purchased from some other travel agency also. It can be approved by Secretary, AFI on the recommendation of Director, AFI. However, it is necessary that the rates of tickets should be competitive.

Rules for Purchase or Procurement

- i) The concerned person will prepare a proposal for the purchase upto Rs.25000/- which will be approved by the Director, Treasurer and the Secretary (If possible Quotation may be obtained, but not necessary).

- ii) For purchases exceeding Rs.25000/- and upto Rs.100000/-, quotations will be invited (minimum three quotations will have to be obtained). However, it can also be directly purchased from the vendor (but a three member committee has to do this purchase).
- iii) For purchases exceeding Rs.100000/- the detailed proposal alongwith specifications to be put up on AFI website with 15 days time in the normal Course but in case of urgency, 7 days' notice can be given. However, in case no vendor sends response then a three member committee can make the purchase.
- iv) All purchases/procurements will be done by the office staff of AFI which will be approved by three member committee appointed by AGM/EC and then placed before the Secretary, AFI for approval.
- v) Any purchase which is technical in nature, Technical Committee will suggest the brand/make of the item/material required to be purchased. The Committee can go for specific Vendor, if required by giving proper justification.

In case of emergency/urgency, the President can form a five member committee to procure through three quotations but the total cost of the project should not be more than Rs. 20 lakhs.

- vi) In case the Technical Committee/Coaches/Athletes need a specific brand/make, they should give in writing alongwith justification for the same. (it is written as many equipment/sports wear/shoes/spikes/food supplement and many things need to be procured based on the recommendation/requirement of Technical Committee/ Officials/ Coaches/ Athletes/Supporting Staff etc.).
- vii) Consumable/non consumable items purchased by the AFI Staff must be entered in the stock register and page number of the stock register must be endorsed on the back side of bills.

Disposal of goods:

The Secretary, AFI will constitute a committee for the disposal of goods not required or not fit for use or have become obsolete. The Committee will be approved by President, AFI. The goods recommended by the Committee can be either sold / distributed to Institutions or can be destroyed.

- Any expenditure upto Rs. 25 lakhs to be approved by the Executive Council.
- Expenditure above Rs. 25 lakhs to be approved by the Annual General Body.

1. Responsibilities and duties of the President

The President can sanction any expenditure in terms of revenue/capital in case of emergency, which can be ratified as the competent authority as the case may be i.e. Executive Council/Annual General Body. He can be one of the signatory on the cheques.

2. Responsibilities and duties of the Secretary

- a) The job of the Secretary will be to keep contacts with the external agencies and make contact with the International Agencies/Federation etc. He shall be allowed to run office from his residence for the late working hours. His all expenses for International telephone calls/mobile will be paid by the office.
- b) The Secretary shall be the interface with external agency on behalf of AFI.
- c) The Secretary can approve the amount of entertainment of the guests/international guests of the Federation, and coaches etc on actuals subject to production of bills.
- d) The Secretary will be the authorised signatory on the cheques.

3. Responsibilities and duties of the Treasurer

- a) To prepare budget of AFI every year.
- b) Revenues expected to be raised.
- c) To disburse the expenditure which involve the activities of AFI for the year, salary of the staff, salary of Indian and Foreign Coaches, payment to the Consultants etc. The expenditure also includes the following factors:
 - Promotion of athletics, prize money or money paid to the athletes.
 - Expenditure on travel of officials/athletes.
 - Any other expenditure which may be important for the promotion of Athletics as approved by the Competent Authority.
- d) The budget can be re-appropriated, if required with the approval of the Treasurer/Secretary/President.
- e) The Treasurer will be the authorised signatory on the cheques.

4. Responsibilities and duties of the Accountant

- a) The Accountant will deposit all the funds received in cash or by cheque in the bank account of AFI received on account of dues, fees, charges, grants, donations, sponsorship etc., and shall work under the directions of the Treasurer. The Treasurer and the Accountant will keep the President/Secretary and the Executive Council well apprised of every transaction.
- b) The Accountant will maintain the accounts of the Federation and will keep details of all imprest money with him.
- c) The Accountant will keep record of all the receipts of the Federation from outside agencies including Government/Sponsors/Units etc. under the directions and will disburse the money either directly or through any member/official/employee of the Federation.
- d) The Accountant will assist the Treasurer in sending notice for annual subscription and any recovery from the units.
- e) The Accountant will maintain the account of all the visiting teams/officials/coaches/office bearers/members for their expenses whatsoever incurred by AFI.
- f) He can also give advance to any member/coach/athlete, if required and approved by Director / Secretary, AFI.
- g) AFI can give loan/grant to its member units for the promotion of Athletics with the approval of Executive Council. If required, loan can be given to staff with the approval of Executive Council.
- h) He will be responsible for deducting all T.D.S. / other taxes on the payments made. He will also maintain all accounts as per rules.

Budget

The financial year of AFI will be from 1st April; to 31st March of the following year:

Rules for TA/DA of Officers and Staff of AFI

Rules for International Travel

President / Secretary or any Official required to perform job for the upliftment of Athletics & run AFI efficiently.

- Eligible for business class air ticket for domestic and international sector. Car will be provided for local and car can be engaged for visiting different places nearby.
- Stay in 4 to 5 star hotel.
- Daily allowance of US\$100 to 200. (depending on the place)
- Eligible for local transport expenditure on actual.
- Eligible for entertainment expenditure on actual basis, if required. (Normally President may be discouraged, for claiming TA/DA. But if he desires, he can claim).

**All other office bearers/staff/
Technical Officials**

- Eligible for economy class air ticket / 2nd subject to the approval of President/ Secretary.
- Stay in Hotel.
- Daily allowance of US\$ 50 to 100 (Depending on the place of visit)
- Local transport will be as approved. (But all these above mentioned rules will be subject to the financial position of AFI and subject to the approval of the President/Secretary. But it is not mandatory).
- The office staff can be reimbursed the transport expenses for working late hours or otherwise.
- The honorary members and the staff can be paid bonus subject to approval of the President/Secretary/Treasurer. (The above rules will be strictly applicable if approved by Secretary/President, according to financial position).

**Local Conveyance
per**

- Auto rickshaw/Metro/Bus charges OR
Kilometer charges of auto rickshaw prevailing at that time, as per the discretion of Secretary, AFI.

- If President/Secretary or any member nominated by Secretary, AFI goes on outstation official duty by his own conveyance, he will be entitled for DA and mileage charges as per prevailing rates.

Telephone Expenses

- Director upto Rs.2000/-
- Others as fixed by the President/Secretary. If it is more than Rs.2000 (Secretary's approval will be required).
- The Secretary will be provided landline telephone/fax machine, internet, mobile phone and all such expenses incurred will be paid.
The facilities can be extended to other officials/Coaches, if required, with the approval of President/Secretary

TA/DA for the participants

If AFI conduct any competitions, where athletes need to be paid TA/DA, It will be as per the rules of the competition.

The Competitions where AFI will pay TA/DA are -

- a) Zonal / Inter Zonal**
- b) National Inter District Meet**
- c) National Grand Prix.**

The rate can be changed from time to time or will be at the discretion of President/Secretary.

- AFI can pay Rail/Airfare as per case to the committee members, athletes and officials etc.
- AFI can also book reasonable good accommodation for the stay.
- AFI can also provide transport to its members/coaches/athletes when and where required.
- AFI can also provide TA/DA to Technical Officials.
If required, more Competitions can be included.

Financial Powers:

Upto Rs.2500/-
Upto Rs.10000/-
Upto Rs.100000/-
Upto Rs.500000/-
Rs.500001/- to Rs.1000000/-

Paid Staff

Asstt./Joint Secretary AFI (Paid)
Director, AFI
Secretary, AFI
President, AFI
Three Member Committee
(Secretary, Joint Secretary & Treasurer)

Any amount exceeding Rs.1000000/- To be approved by Executive Council on the recommendation of 3 member committee.

(Recommendation of three members committee can be obtained on phone)
(President, Secretary & Treasurer).

In case of emergency a three member committee consisting of one Joint Secretary AFI, Director AFI and one more member of AFI can make proposal to the Secretary AFI for approval which will be finally approved by the President. The proposal of the members will be ratified by the Executive Committee. However, the proposal has to be placed before the Secretary and the President, AFI for the administrative approval.

- i) AFI will form a Sub Committee which will approve all the expenditure over Rs.50000/-.
- ii) The Sub Committee will be nominated by the Executive Council on the recommendation of the Treasurer/Secretary/President which should consist of AFI member or AFI Senior Staff.
- iii) Any expenditure not mentioned, five member committee can apprise & can be ratified by EC/AGM.
- iv) In case of expenditure to be incurred in emergency or time bound basis like purchase of office equipment, furniture & fixtures, renovation and any other item required for smooth functioning of office without giving it on web site, President and Secretary can constitute a committee consisting of three to five members to incur the expenditure upto Rs. 15 lakhs at a time. This expenditure can be made with full justification for not adhering to the procedures mentioned in the rules.

The committee will be constituted from amongst AFI members and AFI Staff Members. The committee can appoint vendor(s) after due diligence and after ascertaining that the rates are competitive and the vendors have the ability to perform the jobs in time.

The expenditure so incurred will be subsequently ratified in the AFI Executive Council Meeting/Annual General Meeting as the case may be.