

School Games Federation of India

Norms related to TA/DA payment for the work done for SGFI.

The TA/DA and remuneration of deputed officials, executive members, technical officers, observers, referees, coach, selectors, campers, master trainers etc. for National School Tournament, National Orientation Training Programme & National Coaching Camp & S.G.F.I. work notified by S.G.F.I are as under:

Effective from 17 December 2024

Sr. No.	Category	Mode of Travel	Hire a Vehicle	Daily Allowance(DA)	Incidental	Honorarium/ Remuneration	To be paid by
1	International Journey	Air (Economy Class/Business Class, if the journey exceeds 4 hrs direct)	At actual	₹10,000	₹1,000	NIL	SGFI
2	Executive Committee Members	Air (Economy Class/Business Class, if the journey exceeds 4 hrs direct) / Train (IAC/IIAC)	At actual	₹5,000	₹500	NIL	SGFI
3	Chief Executive Officer (CEO)	Air (Economy Class/Business Class, if the journey exceeds 4 hrs direct) / Train (IAC/IIAC)	At actual	₹5,000	₹500	NIL	SGFI
4	Observer (while the championship)	Air (Economy Class) / Train (IAC/IIAC)	Its provided by Organizer	₹500	₹500	NIL	Organizer
5	Selection Committee Chairman/Technical Committee Chairman	Train (IIAC/IIIAC)	Its provided by Organizer	₹600	₹500	₹1,500	Organizer
6	Selection Committee/Technical Committee Member	Train (IIAC/IIIAC) / Bus	Its provided by Organizer	₹500	₹500	₹1,200	Organizer
7	Referee	Train (IIIAC)	Its provided by Organizer	₹300	₹500	₹1,100	Organizer
8	Referee (deputed locally)	As per organizer	NA	NIL	NIL	₹800	Organizer
9	Field Officer	Train (IIAC/IIIAC)	Its provided by Organizer	₹500	₹500	₹1,000	Organizer
10	Office Staff	Train (IIAC/IIIAC)/Flight (Economy in special case with prior approval by CEO with concern of President/EC)	NA (Special case with prior approval by CEO with concern President/EC)	₹2,000	₹500	NIL	SGFI

Note :

1. All travel requires prior written approval from designated authorities before any booking or expenditure is made.
2. All claims above standard allowance must be supported by original bills and to be authorized by President/EC, while minimum allowance can be claimed without bills.
3. Local taxi fare at actual.

SCHOOL GAMES FEDERATION OF INDIA
T.A. BILL FORM
(For International Journey)

1. Name : _____
2. Designation : _____
3. Headquarter : _____
4. Purpose of Journey : _____
5. Journey Period _____ from _____ to _____ :
Total of no. of days : _____
6. Date of departure from H.Q. _____ Air (Economy Class/Business Class, if the journey exceeds 4 hrs direct)
fare Rs. : _____
Travel Ticket/PNR No. _____
7. D.A. ₹ 10000/- per day : _____
8. Incidental charges ₹ 1000/- each (To & Fro) : _____
9. Date of Arrival _____ to HQ by (Air) fare: _____
10. Return Travel Ticket/PNR No. : _____
11. Local Conveyance : _____
(Date wise Detail to be provided)
- Total : _____

Certified that I have actually travelled the above mentioned Journey for which claim has been presented, further certify that I will not claim any TA/DA from other source.

(Signature)

Name with full address

Passed for Rs. _____ (Rupees _____)

(Checked By)

(Approving Authority)

Recd. of payment of Rs. _____ (Rupees _____)
from the Organizing Secretary

Signature

SCHOOL GAMES FEDERATION OF INDIA
T.A. BILL FORM
(Executive Member/Chief Executive Officer)

1. Name : _____
2. Designation : _____
3. Headquarter : _____
4. Purpose of Journey : _____
5. Journey Period _____ from _____ to _____ :
Total of no. of days : _____
6. Date of departure from H.Q. _____ Air (Economy Class/Business Class, if the journey exceeds 4 hrs direct) /
Train (IAC/IIAC) fare Rs. : _____
Travel Ticket/PNR No. : _____
7. D.A. ₹ 5000/- per day : _____
8. Incidental charges ₹ 500/- each (To & Fro) : _____
9. Date of Arrival _____ to HQ by (Air/Train) fare : _____
10. Return Travel Ticket/PNR No. : _____
11. Local Conveyance : _____
(Date wise Detail to be Provided)
- Total : _____

Certified that I have actually travelled the above mentioned Journey for which claim has been presented, further certify that I will not claim any TA/DA from other source.

(Signature)

Name with full address

Passed for Rs. _____ (Rupees _____)

(Checked By)

(Approving Authority)

Recd. of payment of Rs. _____ (Rupees _____)
from the Organizing Secretary

Signature

SCHOOL GAMES FEDERATION OF INDIA

T.A. BILL FORM

Observer (while the championship)

1. Name : _____
 2. Designation : _____
 3. Headquarter : _____
 4. Purpose of Journey : _____
 5. Journey Period _____ from _____ to _____ :
Total of no. of days : _____
 6. Date of departure from H.Q. _____ Air (Economy Class) / Train (IAC/IIAC)
fare Rs. : _____
Travel Ticket/PNR No. : _____
 7. D.A. ₹ 500/- per day : _____
 8. Incidental charges ₹ 500/- each (To & Fro) : _____
 9. Date of Arrival _____ to HQ by (Air/Train) fare : _____
 10. Return Travel Ticket/PNR No. : _____
 11. Local Conveyance : _____
(Date wise Detail to be Provided)
- Total : _____

Certified that I have actually travelled the above mentioned Journey for which claim has been presented, further certify that I will not claim any TA/DA from other source.

(Signature)

Name with full address

Passed for Rs. _____ (Rupees _____)

(Checked By)

(Approving Authority)

Recd. of payment of Rs. _____ (Rupees _____)
from the Organizing Secretary

Signature

SCHOOL GAMES FEDERATION OF INDIA
T.A. BILL FORM
(Field Officer)

1. Name : _____

2. Designation : _____

3. Headquarter : _____

4. Purpose of Journey : _____

5. Journey Period _____ from _____ to _____ :
Total of no. of days : _____

6. Date of departure from H.Q. _____ Train No. & Name _____
Class (IIAC/IIIAC) fare Rs. : _____
Travel Ticket/PNR No. _____

7. D.A. ₹ 500/- per day : _____

8. Incidental charges ₹ 500/- each (To & Fro) : _____

9. Remuneration ₹ 1000/- per Day. : _____

10. Date of Arrival _____ to HQ by
Train (IIAC/IIIAC) fare : _____

11. Return Travel Ticket/PNR No. : _____

12. Local Conveyance : _____
(Date wise Detail to be Provided)

Total : _____

Certified that I have actually travelled the above mentioned Journey for which claim has been presented, further certify that I will not claim any TA/DA from other source.

(Signature)
Name with full address

Passed for Rs. _____ (Rupees _____)

(Checked By)

(Approving Authority)

Recd. of payment of Rs. _____ (Rupees _____)
from the Organizing Secretary

Signature

SCHOOL GAMES FEDERATION OF INDIA
T.A. BILL FORM

(For Selection Committee Chairman/Technical Committee Chairman)

13. Name : _____

14. Designation : _____

15. Headquarter : _____

16. Purpose of Journey : _____

17. Journey Period _____ from _____ to _____ :
Total of no. of days : _____

18. Date of departure from H.Q. _____ Train No. & Name _____
Class (IIAC/IIIAC) fare Rs. : _____
Travel Ticket/PNR No. _____

19. D.A. ₹ 600/- per day : _____

20. Incidental charges ₹ 500/- each (To & Fro) : _____

21. Remuneration ₹ 1500/- per Day. : _____

22. Date of Arrival _____ to HQ by
_____ Train (IIAC/IIIAC) fare : _____

23. Return Travel Ticket/PNR No. : _____

24. Local Conveyance : _____
(Date wise Detail to be Provided)

Total : _____

Certified that I have actually travelled the above mentioned Journey for which claim has been presented, further certify that I will not claim any TA/DA from other source.

(Signature)

Name with full address

Passed for Rs. _____ (Rupees _____)

(Checked By)

(Approving Authority)

Recd. of payment of Rs. _____ (Rupees _____)
from the Organizing Secretary

Signature

SCHOOL GAMES FEDERATION OF INDIA
T.A. BILL FORM
(For Selection Committee /Technical Committee Member)

1. Name : _____
2. Designation : _____
3. Headquarter : _____
4. Purpose of Journey : _____
5. Journey Period _____ from _____ to _____ :
Total of no. of days : _____
6. Date of departure from H.Q. _____ Train No. & Name _____
Class (IIAC/IIIAC) fare Rs. : _____
Travel Ticket/PNR No. _____
7. D.A. ₹ 500/- per day : _____
8. Incidental charges ₹ 500/- each (To & Fro) : _____
9. Remuneration ₹ 1200/- per Day. : _____
10. Date of Arrival _____ to HQ by
_____ Train (IIAC/IIIAC) fare : _____
11. Return Travel Ticket/PNR No. : _____
12. Local Conveyance : _____
(Date wise detail to be provided)
- Total : _____

Certified that I have actually travelled the above mentioned Journey for which claim has been presented, further certify that I will not claim any TA/DA from other source.

(Signature)
Name with full address

Passed for Rs. _____ (Rupees _____)

(Checked By)

(Approving Authority)

Recd. of payment of Rs. _____ (Rupees _____)
from the Organizing Secretary

Signature

SCHOOL GAMES FEDERATION OF INDIA
T.A. BILL FORM
(For Match Referee)

1. Name : _____

2. Designation : _____

3. Headquarter : _____

4. Purpose of Journey : _____

5. Journey Period _____ from _____ to _____ :
Total of no. of days : _____

6. Date of departure from H.Q. _____ Train No. & Name _____
Train (III AC) fare Rs. : _____
Travel Ticket/PNR No. : _____

7. D.A. ₹ 300/- per day : _____

8. Incidental charges ₹ 500/- each (To & Fro) : _____

9. Remuneration ₹ 1100/- per Day. : _____

10. Date of Arrival _____ to HQ by
Train (IIIAC) fare : _____

11. Return Travel Ticket/PNR No. : _____

12. Local Conveyance : _____
(Date wise detail to be provided)

Total : _____

Certified that I have actually travelled the above mentioned Journey for which claim has been presented, further certify that I will not claim any TA/DA from other source.

(Signature)
Name with full address

Passed for Rs. _____ (Rupees _____)

(Checked By)

(Approving Authority)

Recd. of payment of Rs. _____ (Rupees _____)
from the Organizing Secretary

Signature

SCHOOL GAMES FEDERATION OF INDIA

T.A. BILL FORM

(Office Staff)

1. Name : _____
2. Designation : _____
3. Headquarter : _____
4. Purpose of Journey : _____
5. Journey Period _____ from _____ to _____ :
Total of no. of days : _____
6. Date of departure from H.Q. _____ Train No. & Name _____
Train (IIAC/IIIAC)/Flight (Economy) fare Rs. : _____
Travel Ticket/PNR No. _____
7. D.A. ₹ 2000/- per day : _____
8. Incidental charges ₹ 500/- each (To & Fro) : _____
9. Date of Arrival _____ to HQ by
Train (IIAC/IIIAC)/Flight (Economy) fare : _____
10. Return Travel Ticket/PNR No. : _____
11. Local Conveyance : _____
(Date wise Detail to be provided)
- Total : _____

Certified that I have actually travelled the above mentioned Journey for which claim has been presented, further certify that I will not claim any TA/DA from other source.

(Signature)

Name with full address

Passed for Rs. _____ (Rupees _____)

(Checked By)

(Approving Authority)

Recd. of payment of Rs. _____ (Rupees _____)
from the Organizing Secretary

Signature

SCHOOL GAMES FEDERATION OF INDIA
T.A. BILL FORM
(For Referee (deputed locally))

1. Name : _____

2. Designation : _____

3. Headquarter : _____

4. Purpose of Journey : _____

5. Date of departure from H.Q. and Arrival
At _____ fare Rs.: _____
Departure Date _____
Arrival Date _____
Travel Ticket/PNR No. _____

6. Halt at _____ from _____ to _____ :
Total of no. of days : _____

7. Match Remuneration ₹ 800/- per day : _____

8. Date of Arrival : _____
fare Rs. : _____

9. Return Travel Ticket/PNR no. : _____

Total : _____

Certificated that I have actually travelled in that for which claim has to be presented, further I certify that I will not claim TA/DA from other source.

Name with full address

Passed for Rs. _____ (Rupees _____)

(Checked By)

(Approving Authority)

Recd. of payment of Rs. _____ (Rupees _____) from
the Organizing Secretary

Signature