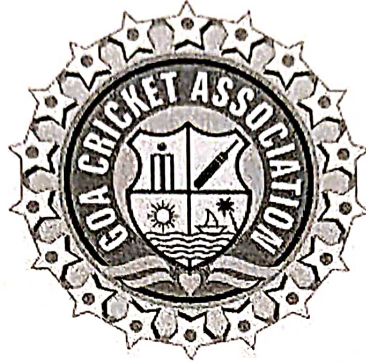


GOA CRICKET ASSOCIATION



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“Rules of Business”

[Standard Operating Procedures (SOPs) for GCA]



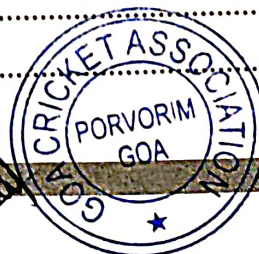
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1. Preamble of the Rules of Business

a) Purpose

The "Rules of Business" are formulated for the guidance of the Managing Committee, Office Bearers, Employees and others related to the "Goa Cricket Association" (hereinafter referred to as "GCA") for effectively and efficiently managing the day-to-day administrative and financial operations of the Association in an orderly and disciplined manner.

The Rules of Business are to be dynamic in nature to cater to the dynamic business environment, these rules may be updated by the Managing Committee from time to time as per the requirements of the Association.

b) Over-riding effect of Memorandum/Constitution

The Memorandum/Constitution of the Goa Cricket Association shall be supreme in all cases and shall have an overriding effect over the Rules of Business.

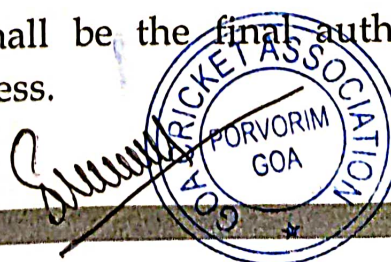
c) Interpretation of these Rules of Business

The Managing Committee shall be the sole authority for interpretation of these rules of business and the decision of the Managing Committee shall be final and binding on all concerned.

d) Departure from Rules of Business

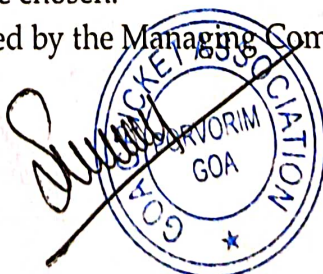
If in any case a departure from the Rules of Business, the deviation shall be placed for a post-facto approval before the next higher authorizing authority as per the authorization matrix mentioned in these Rules.

The Managing Committee shall be the final authority to approve any deviation in the Rules of Business.



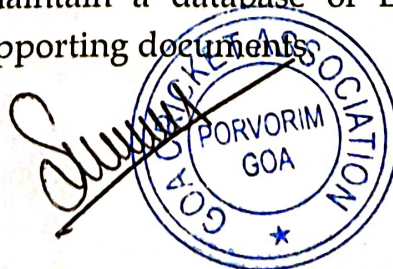
e) General Guidelines

- With the limited strength of operational staff and the nature of honorary services offered by the principal authorities, it may not be practically possible to record each and every authorization. Attestation by any single authority shall deem that he / she has consulted any other authority described in the rules. Documentary evidence to indicate the communication should be maintained wherever possible.
- A misuse or a cause to question misuse of powers will warrant action against the concerned official only.
- The sanctioning authority is expected to exercise vigilance in respect of expenditure incurred as a person of ordinary prudence would exercise while spending personal money.
- No sanctioning authority should exercise powers of sanctioning expenditure which shall accrue any direct / indirect advantage to such authority.
- Amounts specified as limits are basic value of cost without adding taxes/freight/other incidental expenses etc.
- Deviation of 10% of original cost or technically reasonable/required deviation shall be permitted.
- Statutory payments such as Income Tax/ TDS, GST, EPF, ESI, LWF etc are to be paid as per Statutory rules and timelines and need not require prior approval.
- The Hon. Secretary shall inform the Office Bearers on any new legal case, representations etc' that may invite any unplanned expenditure in future.
- Fees to consultants for financial / legal / taxation / architects etc. shall be approved in terms of this document.
- In case of Human resource engagement, it shall suffice to obtain one-time approval of the sanctioning authority for a person / post until there is no revision of post/person or the remuneration paid thereto.
- In case there is no Technical Bid involved, then the Request for Quotes may be obtained and the lowest will be chosen.
- Annual contracts can be entered by the Managing Committee wherever required.



2. Empanelment Process

- The Goa Cricket Association shall release advertisement for Empanelment of Vendors in leading newspapers in various categories.
- The Admin Officer along with the Project Management Cell shall scrutinize the documents of the vendors and submit to the CEO/ Hon. Secretary for review.
- The vendor empanelment shall be approved by the Hon. Secretary in consultation and approval of the President, unless the rules specifically provide that the vendors shall be approved by the Managing Committee in the respective category of expense.
- The existing Suppliers/vendors/ service providers having a good track record may also be empaneled by the Hon. Secretary in consultation and approval of the President.
- The Hon. Secretary in consultation and approval of the President / Managing Committee may periodically review the list of empaneled vendors and make the required changes whenever a need arises.
- The Managing Committee shall be empowered to make the required alterations to the categories and subcategories from time to time.
- The orders as per the limits mentioned in this document shall be placed with empaneled vendors. However, in cases where it not feasible to place orders with the empaneled vendors or the required goods and services are not available with the empaneled vendors and other such circumstances, then the orders may be placed with other than empaneled vendors depending upon the circumstances of each case and as per the discretion of the authorizing authority/ Hon. Secretary in consultation and approval of the President.
- In case of non-availability of the sufficient number of Empaneled vendors in the respective categories, then orders may be placed with the available vendors or external Vendors may also be considered as per the discretion of the authorizing authority/ Hon. Secretary in consultation and approval of the President.
- The Admin Officer shall maintain a database of Empaneled Vendors/Service Providers along with their supporting documents.



3. Air Travel Bookings.

a) Booking Process

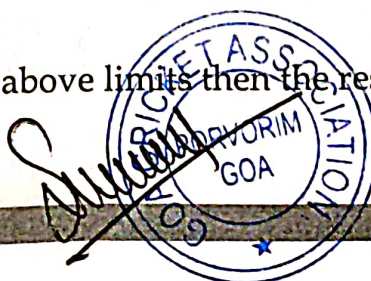
Sr no	Limits	Authorizing Authority	Order Placing Process
1	Up to Five Passengers	Hon. Secretary	The booking may be done with Any Empaneled Travel Agent.
2	Above Five Passengers	Hon. Secretary	<ul style="list-style-type: none"> Request for Quotations (RFQ) to be sent to at least three empaneled agents (as per availability). The booking to be done with the agent who quotes the lowest total of air freight and commission.

- Alternatively, the bookings may also be made through BCCI/ BCCI Affiliated State Cricket Associations when such a need arises.
- In circumstances where the flights available, flight timings, connecting flight locations, seat availability etc. is different with the Empaneled Travel Agents making the comparison between them difficult, then the Hon. Secretary as per his discretion to select the suitable alternative considering the requirements of Goa Cricket Association. *Eg. Agent A has quoted for the lowest L1 Air-travel cost, however the duration of the flight available with him is long and compared to Agent B who is L2, but the duration of the flight available is short as per the requirements of the Cricket Team Travelling, then Agent B may be preferred considering this situation provided that the cost of such booking should not be more than 1.5 times of the lowest cost.*
- Duly authorized Travel Requisition to be issued for all air-travel bookings.

b) Luggage Allowance

Sr no	Category	Luggage allowance
1	Players	Upto 25.00 Kgs
2	Support Staff	Depending on official requirements of each support staff.
3	Other persons	Upto 15.00 Kgs

- In case the Luggage exceeds the above limits then the respective person has to bear the cost.

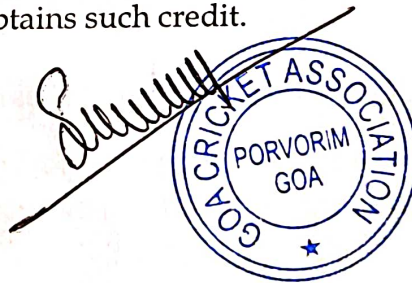


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- In case of Luggage allowance is for official purposes, in excess of the above limits and the cost is to be borne by GCA then the approval of the Hon. Secretary is required.
- In circumstances where the exact luggage weight of the passengers cannot be determined in advance, thus making comparisons between the agents difficult in terms of total luggage cost and impacting the total cost of bookings, then the Hon. Secretary as per his discretion to select the suitable alternative considering the requirements of Goa Cricket Association.

c) Requirements of invoices.

- The invoices raised by the Air Travel Agent should show breakup of the freight/ airline cost and Agency commission/ Management Fee/ other agent charges separately.
- A copy of the travel requisition/ email sent by Goa Cricket Association should be attached along with the invoice.
- A copy of the tickets showing price breakup or GST invoice issued by the airline should be attached along with the invoice of the travel agent.
- GST Credit (When available as per GST law) on the freight cost charged by the airline should be passed to the Goa Cricket Association by the Agent either directly by using the GST Number of Goa Cricket Association or by way of a discount/ book adjustment if the agent obtains such credit.



4. Hospitality Bookings

● Hotel Booking in the State of Goa.

The President/Hon Secretary may authorize the booking of hotels as per the requirements of the GCA from the empaneled hotels considering cost and service requirements.

● Hotel Bookings outside the State of Goa

The Team bookings for BCCI Tournaments held outside Goa shall be made shall be made as per recommendation of BCCI/ BCCI Affiliated State Cricket Associations or shortlisted/ empaneled hotels of BCCI/ BCCI Affiliated State Cricket Associations.

The guidelines issued by BCCI shall be followed as applicable.

In case of Team Practice Camps and other than team travel where BCCI/ BCCI Affiliated State Cricket Associations recommended/Empaneled hotels are not available then the Hon Secretary with the approval of the President may authorize the booking of hotels outside Goa directly with such hotels or may engage the services of Empaneled Hospitality Service Provider as per below process.

1. Bookings through Hospitality Service Provider.

Three or more Hospitality Service Providers may be empaneled by the Managing Committee to cater to travel requirements of Goa Cricket Association after advertising in at least two newspapers.

i. Booking Process

Sr no.	No of Guests	Authorizing Authority	Agent Selection Process
1	Upto 5 Guests.	Hon. Secretary	The booking may be made with any Empaneled Agent.
2	Above 5 Guests	Hon. Secretary	<ul style="list-style-type: none">Request for quotes to be sent to at least 3 Empaneled Agent as per availability.Order to be placed with the Agent who quotes the lowest total of room cost and commission.

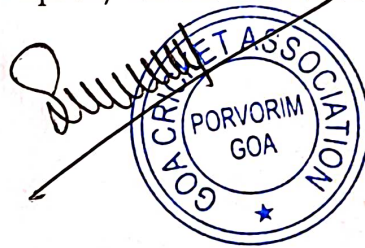


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- In circumstances where the hotels available, room availability, locations of the hotels available from the Ground/Stadium and other such factors, is different with different Agents making the comparison between them difficult, then the Hon. Secretary in consultation and approval of the President to select the suitable alternative considering the requirements of Goa Cricket Association such booking cost should not be more than 1.5 times of the lowest cost.
- The Hotel Booking requests should be authorized by the President/Hon. Secretary.

ii. Requirements of invoices raised

1. The invoices raised by the Hospitality Service Provider shall show the breakup of the room tariff /other hotel charges and Agency commission/ Management Fee/ other agent charges.
2. The relevant Hotel bills should be attached to the invoice as available.
3. A copy of the Room booking request/ emails should be attached to the invoice.



5. Catering

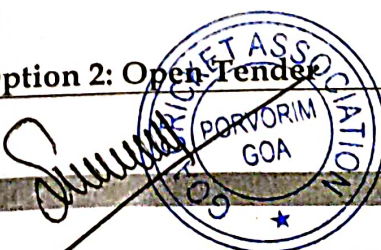
The Goa Cricket Association requires Catering Service for the following purposes: -

- Cricket Matches hosted in Goa.
- Annual General Meetings.
- Annual Functions of GCA.
- Goa Corporate League.
- Lunch/ Dinner hosted by GCA for any official functions etc.

Three or more Vendors may be empaneled by the Managing Committee after advertising in at least two newspapers

Annual contracts may be entered into with vendors for obtaining the best discounts and offers considering the requirements for BCCI Matches etc. The annual contract to be approved by the Managing Committee.

Sr no.	Limit (Estimated cost)	Authorizing Authority	Vendor Selection Criteria
1	Upto Rs 1,00,000 Per event	President/ Hon. Secretary	Order may be placed with any Vendor for an optimal purchase.
2	Above Rs 1,00,000 Up to Rs 5,00,000 Per event	Hon. Secretary with the approval of President	<ul style="list-style-type: none"> • Request for Quotation to be sent to the available Empaneled Caterers. • The order to be placed with the caterer who quotes the lowest cost along with good quality and service.
3	Above Rs 5,00,000 Per event	Tendering Committee with the approval of Managing Committee	<p>Option to be decided by the Hon Secretary with the approval of the President.</p> <p>Option 1: Limited Tender</p> <ul style="list-style-type: none"> • Limited Tender Notice may be sent to atleast three Empaneled Caterers inviting quotes in sealed envelopes. • The order to be placed with the caterer who quotes the lowest cost along with good quality and service. <p>Option 2: Open Tender</p>

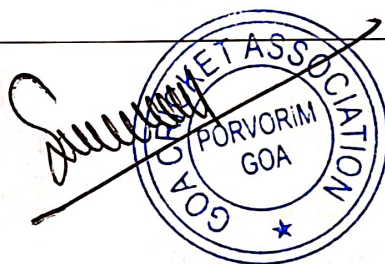


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| | | | <ul style="list-style-type: none">• Notice inviting bids in sealed envelopes to be published in atleast 2 newspapers.• The terms and conditions shall be such that only the best caterers bid.• Two way tendering system to be followed i.e Technical and Financial Bid System.• The Financial Bid shall be opened only of the Technical Bid qualifiers. |
|--|--|--|---|

L1 and L2 may be selected for rendering such services, however L2 should be told to match the price of L1, so that the GCA doesn't have to depend on one vendor.

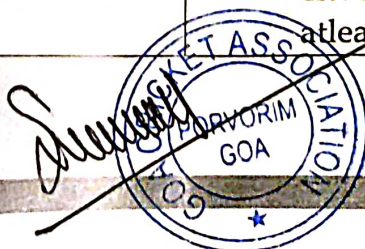
The Hon. Secretary in consultation and approval of the President may give orders either to the L1 or L2 depending upon their quality and service.



6. Procurement of Recurring Goods and Services

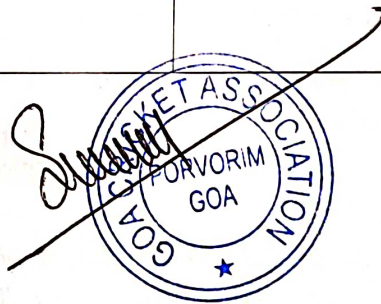
This section shall cover all other goods and services not covered elsewhere or procured on a recurring basis such as refreshments, printing and stationery, medicines, hiring, advertisements etc.

Sr no.	Limit (Estimated amount)	Authorizing authority	Vendor selection criteria
1	Upto Rs 5,000 per expense	CEO/CFO/Director-Cricket Operations	Any vendor for optimized service.
2	Upto Rs 1,00,000 per expense	Hon. Secretary in consultation with President.	Any vendor for optimized service.
3	Above Rs 1,00,000 Up to Rs 5,00,000 per requirement	Hon. Secretary in consultation with and approval of the President.	Request for Quotes to be sent to atleast 3 empaneled Vendors. The Vendor who provides the lowest quote with the best terms and service to be selected.
4	Above Rs 5,00,000	Tendering Committee with the approval of Managing Committee.	Option to be decided by the Hon Secretary with the approval of the President. Option 1: Limited Tender. <ul style="list-style-type: none"> ● Limited Tender Notice may be sent atleast three Empaneled Vendors inviting quotes in sealed envelopes. Option 2: Open Tender. <ul style="list-style-type: none"> ● Notice inviting bids in sealed envelopes to be published in atleast 2 newspapers.



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			<ul style="list-style-type: none">• The terms and conditions shall be such that only the best Vendors bid.• Two-way tendering system to be followed i.e Technical and Financial Bid System.• The Financial Bid shall be opened only of the Technical Bid qualifiers. <p>Annual contracts may be entered into for strategically receiving the maximum discounts and best offers. The annual contract to be approved by the Managing Committee.</p>
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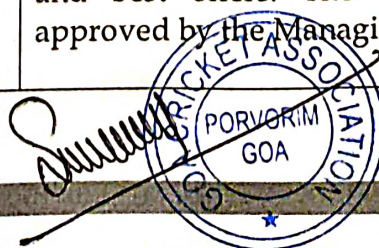


7. Cricketing Kits, Apparel and other sports goods

a) Procurement Process.

Written request to be forwarded by the Director- Cricket Operations/ other authorized person for the such procurement based upon the requirements of GCA.

Sr no.	Limit	Authorizing Authority	Vendor Selection Criteria
1	Upto Rs 5,000	CEO	Order may be placed with any Vendor for an optimal purchase.
2	Upto Rs 1,00,000	President/ Hon. Secretary	Order may be placed with any Vendor for an optimal purchase.
3	Above Rs 1,00,000 Up to Rs 5,00,000 per requirement	Hon. Secretary in consultation with the President.	<ul style="list-style-type: none"> Request for Quotation to be sent to the available Empaneled Vendors. <p>The order to be placed with the vendor who quotes the lowest cost along with good quality and service.</p>
4	Above Rs 5,00,000	Cricket Operations Committee with the approval of Managing Committee	<p>Cricketing kits, apparel and other goods for the Team- preference to be given to OEM manufacturers and quality-based selection followed by the Cricket Operations Committee and approved by the Managing Committee.</p> <p>The Report and recommendation of 1 Male and 1 Female Senior Player to be obtained by the Cricket Operations Committee.</p> <p>The Vendors providing clothing to at-least 5 State Teams at present shall be given preference. The Profile, Clientele, Experience, Quality shall be verified by the Cricket Operations Committee.</p> <p>Annual contracts may be entered into with for strategically receiving the maximum discounts and best offers. The annual contract to be approved by the Managing Committee.</p>



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			<p>Apparel for Clubs</p> <p>Open Tendering process to be followed the criteria shall include Manufacturers of well-known Cricketing Brands.</p>
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b) Inventory Management.

The inventory of Cricketing Kits, Apparel and other sports goods to be kept under the custody of a Store-Keeper or such other person authorized by the Hon. Secretary.

i. Receipt of Inventory and Inspection

All inventory shall be counted and inspected before it is entered in the Store to ensure that it is as per the quantity, quality and specifications mentioned in the Purchase Order, free from defects and as per the other requirements of Goa Cricket Association.

In-case of receipt of defective goods or short quantity or any other issues, the same shall immediately be brought to the notice of the CEO by the Storekeeper for the necessary follow up and action.

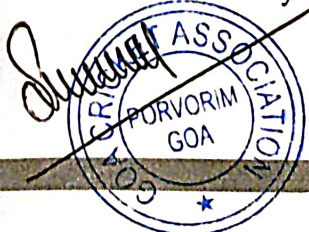
ii. Issue of inventory

A written request should be placed by the intender for the issue of inventory. The same is to be forwarded for authorization of CEO/ Director- Cricket Operations, thereafter the approval of the Hon Secretary/President is required.

Issue to Clubs and others: The GCA Affiliated clubs may be issued balls once a year and matting once in two years by the Cricket Operations Committee. Local clubs may be sanctioned balls based on draw submitted by them. Written request shall be obtained from the respective club. The distribution of Sports Goods/ Apparel to Clubs/Other organizations shall be verified and approved by the Cricket Operations Committee.

iii. Record Keeping

Records of the receipt, issue and disposal of inventory shall be maintained by the Store-Keeper or such other authorized person and overseen by the Hon. Secretary.



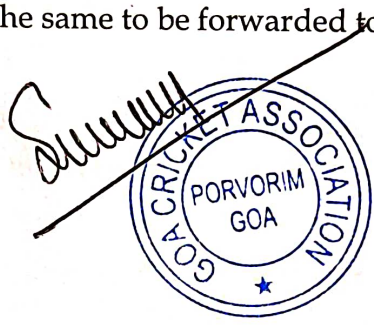
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iv. Inventory Control

The Store Keeper/in charge to ensure that the inventory is protected from deterioration maintained in a good condition.

Weekly/Monthly/Quarterly/ Surprise stock count and inspection may be carried out by the Admin Officer on a sample basis/ full count may be done. The report of the same to be forwarded to the CEO.

A yearly count and inspection to be carried out at the year-end by the Admin Officer in the presence of the CEO and CFO. The Statutory and Internal Auditors may also be invited to be present for the same. The report of the same to be forwarded to the Hon. Secretary.



8. Repairs and maintenance

The Maintenance In charge authorized by the Hon. Secretary shall ensure the preventive maintenance/ regular repairs and maintenance of GCA Assets to ensure they are functioning at the optimum capacity and shall forward a request to the CEO/ Hon. Secretary for major repairs.

a) Annual Maintenance Contracts

i. AMC-Proprietary Items

Certain proprietary items like LCD, Display, PC, UPS, Scoreboard, Camera, Machinery, Gym Equipment, Ground Equipment etc. may require AMC services to be obtained only from the suppliers of such goods.

Technical & Financial Report and Recommendation of the Project Management Cell to be obtained if the amount exceeds Rs 1,00,000/- per expense.

The AMC for such items will be decided by due negotiation with the party by the Hon. Secretary with approval of the President and contract may be then entered into.

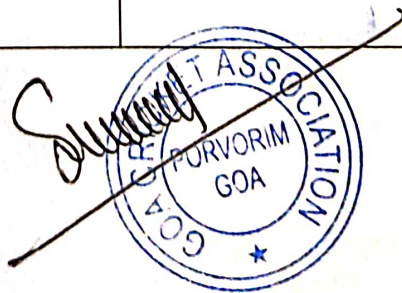
In-case the annual amount exceeds Rs 5,00,000/- per annum, the approval of the Managing Committee shall be required.

ii. AMC-Non- Proprietary Items

Sr no	Estimate of the AMC (Individual Contract)	Authorizing Authority	Vendor Selection Criteria
1	Upto Rs 1,00,000 per annum	President/ Hon. Secretary	Any Vendor may be selected for Optimized Service.
2	Above Rs 1,00,000 upto Rs 5,00,000 per annum	Hon. Secretary in consultation and approval of the President	<ul style="list-style-type: none"> • Technical & Financial Report and recommendation of the Project Management Cell to be obtained if required. • Request for Quotes to be sent to atleast 3 empaneled Vendors. • The Vendor who provides the lowest quote with the best terms and service to be selected and the contract to be entered into as per

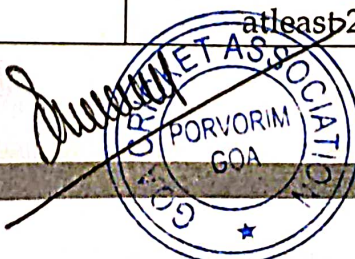
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			recommendation of the Project Management Cell.
3	Above Rs 5,00,000 per annum	<p>Tendering Committee with the approval of Managing Committee</p> <p>[Tender will be Managed by the Project Management Cell]</p>	<p>Tender Documentation including Technical and Financial Report shall be obtained from the Project Management Cell.</p> <p>Option to be decided by the Hon Secretary with the approval of the President.</p> <p>Option 1: Limited Tender</p> <ul style="list-style-type: none"> Limited Tender Notice may be sent atleast three Empaneled Vendors inviting quotes in sealed envelopes. <p>Option 2: Open Tender</p> <ul style="list-style-type: none"> Notice inviting bids in sealed envelopes to be published in atleast 2 newspapers. The terms and conditions shall be such that only the best Vendors bid. Two-way tendering system to be followed i.e Technical and Financial Bid System. The Financial Bid shall be opened only of the Technical Bid qualifiers.



b) Routine repairs/ Preventive Maintenance.

Sr no.	Limit (Estimated amount)	Authorizing authority	Vendor selection criteria
1	Upto Rs 5,000	CEO	Any Service Provider for optimized service.
2	Upto Rs 1,00,000	President/ Hon. Secretary	Any Service Provider for optimized service.
3	Above Rs 1,00,000 upto Rs 5,00,000 per annum	Hon. Secretary in consultation and approval of the President	<ul style="list-style-type: none"> • Technical & Financial Report and recommendation of the Project Management Cell to be obtained if required. • Request for Quotes to be sent to atleast 3 empaneled Vendors. • The Vendor who provides the lowest quote with the best terms and service to be selected as per recommendation of the Project Management Cell.
4	Above Rs 5,00,000	<p>Tendering Committee/ Tendering Committee with the approval of Managing Committee</p> <p>[Tender will be Managed by the Project Management Cell]</p>	<p>Tender Documentation including Technical and Financial Report shall be obtained from the Project Management Cell.</p> <p>Option to be decided by the Hon Secretary with the approval of the President.</p> <p>Option 1: Limited Tender</p> <ul style="list-style-type: none"> • Limited Tender Notice may be sent atleast three Empaneled Vendors inviting quotes in sealed envelopes. <p>Option 2: Open Tender</p> <ul style="list-style-type: none"> • Notice inviting bids in sealed envelopes to be published in atleast 2 newspapers.



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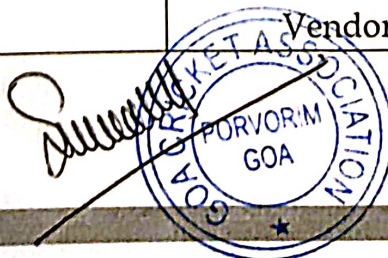
			<ul style="list-style-type: none">• The terms and conditions shall be such that only the best Vendors bid.• Two way tendering system to be followed i.e Technical and Financial Bid System.• The Financial Bid shall be opened only of the Technical Bid qualifiers.
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9. Material for Ground Maintenance- Sand/Soil etc.

The written request to be obtained from the Curator for the Ground requirements.

Sr no.	Limit (Estimated amount)	Authorizing authority	Vendor selection criteria
1	Upto Rs 5,000 per expense	CEO	Any vendor for optimized service.
2	Upto Rs 1,00,000 per expense	President/Hon. Secretary	Any vendor for optimized service.
3	Above Rs 1,00,000 upto Rs 5,00,000 per expense	Hon. Secretary in consultation with and approval of the President	Request for Quotes to be sent to atleast 3 empaneled Vendors. The Vendor who provides the lowest quote with the best terms and service to be selected.
4	Above Rs 5,00,000	Tendering Committee with the approval of Managing Committee/ Managing Committee [Tender will be Managed by the Project Management Cell]	Tender Documentation including Technical and Financial Report shall be obtained from the Project Management Cell. Option to be decided by the Hon Secretary with the approval of the President. Option 1: Limited Tender. <ul style="list-style-type: none"> Limited Tender Notice may be sent at least three Empaneled Vendors inviting quotes in sealed envelopes. Option 2: Open Tender. <ul style="list-style-type: none"> Notice inviting bids in sealed envelopes to be published in atleast 2 newspapers. The terms and conditions shall be such that only the best Vendors bid.



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			<ul style="list-style-type: none">• Two way tendering system to be followed i.e Technical and Financial Bid System.• The Financial Bid shall be opened only of the Technical Bid qualifiers. <p>Option 3 The Managing Committee may empanel suppliers of sand/ soil who are supplying the sand/soil as per GCA Specifications and the orders may be placed by the Hon. Secretary with the approval of the President.</p>
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10. Hire of Groundstaff for Ground Maintenance from Labour Contractor

a) Empanelment Process

The Managing Committee shall empanel a sufficient number of Labour Contractors across the state who are registered under EPF, ESIC etc. after advertising in at least two newspapers.

b) Hiring Process

The Hon. Secretary in consultation with the President allot the work to the Empaneled Labour Contractors as per requirements after obtaining and scrutinizing their quotes. In case costs are exceed/expected to increase Rs 5,00,000 the same shall be approved by Managing Committee.

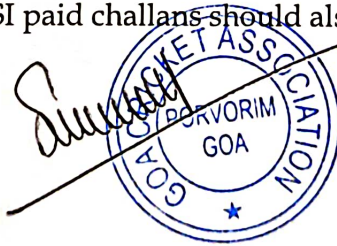
The Curator in consultation with the Hon. Secretary shall hire the labour from the selected empaneled labour contractor as per the ground requirements.

The attendance shall be approved by the Curator/ Ground Incharge.

c) Requirements of invoices

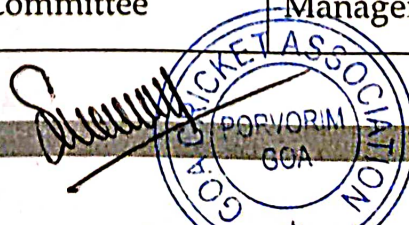
The Groundmen attendance duly approved by the Curator should be attached to the invoice.

Copies of the relevant EPF and ESI paid challans should also be provided to GCA.



11. Purchase of Fixed Assets/ Civil Works/ Stadium construction related works

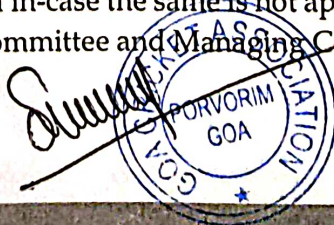
Sr no	Limit (estimated amount)	Approving Authority	Vendor Selection criteria
1	Upto Rs 5,000/-	CEO	Order may be placed with any vendor for optimized purchase.
2	Upto Rs 1,00,000/-	President/Hon. Secretary.	Order may be placed with any vendor for optimized purchase.
3	Above Rs 1,00,000 upto Rs 5,00,000 per annum	Hon. Secretary in consultation and approval of the President.	<ul style="list-style-type: none"> • Technical & Financial Report and recommendation of the Project Management Cell to be obtained if required. • Request for Quotes to be sent to atleast 3 empaneled Vendors. • The Vendor who provides the lowest quote with the best terms and service to be selected as per recommendation of the Project Management Cell.
4	Above Rs 5,00,000	Tendering Committee with the approval of Managing Committee	Tender Documentation including Technical and Financial Report shall be obtained from the Project Management Cell.



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		<p>[Tender will be Managed by the Project Management Cell]</p>	<p>Option to be decided by the Hon Secretary with the approval of the President.</p> <p>Option 1: Limited Tender.</p> <ul style="list-style-type: none"> Limited Tender Notice may be sent atleast three Empaneled Vendors inviting quotes in sealed envelopes. <p>Option 2: Open Tender.</p> <ul style="list-style-type: none"> Notice inviting bids in sealed envelopes to be published in atleast 2 newspapers. The terms and conditions shall be such that only the best Vendors bid. Two way tendering system to be followed i.e Technical and Financial Bid System. The Financial Bid shall be opened only of the Technical Bid qualifiers.
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- The payment relating to the Dhargal International Cricket Stadium shall be approved by the Stadium Committee and if the payment is of a sum exceeding Rs 10,00,000 payment to a single party in a month shall require the approval of the Managing Committee shall be required in-case the same is not approved in the budget which is approved by the Finance Committee and Managing Committee.



12. Purchases from Original Equipment Manufacturer
(OEM)

Goods of specific brand, make, patented etc. required to suit the usage then first preference may be given to the Manufacturer/ Authorized Importer as per the approval of the Hon. Secretary in consultation and approval of the President.

This clause is generally applicable to all areas.

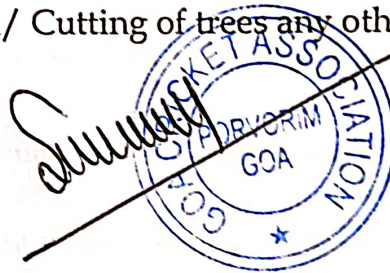


13. Emergency Expenditure

There may be situations in which emergency expenditures are required to be made. The Hon. Secretary in consultation with the Hon. Treasurer and approval of the President may sanction the amount in emergency situations. The same should be placed before the next Managing Committee approval with due reason.

The following categories fall under this head. The said list is indicative but not exhaustive.

1. Medical Emergency.
2. Legal/ Litigation expenses.
3. At the time of various BCCI Matches on different grounds.
4. Due to calamities like heavy rain, stores, earthquakes, fire etc.
5. Emergency maintenance required.
6. Emergency work/ expenditure that may arises due to Statutory Notices such as Demolition/ Construction/ Cutting of trees any other Statutory imposed Liability.



14. Estate Management

a) Room/Facility Allotments

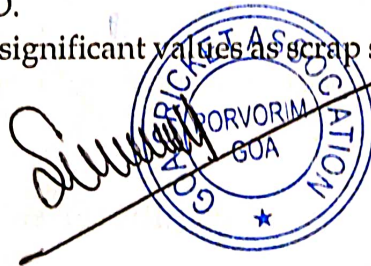
- The rooms/facility in the GCA premises to be allotted with the approval of the CEO.
- The CEO in consultation with the Secretary /President will sanction the room on the basis of the requirements.

b) Ground Bookings

All ground bookings to be made after the prior approval of the Hon. Secretary/President as per the Policy in force.

c) Fixed Assets Management

- A list of the fixed assets with the necessary details to be maintained by the Admin Officer.
- The fixed assets of material values to be tagged with a unique identification code by the Admin Officer.
- The movement of Fixed assets from one location to another will require the approval of the Admin Officer/CEO.
- Disposal of fixed assets of significant values as scrap shall require the approval of the Managing Committee.



15. Human Resource Management

a) Recruitment Policy

The following procedure will be adopted for the recruitment of Employees

i. Permanent Staff

- The requirement of the staff needs to be assessed and the criteria regarding qualification, experience etc are to be framed by the Hon. Secretary/ President in consultation with the CEO, head of the Department and HR Consultant. The same shall be approved by the Managing Committee.
- The advertisements for appointments should be published in the newspapers if required.
- The interviews should be conducted. Experts in the fields may be invited for conducting such recruitments
- The name to be shortlisted for each post advertised and to be placed before the Managing Committee along with the recommendation of the Interview panel for final approval.

ii. Contractual Staff

- The requirements to be assessed and approved by the Managing Committee
- Applications along with CV and supporting to be invited by the Hon. Secretary
- The Hon Secretary in consultation with the President will fix contract package, terms of appointment and place it before the Managing Committee for approval
- The contract will be signed by the Hon. Secretary.

b) Sanctioning of Leave of Employees

The leaves of employees will be sanctioned by the Head of Department /CEO with due guidance from HR Consultant and the Hon. Secretary as required.



16. Hiring of Professionals

The appointment of Professionals, more consideration has to be placed on the qualifications, experience and skill of the concerned Professional hence the normal quotation system may be relaxed for their appointment.

a) Appointment of Statutory and Internal Auditors

The Statutory and Internal Auditors to be recommended by the Managing Committee to the General Body and the General Body shall approve the said appointment.

b) Empanelment of Advocates

The Goa Cricket Association shall maintain a list of empaneled Advocates and approved by the Managing Committee. The President/ Hon. Secretary may allot work to any of the Empaneled Advocate and approve their fees as per the requirements.

If the fees are expected to exceed Rs 5,00,000 per annum the approval of the Managing Committee is to be obtained.

c) Empanelment of Architects/ Engineers

The Goa Cricket Association shall maintain a list of empaneled Architects/ Engineers approved by the Managing Committee. The President/ Hon. Secretary may allot work to any of the Empaneled Architects/Engineer and approve their fees as per the requirements.

In case the project fees are expected to exceed Rs 5,00,000 per annum the approval of the Managing Committee is to be obtained.

d) Appointment of Coaches and Trainers

- Recruitment Rules may be formed in line with the BCCI Norms.
- Applications may be invited for the post of coaches and trainers accordingly. *At present an International player or a coach trained by BCCI and passed Level "1" with at least 2 years experience in First Class Matches should be considered or such other requirements as the Cricket Operations Committee may decide.*
- The Cricket Operations Committee in consultation with the Director- Coaching and Cricket Operations shall shortlist the candidate and place it before the Managing Committee for its Final approval.
- The Cricket Operations Committee may hire coaches/ trainers for upto 3 years maximum. The extension (if any) shall be approved by the Managing Committee.

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e) Appointment of Support Staff

The Cricket Operations Committee shall shortlist the candidates in consultation with the Director- Coaching and Cricket Operations and place it before the Managing Committee for its Final approval.

f) Appointment of Other Professionals

The Hon. Secretary in consultation and approval of the President to appoint the other Professionals/Consultants as per the requirements.

In case the fees exceeds/expected to exceed Rs 5,00,000 per annum the approval of the Managing Committee is to be obtained.



17. Finance Policy

a) Approval and Certification of Expenses

All Invoices shall be certified by the concerned Department-Head/ Project Management Cell/official-in-charge after ensuring compliance with the Rules of business and attaching the necessary supporting documents and be submitted for the approval of the CEO.

After the approval of the CEO the invoices along with supporting to be forwarded to the Finance and Accounts for approval of the CFO and Processing the Payment.

The payments to be sanctioned on the final verification and approval of the Hon. Treasurer and President/ Hon. Secretary.

b) Advance Payments

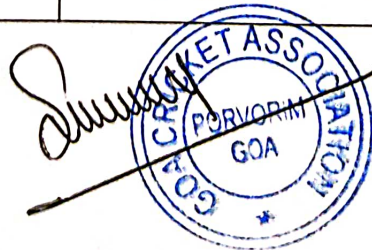
Advance payments should be minimized wherever possible.

However, if the need for making an advance payment arises then the same shall require prior approval as per following matrix and should be expressly mentioned in the Purchase order/ Work Order or other such document and on the basis of the Performa invoice raised by the Vendor.

The same is excluding Branded/OEM purchases from reputed Manufacturer/ Payment for Hotels where the vendor insists on advance payment.

Bank Guarantee shall be obtained wherever possible to avoid the risk of default.

Sr no	Advance Payment Amount	Approving Authority
1	Upto Rs 2,00,000/-	Jointly by any two:- President/Hon. Secretary and Hon. Treasurer.
2	Above Rs 2,00,000/-	Managing Committee



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c) Cash Management

i. Receipt of Cash

- All income received in the form of cash by the nature of club membership fees, tender fees etc. received by GCA shall be deposited in the regular bank account and not used for day-to-day cash expenses. The same shall be recorded separately as "Main-Cash".

ii. Payment of Cash

- Preference to be given to bank payments. The payment of low value items required for the day-to-day operations may be made from the "Petty cash".
- A sum of Rs 10,000 to be withdrawn from the bank and maintained under the custody of the Cashier, the same may be spend as per the authority matrix.
- A petty cash expense statement shall be prepared and placed before the Managing Committee in its next meeting for its approval.

Cash Payment authorization matrix

Sr no.	Limit	Authorization
1	Upto Rs 5,000 per expense	Jointly by CEO and CFO
2	Above Rs 5000 and upto Rs 10,000 per expense.	Additional approval of any one - President/ Hon. Secretary/ Hon. Treasurer will be required.
3	Above Rs 10,000 to a single person in a single day	Not allowed as per Income Tax Act 1961 and rules.



d) Approval of Prior Period expenses.

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This section covers the approval of expenses older than past financial year.

Sr no.	Limit	Authorization
1	Upto Rs 1,00,000 per expense.	Prior approval of Hon. Treasurer and President/ Hon. Secretary
2	Above Rs 1,00,000 per expense	Managing Committee.

