



Government of Odisha
Department of Sports & Youth Services

No. SYS-YS-YS-0002-2023/ 27372 /SYS, Bhubaneswar, Dated the 01.11.2023

OFFICE MEMORANDUM

Sub: Guidelines for holding competitions in the field of sports, culture, social work and activities in the state government and government aided higher secondary schools and colleges under the administrative control of various departments.

To encourage participation of youth in the field of sports, culture, social work and make them active partners in the development of the state, Government has been pleased to launch a new scheme under "Integrated Youth Development Programme" (IYDP). The new scheme envisages to conduct competitions/activities among the youth/students at the Institutional level. Youth festivals will be organized subsequently at the District & State level.

1. Eligible Institutions

All government & government aided higher secondary schools and colleges having a student strength of more than hundred (100) in higher secondary classes and above, under the administrative control of various stakeholder departments (**Annexure-I**) will be covered under the scheme. Institutions will organize competitions among the students in the field of sports, culture & social work. The detail operational procedure, manner of conducting the events along with the process of fund transfer, accounting and submission of utilization certificate is given at annexures.

2. Role of Institutions

Institutions will organize competitions in the field of sports, culture and social work related activities between **15.11.2023 to 31.12.2023**. The report on performance of the events and photographs should be submitted/uploaded using the prescribed link in the SAMS portal. The roles of institutions will be as below:

- i. Every institution will nominate one faculty member as Nodal Officer for implementation of the scheme. She/he will be responsible for overseeing the implementation of activities within the institution.
- ii. Each institution will have a committee for each component of activities under the scheme, consisting of a minimum of three (3) members with a student representative from the college including the Nodal Officer.
- iii. Timely implementation of activities to be ensured in coordination with respective administrative departments.

3. Programme Components

The proposed programme will have three (3) core activities for widespread youth interventions in the institutions (Govt. and Govt. Aided) of the state:

- A. Promotion of Sports
- B. Promotion of Cultural Activities
- C. Promotion of Social Work & Activities

A. Promotion of Sports

- i. To promote spirit of sportsmanship, competitive attitude, physical and mental well-being among the students the institutions shall conduct different sports competitions.
- ii. The institutions may utilize the fund given for this component to conduct competitions and procure sports equipment, if required (up to 30% of the funds allocated under the component) and/or develop sports infrastructure.
- iii. An indicative list of sports competitions to be conducted at the institution level and best practices to be followed is enclosed in **Annexure-II**.

B. Cultural Competitions

- i. Cultural competitions will be organized at the institution level among students for the promotion of culture, art etc. in the fields of dance, drama, music, painting, essay writing, debate, etc.
- ii. The competition may include both solo and team competitions.
- iii. The funds provided for the component may be utilized for organizing the event

such as; arrangement of venue, lighting and sound systems, if required, and any other such activity relating to cultural competitions. Tent house (light & sound etc.) hiring cost should not exceed 40% of the funds allocated under the component. A suggestive best practice for organizing cultural competitions is enclosed in **Annexure-III**

C. Social Works & Activities

Students will be encouraged to take up positive social actions which is crucial for development of individual and societal well-being. This will help them to realize their potential and make a meaningful impact on the society. The funds allotted may be utilised for organising the selected social work and activities.

An indicative list of such activities is enclosed in **Annexure-IV**.

4. Financial Support

- i. Department of Sports & Youth Services will place funds to the administrative departments and respective department will provide funds to institutions for the above purpose.
- ii. The allocation of funds for each college will be determined according to the student strength of institutions.
- iii. The funds allocated may be utilized for the indicated activities as per the ceiling given in **Annexure-V**. If necessary, the institution can make expenditures over and above the prescribed component wise ceiling in excess up to 30% within overall allocation.

5. Accounting and reporting of the funds received

- i. Institutions will record the receipt of the funds in respect of the above programme separately in the existing cashbook with a detailed description or in a separate cashbook.
- ii. The payments made by the institutions for conducting the events shall also be recorded in the payment side of the cashbook without any ambiguity.
- iii. The institution shall maintain the vouchers of the purchases/ payments made for conducting the events in the safe custody for any future reference and audit

purpose. Information relating to the utilization of funds provided under scheme shall be maintained in the format prescribed in **Annexure-VI**.

- iv. The items procured by the institutions should be recorded in the stock register and entry serial number of the stock register should be noted in the body of the voucher before making the payment.
- v. All institutions will submit Certificate on utilization of funds allocated/ transferred in the prescribed format in **Annexure-VII** to their respective department and simultaneously upload the same in the online portal (SAMS) within 30 days from the date of completion of programme.
- vi. The administrative department will submit a consolidated certificate of utilization in respect of the fund receipt for the scheme to the Department of Sports and Youth Services within a maximum period of 60 days from the date of completion of the events.
- vii. The unutilized amount, if any is to be deposited in Government Treasury under the head of account 15-2204-104-1116-78497 within 31st March 2024.

6. Training and Support

- i. Administrative departments will organize orientation programme for Nodal Officers of institutions either online or offline.
- ii. The Nodal Officers of the administrative departments shall be the first point of contact in case of any doubt or clarification, if required at the institutional level.
- iii. Department of Sports & Youth Services will coordinate with the Nodal Officers forthwith to resolve/ address any concern or issue relating the implementation of the scheme.

Department of Sports and Youth Services can however modify or amend this guideline if necessitated at any time during implementation of the scheme.


11/11/2023
Commissioner-cum-Secretary to Government

Memo No. 27373 /SYS., Bhubaneswar dtd: 01.11.2023

Copy forwarded to Private Secretary to Hon'ble Minister, Sports & Youth Services for kind information of Hon'ble Minister, Sports & YS.


Director, DSYS

Memo No. 27374 /SYS., Bhubaneswar dtd: 01.11.2023

Copy forwarded to Private Secretary to Chief Secretary for kind information of Chief Secretary.


Director, DSYS

Memo No. 27375 /SYS., Bhubaneswar dtd: 01.11.2023

Copy forwarded to Private Secretary to DC-Cum-ACS for kind information of DC-Cum-ACS.


Director, DSYS

Memo No. 27376 /SYS., Bhubaneswar dtd: 01.11.2023

Copy forwarded to Private Secretaries to Principal Secretary, Department of Agriculture & Farmer's Empowerment / Principal Secretary, Department of Skill Development and Technical Education/ Commissioner-Cum-Secretary, Department of Health & Family Welfare/ Commissioner-Cum-Secretary, Department of Higher Education / Commissioner-Cum-Secretary, Department of School & Mass Education / Commissioner-Cum-Secretary, Department of ST & SC Development, Minorities & Backward Classes Welfare for kind information of Principal Secretary/ Commissioner-cum Secretary.


Director, DSYS

Memo No. 27377 /SYS., Bhubaneswar dtd: 01.11.2023

Copy forwarded to all District Collectors for information and necessary action.


Director, DSYS

Stakeholder Departments for the IYDP Implementation

1. Department of Higher Education
2. Department of School & Mass Education
3. Department of Skill Development & Technical Education
4. Department of ST & SC Development, Minorities & Backward Classes Welfare
5. Department of Health & Family Welfare
6. Department of Agriculture & Farmers' Empowerment
7. Department of Sports & Youth Services

Sports Competitions

To ensure that the sports competitions are conducted successfully the institutions are required to adhere to the following guidelines:

- i. Set up a committee comprising at least two (2) student representatives to conduct different sports competitions and related equipment till completion of the activity. Sports Club at the institution may be involved for the purpose.
- ii. Funds allotted for this purpose may be spent on heads like conduct of sports competitions, purchase of sports kits & equipment, prizes to the winners, useful sports development infra works in the institution etc.
- iii. Timeline for procurement, if any, to be completed by 30.11.2023 by following due procedure and OGFR, 2023.
- iv. Institution may conduct competitions in sports disciplines like Archery, Football, Athletics, Hockey, Basketball, Kabaddi, Badminton, Kho-Kho, Carrom, Tug-of-War, Cricket, Table-Tennis, Chess, Volleyball etc. as per interest and participation of students.
- v. Girls students to be encouraged for participation in the competitions.
- vi. Ensure the quality and safety standards of the sports equipment.
- vii. Use social media, posters, and other channels to publicize the events.
- viii. Awards in the shape of prizes/ trophies/ medals/ certificates etc. may be given to winners.
- ix. Up-load photos and documents in the designated online portal for the programme.

Cultural Competitions

Broad Categories for Competitions

Literary Competitions:

Poetry recitation, Debates, Creative writings (Poetry/Short Story/Essay), Story-telling & Slam poetry competitions etc.

Artistic Competitions:

Painting competitions, Photography contests, Digital art challenges, Short-film making (mobile based), Graffiti art / Cartoon drawings & Thematic Art exhibition etc.

Performing Arts Competitions:

Singing (Indian/ Classical/ Modern/ Folk), Instrumental music (any instrument), Dance (Classical/ Contemporary/ Folk), Stand-up Comedy, Theatre plays & Music Band/ Orchestra/ Concert etc.

Traditional Culture Competitions:

Traditional dance performance, Folk music performance, Traditional cuisine and cooking demonstration, Traditional Fashion show & Costume contests etc.

Other Category Competitions:

Specific theme-based competitions, Showcasing of special talents (in such events not listed above), Art and performances focused on environmental or social issues etc.

- i. Institutions may conduct both solo and team competitions from the above suggestive categories. Cultural Club at the institution may be involved for the purpose.
- ii. Set up a cultural committee comprising at least two (2) student representatives to conduct cultural competitions.
- iii. Documents of the events in photos/ videos and upload in the online SAMS Portal.
- iv. Institute shall nominate college-level winners to represent at district-level competitions.
- v. Maintain expenditure record as per guidelines.

Social Work & Activities

Indicative Social Work & Activities

1. Sanitation campaign
2. Plastic-free campaign
3. Clean-up drives: Urban parks, rivers, beaches and important heritage/tourist sites
4. Volunteering to sensitize community on Government welfare schemes and programs
5. Literacy Campaign
6. Sensitization on Girl child education and rights and their entitlements
7. Campaign against Child marriage
8. Campaign against dowry
9. Campaign against drug abuse
10. Volunteering in Health Camps/Govt. Health Programmes
11. Organizing Blood Donation Camps and blood-group database management
12. Campaign on healthy life style (Yoga, Fitness, Sports etc.)
13. Functional & financial literacy campaign
14. Mentorship to support and guide younger students from local schools, helping them with academics and personal development
15. Start or participate in community gardening projects for sustainable agriculture
16. Help communities by providing training sessions on disaster preparedness/first aid/emergency responses
17. Collaborate with local artists to create murals and public art installations that beautify neighborhoods and convey positive messages
18. Campaign against superstitious practices, witch hunting etc.
19. Plan and undertake animal welfare initiatives
20. Host sessions to teach people on up cycle and recycle items for reducing waste and promoting sustainable living
21. Institutions in urban areas may take up urban centric social issues like sensitizing people on Road Safety etc.
22. Any other socially useful initiative that requires intervention in the locality

- i. Each institution will commit to pursue five (5) social action goals from the above list of indicative social action activities. Institution may also opt for any other relevant social action program as relevant to their area.
- ii. Social Activity Club at the institution may be involved for the purpose.
- iii. Institutions may reward for the best achievement of students and showcase their activities.
- iv. Document if in photos/ videos and upload in online SAMS Portal.
- v. Maintain expenditure records as per guidelines.

Funds Allocation to Institutions under IYDP**Budget for Institutional Level Events**

Sl. No	Item	Slab 1 Student Strength (100-200)	Slab 2 Student Strength (200-500)	Slab 3 Student Strength (500-1000)	Slab 4 Student Strength (1000-2000)	Slab 5 Student Strength (2000+)
1.	Sports Competitions	₹ 50,000	₹ 1,00,000	₹ 1,50,000	₹ 2,00,000	₹ 3,00,000
2.	Costs related to Social Activities	₹ 25,000	₹ 50,000	₹ 70,000	₹ 1,00,000	₹ 1,10,000
3.	Organizational Cost – Cultural Activities	₹ 37,500	₹ 75,000	₹ 80,000	₹ 1,50,000	₹ 3,00,000
4.	Branding	₹ 20,000	₹ 40,000	₹ 50,000	₹ 80,000	₹ 1,00,000
5.	Miscellaneous & Administrative Cost	₹ 17,500	₹ 35,000	₹ 50,000	₹ 70,000	₹ 90,000
Total		₹ 1,50,000	₹ 3,00,000	₹ 4,00,000	₹ 6,00,000	₹ 9,00,000

FORMAT FOR RECORDS TO BE KEPT FOR
UTILISATION OF FUNDS UNDER THE SCHEME IYDP

A-Procurement of Goods

Sl No.	Voucher No. & Date	Description of Material	CM/Invoice No of the Agency	Date	Rate per Unit	Quantity	Amount	Stock Register Folio Number
1								
2								
3								
Total amount in words and figures-								

B- Outsourcing of Services

Sl No	Voucher Number and Date	Name of the Agency/Individual Supplying services	CM/Invoice No of the Agency	Date	Amount Paid
1					
2					
3					
Total amount in words and figures-					

C-Execution of Work

Sl. No.	Voucher Number and Date	Description of Work executed	Name of the Agency executing the work	Rate per Unit	Quantity	Amount Paid
1						
2						
3						
Total amount in words and figures-						

SUBMISSION OF EXPENDITURE STATEMENT

Name of the College:

Name of the District:

- 1) Certified that a sum of Rs. _____ has been utilized under the scheme _____ (Scheme name) by _____ (name of the institution receiving funds) out of funds of Rs. _____ received from _____ (name of the Department) during the F.Y 2023-24.
- 2) The utilization of funds has been made for the purpose it was sanctioned and that a balance of Rs. _____ remaining unutilized has been deposited in the Government Account (vide Challan No. _____ date _____ of _____ Treasury.
- 3) Certified that I have satisfied myself that the specified conditions on which the funds were received have been fulfilled and that I have exercised the following necessary checks to ensure that the money was actually utilized for the purpose for which it was received.

Kinds of checks exercised:

- i. Due diligence and prudence have been observed for procurement of goods/services/execution of works in the most economic manner. (Tick mark whichever is applicable).
- ii. Goods purchased have been physically verified and found to be of desired quantity and specification.
- iii. Actual payment has been made to the proper payee with due acknowledgement.
- iv. Necessary Stock entry has been made.
- v. All relevant Original Vouchers have been kept in my office for record and future Audit.

Signature of the Principal with Seal

Date: