

**GOVERNMENT OF MEGHALAYA  
SPORTS & YOUTH AFFAIRS DEPARTMENT**

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**ORDERS BY THE GOVERNOR**  
**OFFICE MEMORANDUM**

No.SYA.4/98/Pt-2/67

Dated Shillong, the 7<sup>th</sup> March, 2001

The Governor of Meghalaya is pleased to order that the "Guidelines for formulation, approval, sanction and implementation of "Intensive Sports and Youth Development Programme under the Sports and Youth Services Sector" issued vide O.M. Memo. No.SYA.4/98/Pt-2/19, dated 10<sup>th</sup> February, 2000 be revised as follows :-

- 1:0** Whereas the Government of Meghalaya introduced a new scheme under the name and style of "Intensive Sports and Youth Development Programme" (hereinafter called 'ISYDP' wherever it occurs) during the year, 1998-99 for intensive development of Sports and Games among the youth in all the Assembly Constituencies with the active co-operation and participation of the people.
- 1:1** Whereas the 'ISYDP' is being funded by allocating a certain percentage of Annual State Plan outlay of Sports and Youth Services Sector.
- 1:2** Whereas the aforesaid allocation of fund is being made for all the 60 Assembly Constituencies in the Urban and Rural areas.
- 1:3** Whereas the allocated fund is equally distributed among the Assembly Constituencies irrespective of being Urban and Rural Constituencies.
- 1:4** Whereas the allocated fund is being accordingly apportioned by the Sports and Youth Affairs Department and placed at the disposal of the Deputy Commissioner concerned for implementation of the scheme/programme.
- 1:5** Now, therefore, the undermentioned "Guidelines" are hereby specified for implementation of Intensive Sports and Youth Development Programme in the State of Meghalaya.

**2:0** **SCOPE OF THE SCHEME**

**2:1** Intensive Sports and Youth Development Programme is basically a Human Resource Development Scheme aiming at development of talent, skills and aptitude of the members of the community at the grass root level through various programmes and local area activities in the field of Sports and Games taken up by local area Committees/Organisations.

**3:0 COMPONENTS OF THE SCHEME :**

**3:1** The components of the scheme include purchase of sports goods, equipments, multigym or improvement of the ground.

**4:0 IDENTIFICATION OF THE SCHEME :**

**4:1** The Deputy Commissioner concerned will intimate the amount allocated to the MLAs whose constituencies fall wholly or mostly within the District.

**4:2** The MLA will select, identify and submit the schemes to the Deputy Commissioner/ Director of Sports and Youth Affairs Department within the amount allocated.

**4:3** The Deputy Commissioner shall collect/compile the schemes of the District as received from the concerned MLA's and submit the same to the Director of Sports & Youth Affairs.

**5:0 APPROVAL OF SCHEME :**

**5:1** The ISYDP Schemes received from different District/MLAs shall be summarized and scrutinized by the Director of Sports & Youth Affairs Department and placed before the State Government in the Sports & Youth Affairs Department for approval.

**5:2 THE STATE GOVERNMENT WILL :**

- i) Consider approval of the proposals placed before it.
- ii) Review the progress of implementation of ISYDP Schemes and evaluate performance under programme.

**5:3** The Director, Sports & Youth Affairs Department shall communicate the ISYDP Scheme approved by the State Government to the Deputy Commissioner concerned for implementation.

**6:0 SANCTION OF THE SCHEME AND RELEASE OF FUND :**

**6:1** The Director of Sports & Youth Affairs will release the funds allocated in the District-wise to the Deputy Commissioner concerned.

**6:2** The Schemes for each Assembly Constituency shall be sanctioned by the Deputy Commissioner concerned in exercise of Authority under the Delegation of Finance Power Rules, 1981 as amended from time to time. Copies of the sanctioning letter shall be sent to Finance (EC) Department, Planning Department and Sports & Youth Affairs Department.

- 6:3** The Deputy Commissioner will sanction only those schemes which have been approved by the State Government under Para 5:2.
- 6:4** The Deputy Commissioner shall communicate to the MLA concerned when the schemes have been sanctioned together with the sanctioning order.
- 6:5** While sanctioning the schemes, the Deputy Commissioner shall place the amount at the disposal of the Block Development Officer/Chief Executive Officer concerned, who will in turn release the funds to the Beneficiary Committee Organisation in two instalment i.e. 50% as the first instalment and 50% as the second instalment.
- 6:6** The amount(s) sanctioned in favour of the beneficiaries/local Committee/Organisations shall be disbursed by means of Bearer Cheque.
- 6:7** The Deputy Commissioner shall release the first instalment amount of 50% through District Sports Officers or directly to the local Committee(s) for implementation subject to prior signing of undertaking by them, that, they will submit Utilisation Certificates in respect of the full amount(s) (i.e. 100%) sanctioned against them together with APR's/cash memos etc within two months from the date of receipt. The balance amount of 50% (i.e. second instalment) when the beneficiaries local Committee/Organisation has been utilized for the purpose for which it was sanctioned.
- 6:8** The President or Secretary or both as the case may be duly authorized by the concerned local Committee shall receive the cheque and the cheque so received shall be entered in the Cash Book and then deposited in the Bank to be operated jointly by the President and the Secretary as authorized on their behalf by the local Committee concerned.
- 6:9** The Secretary of the local Committee shall maintain a separate Cash Book/Subsidiary Cash Book for the amounts received for the schemes and shall be responsible for proper maintenance of all books of accounts and records, such as estimate, sports goods so purchased and received and shall ensure submission of Utilisation Certificate duly countersigned by the MLA concerned together with requisite vouchers.
- 6:10** The Secretary shall produce all relevant Books, Records to Audit Party or to any other authority as and when asked for.
- 6:11** The local Committee failing to fulfil the terms and conditions or failing to complete the schemes shall be debarred from future benefit of such schemes besides other penal actions as may be appropriate.
- 7:0** **DRAWING AND DISBURSEMENT OFFICER :**
- 7:1** The Deputy Commissioner shall be the Drawing and Disbursing Officer in respect of ISYDP.

**8:0 IMPLEMENTATION**

**8:1** The scheme shall be directly implemented by the local Committee/Organisation to be selected by the MLA concerned. The Utilisation Certificate must be countersigned by the MLA before submission of the same to the Deputy Commissioner/District Sports Officer. In a situation where there are more than one such local Committee/Organisation in existence within the specified area, the MLA concerned should select only one of such Committees/ Organisations for the purpose.

**8:2** The Deputy Commissioner shall ensure that technical guidance as may be required by the Local Committee for implementation of the scheme is extended by the District Sports Officer or any other Competent Authority of the District.

**9:0 MONITORING AND REPORTING PROGRESS OF IMPLEMENTATION :**

**9:1** The District Sports Officer shall submit a monthly Progress Report in a prescribed format the Progress of implementation of each scheme under the 'ISYDP' within the District to the Deputy Commissioner concerned within the 5<sup>th</sup> of the succeeding month.

**9:2** The Deputy Commissioner shall forward the report of District Sports Officer with his observation to the Directorate of Sports & Youth Affairs within the 7<sup>th</sup> of the succeeding month.

**9:3** The Deputy Commissioner shall review the progress of implementation of the scheme in the monthly District Coordination Committee Meeting.

**10:0 STATE LEVEL MONITORING OF IMPLEMENTATION OF 'ISYDP'**

**10:1** The Directorate of Sports & Youth Affairs shall prepare a consolidated Progress Report based on the Reports submitted by the Deputy Commissioners and submit to the Department of Sports & Youth Affairs and Planning Department at the end of financial year.

Sd/- W.M.S.Pariat, IAS  
Commissioner and Secretary to the Govt. of Meghalaya  
Sports and Youth Affairs Department