



THE CONTROLLER OF DEFENCE ACCOUNTS
NO.1, STAFF ROAD, SECUNDERABAD – 500 009
Phone No. 040-27843385, 27847957 Fax No. 040-27810499

No. AN/I/2088/DASCB/Volley Ball/2019

Date: 09.05.2019

To

1. The DCDA I/c, PAO (ORs) EME, Secunderabad
2. The DCDA I/c, PAO (ORs) AOC, Secunderabad
3. The Group Officers in Main Office
4. The LAO (A), Secunderabad
5. The LAO (B), Secunderabad
6. The RAO (MES), Secunderabad
7. The AO GE (South), Secunderabad
8. The AO GE (Golconda), Hyderabad
9. The AAO GE (I) (Fys), Eddumailaram

Subject: Holding of 7th All India DAD Volley Ball Tournament (Men & Women)
by CDA, Secunderabad during June 2019.

* * *

This organisation has been entrusted with the responsibility of conducting the 7th All India DAD Volley Ball Tournament 2019 under the aegis of DASCB, Delhi Cantt for both men and women in the month of June, 2019. A large number of players from DAD offices located all over India are expected to participate in the tournament.

2. In order to ensure smooth conduct of the tournament various committees have been constituted. CDA has nominated Officers and Staff serving in various offices in the organization to these committees. Details of the committees, indicative list of activities and the officers/staff nominated are as enclosed to this letter.

3. It has been directed to inform the officers/staff serving in your office/group and their services may be made available on as and when required basis. The head of the committees are requested to draw up necessary action plans to accomplish the assigned duties and also co-ordinate with other committees to enable the event to be organised in a befitting manner.

Please acknowledge receipt.

Encls: As above


DCDA (AN)

ORGANISING COMMITTEE:

Sl. No.	Name & Designation Shri / Smt.	Grade	Office Serving
1.	Siva Sankar Bandi, IDAS	Dy.CDA	Main Office
2.	Premasagar Meena, IDAS	Dy.CDA	Main Office
3.	T. Rama Murthy	Sr. AO	Main Office
4.	S. Vatsala	Sr. AO	Main Office
5.	B.V. Srinivasulu	Sr. AO	PAO (ORs) EME
6.	B. Lakshmi Muralikrishna	Sr. AO	Main Office
7.	J. Anjan Kumar	Sr. AO	Main Office
8.	M.V. Subrahmanyam	Sr. AO	PAO (ORs) AOC
9.	L. Padmapani	Sr. AO	Main Office
10.	S. Sai Kiran	AO	Main Office
11.	G. Siva Rama Krishna	AAO	Main Office
12.	A. Sashi Bhushana	AAO	Main Office

INDICATIVE LIST OF ACTIVITIES:

1. All arrangements in 1 EME Centre, Volley Ball Court for Inauguration and Closing ceremony.
2. Preparation of programme and intimating the schedule to 1 EME Centre well in advance.
3. Preparations at venue & arrangements for prize distribution.
4. Receiving the dignitaries and related work etc.

FOOD COMMITTEE:

Sl. No.	Name & Designation Shri / Smt.	Grade	Office Serving
1.	Siva Sankar Bandi, IDAS	Dy.CDA	Main Office
2.	J. Anjan Kumar	Sr. AO	Main Office
3.	K. Gangadhar	AO	Main Office
4.	Ch. Surekhavani	AO	Main Office
5.	P.S. Raghunadh	AAO	Main Office
6.	Pushpa Singh	AAO	Main Office
7.	K. Vijay Kumar	AAO	PAO (ORs) EME
8.	S. Srinivasa Reddy	AAO	PAO (ORs) AOC

INDICATIVE LIST OF ACTIVITIES:

1. Provision of tea, lunch, snacks etc and preparation of Menu for Lunch, Snacks/Tea etc for three days for players & officials at play ground as well as opening and closing ceremonies.
2. Overseeing hygiene and infrastructure required for such as catering such as crockery, cutlery, tables etc.



PURCHASE COMMITTEE:

Sl. No.	Name & Designation Shri / Smt.	Grade/A/c No.	Office Serving
1.	Siva Sankar Bandi, IDAS	Dy.CDA	Main Office
2.	L. Padmapani	Sr. AO	Main Office
3.	G. Siva Rama Krishna	AAO	Main Office
4.	G.R.S. Siva Kumar	AAO	Main Office
5.	Shobhith M	Sr. Auditor	Main Office
6.	Uday Kumar Gayam	Sr. Auditor	Main Office
7.	Sai Sanjay	Clerk	Main Office

INDICATIVE LIST OF ACTIVITIES:

1. Procurement of essential items required for conducting of games & obtaining approval of the Competent Authority there for.
2. Accounting of all expenditure, proper maintenance of accounts, payment of amount to other committees on receipt of vouchers, settlement of bills and submitting of detailed final accounts on completion of the tournament. A copy of entire correspondence on procurements made and statement of expenditure may be handed over to AN-I Sn for their record.

SOUVENIR & PRESS COVERAGE COMMITTEE:

Sl. No.	Name & Designation Shri / Smt.	Grade	Office Serving
1.	Siva Sankar Bandi, IDAS	Dy.CDA	Main Office
2.	S. Vatsala	Sr. AO	Main Office
3.	Shankarsan Mishra	AAO	PAO (ORs) AOC
4.	Didla Swamy	Sr. Auditor	AAO GE (I) (Fys) Eddumailaram

INDICATIVE LIST OF ACTIVITIES:

1. Collecting articles and other activities for publication of Souvenir.
2. To liaise with PRO for doing the needful. (Photography/Press release)
3. Simple Press Coverage of the tournament.
4. Release of results to the press.

Note:

1. Smt. Vatsala, SAO will screen the articles/advertisements received for publication of Souvenir.
2. Receiving/Crediting of donations/sponsorship/contributions/advertisements for the Souvenir in DASCB, Sec'bad account will be looked after by Shri Shankarsan Mishra, AAO and Shri Purnachandra Rao, PA with the assistance of Cashier.
3. Shri Didla Swamy, Sr. Auditor will coordinate the Press/Media.



TECHNICAL COMMITTEE:

Sl. No.	Name & Designation Shri / Smt.	Grade	Office Serving
1.	Premasagar Meena, IDAS	Dy.CDA	Main Office
2.	T. Rama Murthy	Sr. AO	Main Office
3.	D.S. Rawat	Sr. Auditor	PAO (ORs) AOC
4.	C. Manoj Kumar	DEO 'A'	AO GE, Golconda

INDICATIVE LIST OF ACTIVITIES:

1. Liaison with 1 EME Centre for playing materials, printing of scorecards.
2. Liaison with participating teams.
3. Preparation of venue – hiring of tables, table clothes, chairs etc., if required.
4. Overall charge of organizing and conducting the games in proper/smooth way.
5. Preparation of Schedule of games and intimating the same to the players/teams.
6. Providing the facility of 'First Aid' at venue.
7. Settlement of bills, if any, with Purchase Committee.

LOGISTIC & ACCOMMODATION COMMITTEE:

Sl. No.	Name & Designation Shri / Smt.	Grade	Office Serving
1.	Premasagar Meena, IDAS	Dy.CDA	Main Office
2.	T. Rama Murthy	Sr. AO	Main Office
3.	P.S. Ramulu	Sr. AO	LAO (A)
4.	P.S.V. Nagendra Kumar	Sr. AO	LAO (B)
5.	CH. Vijay Chand	Sr. AO	RAO (MES)
6.	L. Padmapani	Sr. AO	Main Office
7.	B.V. Srinivasulu	Sr. AO	PAO (ORs) EME
8.	M.V. Subahmanyam	Sr. AO	PAO (ORs) AOC
9.	G. Siva Rama Krishna	AAO	Main Office
10.	U. Srinivasa Rao	AAO	Main Office
11.	R.M.R. Maheshwara Rao	AAO	Main Office
12.	K.V.E.A.N. Gupta	AAO	Main Office
13.	G. Neelakantam	AAO	PAO (ORs) EME

INDICATIVE LIST OF ACTIVITIES:

1. Liaison with units/formations for arranging transportations, receiving the players from arrival points and their movement to accommodation/play ground & vice versa as per game schedule provided by the Technical Committee.
2. Obtaining of information, Primary booking / arrangements of accommodation in Hotel/hotels, allotment of proper accommodation to all players, placing of manpower to take care of participants/guests and ensuring that their stay will be problem/hassle free.



RECEPTION COMMITTEE:

Sl. No.	Name & Designation Shri / Smt. /Ms.	Grade	Office Serving
1.	Premasagar Meena, IDAS	Dy.CDA	Main Office
2.	S. Sai Kiran	AO	Main Office
3.	Srinivas Manda	AAO	PAO (ORs) EME
4.	A. Nagaraju	AAO	Main Office
5.	N. Jitendra Kumar	AAO	PAO (ORs) EME
6.	J. Veeraiah	Sr. Auditor	PAO (ORs) EME
7.	Rakesh Bhakat	Sr. Auditor	AO GE (South)
8.	P. Sudheer Babu	Sr. Auditor	Main Office
9.	B. Srikanth	Sr. Auditor	Main Office
10.	Mishra Mithilesh Kamalakant	Auditor	Main Office
11.	P.V. Nagarjuna	Auditor	Main Office
12.	Upasana	Ty. Auditor	PAO (ORs) EME
13.	Preeti Ghalot	Ty. Auditor	PAO (ORs) EME

INDICATIVE LIST OF ACTIVITIES:

1. Members of the Committee will receive the players on their arrival.
2. Guide the arrived players to the designated hotel.
3. Will coordinate with the hotel staff to arrange the room and deliver the welcome kit to the players.
4. Will coordinate with the Logistic Committee, Technical Committee and the players. They will ensure that the players are informed about their match fixtures and arrange to bring them to the venue.
5. And any other task assigned to them.

DECORATION COMMITTEE:

Sl. No.	Name & Designation Shri / Smt. / Ms.	Grade	Office Serving
1.	Siva Sankar Bandi, IDAS	Dy.CDA	Main Office
2.	B. Lakshmi Muralikrishna	Sr. AO	Main Office
3.	M. Nirmala Devi	AAO	PAO (ORs) EME
4.	A. Vijaya	AAO	PAO (ORs) EME
5.	P. Kanaka Durga	AAO	Main Office
6.	Devaki Subramaniam	SHT	Main Office
7.	S. Swapna Rani	Ty. Auditor	PAO (ORs) EME
8.	V. Krishnaja	Ty. Auditor	PAO(ORs) AOC

INDICATIVE LIST OF ACTIVITIES:

1. Stage decoration.
2. Program Compering.
3. Prize Distribution.



CULTURAL COMMITTEE:

Sl. No.	Name & Designation Shri / Smt. / Ms.	Grade	Office Serving
1.	Siva Sankar Bandi, IDAS	Dy.CDA	Main Office
2.	T. Rama Murthy	Sr. AO	Main Office
3.	B. Lakshmi Muralikrishna	Sr. AO	Main Office
4.	P Samyukta	AAO	PAO (ORs) EME
5.	Firdose Asia Shaik	AAO	PAO (ORs) AOC
6.	G. Rajitha	AAO	Main Office
7.	Devaki Subramaniam	SHT	Main Office
8.	Upasana	Ty. Auditor	PAO (ORs) EME

INDICATIVE LIST OF ACTIVITIES:

1. Arranging cultural activities on Inaugural & Valedictory functions.
2. Selection of Officers & Staff for cultural activities.


Sr. Accounts Officer (AN)