



**Manual under  
Right to Information Act, 2005  
(Updated upto 31.8.2005)**

**Ministry of Youth Affairs and Sports  
Shastri Bhavan  
New Delhi  
\* \* \* \* \***

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## **Manual 1**

### **Particulars of organization, functions and duties**

#### **{{Section 4(1)(b)(i)}**

##### **1. Aims and objectives of the organization**

The youth, i.e., those falling within the age group of 15-35 years constitutes nearly 40% of the total population of India. This group, which is the most vibrant and dynamic segment of the country's population, constitutes potentially its most valuable human resource. To optimally tap their constructive and creative energies, the ministry pursues the twin objectives of personality building and nation building, i.e., developing the personality of youth and involving them in various nation-building activities. As most of the issues concerning young people are the functions of other Ministries/Departments, like Education, Employment & training, health and Family Welfare, etc., the role of Ministry of Youth affairs & Sports is to act as a facilitator and catalytic agent.

Sports promotion is primarily the responsibility of the various National Sports Federations, which are autonomous. The role of the Government is to create the infrastructure and promote capacity building for broad-basing sports as well as for achieving excellence in various competitive events at the national and international levels. The ministry's schemes are geared towards achieving these objectives.

##### **2. Vision/Mission**

###### **Our Vision**

Our vision is to provide opportunities for developing the personality of youth so that they may achieve their full potential and involving them in various nation-building activities on the one side, and, "broad basing" of sports and "achieving excellence" at the National and international levels on the other.

###### **Our Mission**

- To formulate policies aimed at promotion and development of Youth and Sports in the country.
- To formulate and implement policies and programmes aimed at facilitating the all round development of the personality of youth through sports and community services.
- To formulate and implement policies and programmes aimed at involving the youth in various nation-building activities.
- To formulate and implement policies and programmes for broad-basing sports.
- To formulate and implement policies and programmes, encouraging and popularizing indigenous sports, designed to achieve excellence in competitive sports and to establish India as a leading country in sports in Asia and the World commensurate with our potential.

### **3. Brief history and background for its establishment**

The Ministry of Youth Affairs & sports was initially set up as the Department of Sports in 1982 at the time of organization of the IX Asian Games in New Delhi. Its name was changed to the Department of youth affairs & Sports during celebration of the international Youth Year, 1985. It became a Ministry on the 27<sup>th</sup> May, 2000.

### **4. Allocation of Business**

The specific subjects being dealt with by the ministry are contained in the second Schedule of **ORDER OF THE GOVERNMENT OF INDIA (ALLOCATION OF BUSINESS) RULES, 1961**, as under:

- Sports policy.
- Sports and games.
- National Welfare Fund for Sportsmen.
- Netaji Subhas National Institute of Sports.
- Sports Authority of India.
- Matters relating to the Indian Olympic Association and National Sports Federations.
- Participation of Indian sports teams in tournaments abroad and participation of foreign sports teams in international tournament in India.
- National Sports Awards, including Arjuna Awards.
- Sports Scholarships.
- Exchange of sports persons, youth delegation, experts and teams with foreign countries.
- Sports infrastructure, including financial assistance for creation and development of such infrastructure.
- Financial assistance for coaching, tournaments, equipment, etc.
- Sports matters relating to union Territories.
- Youth Affairs.
- Nehru Yuva Kendras.
- National service scheme.

- Voluntary Youth Organizations, including financial assistance to them.
- National service Volunteer Scheme.
- Commonwealth Youth Programme and United National Volunteers.
- Youth welfare activities, youth festivals, work camps, etc.
- Boy-scouts and girl-guides.
- Youth Hostels.
- National Youth awards.
- Residual work of the erstwhile National Discipline Scheme.
- All attached or subordinate offices and autonomous bodies set up by the Department concerning any of the subjects specified above.
- Physical Education.

#### **5. Details of services rendered**

The Ministry of Youth Affairs & Sports provides financial and non-financial help and assistance to the following under various schemes:

- The Youth and the adolescents, Non-Governmental Organizations/ Voluntary Organizations/Associations.
- Nehru Yuva Kendras (NYKS) and the youth club/mahila mandals affiliated there under, National Service Scheme (NSS) volunteers and it's various Regional centers.
- State/UT Governments
- Sports persons, their coaches and supporting personnel
- Sports Authority of India (SAI)
- Indian Olympic Association (IOA)
- Commonwealth Games and Asian Games
- National Sports Federations/State Sports Associations/Bodies/international Sports Bodies
- Various Ministries/Departments of Central/State/UT Governments

#### **6. Postal address of the main office, attached/subordinate office**

Ministry is headquartered at New Delhi at the following Address:

Shastri Bhavan, Dr. Rajendra Prasad Road, New Delhi-110 001.  
Reception at Gateno.6, Sahstri Bhavan

### **Subordinate office/autonomous organizations:**

- Sports Authority of India, Jawaharlal Nehru Stadium, New Delhi, Phone No.24353067 Fax No.24367849.
- Nehru Yuva Kendra Sangathan, East Plaza, I.G. Stadium, New Delhi. Phone No.2339966 Fax No.23399886 E. mail [nyks@giasd101.vsnl.net.in](mailto:nyks@giasd101.vsnl.net.in)
- Lakshmi Bai National Institute of Physical Education, Shakti Nagar, Gwalior 474002 (M.P.), SH. L.N. Sarkar, Registrar, [e-mail -registrartnpc@gmail.com](mailto:e-mail-registrartnpc@gmail.com)
- Rajiv Gandhi national Institute of Youth Development, Bheemanthangal Sriperumbadur 602105, Tamil Nadu TelNo.04111-23274 Fax Ni.04111-232705, E-mail [rgniyd@md3.vsnl.net.in](mailto:rgniyd@md3.vsnl.net.in)
- Programme Adviser, NSS, 507 B C Wing, Shastri Bhavan, New Delhi. Phone 23384072, Fax: 23384513.
- NADA, A Block, Sujata Cafeteria Buildings, Pragati Vihar Hostel, Lodhi Road New Delhi-03
- NDTL, J.N. Stadium Complex, Lodhi Road, New Delhi-03

### **7. Grievances Redressal Mechanism**

Vigilance and Public Grievance Cell in the Ministry of Youth Affairs & Sports works under the overall supervision of the Secretary, Youth Affairs & Sports, for receiving complaints/suggestions from the public/individuals/users and clients on the functioning of the Ministry. There is a Chief Vigilance Officer and a Director to assist the Chief Vigilance Officer in his day-to-day functioning. Each autonomous organization and subordinate offices of the Ministry have their independent Chief Vigilance Officers to deal with vigilance and public grievances.

In addition to the above the following instructions from Dte. Of Public Grievance may please be observed before lodging your Grievance:-

1. You should have exhausted the Departmental remedies for individual grievance.
2. Your grievance should not relate to service matter (other than payment of terminal benefits like gratuity, GPF etc.), a case disposed of at the level of Minister of the concerned Department, commercial contract, a sub-judice case, a case where quasi –judicial procedure and appellate mechanism are prescribed for decision making. RT matter, Religious matter.
3. Suggestion of any sort will not be treated as grievance.

### **Our Staff for Grievance Redressal**

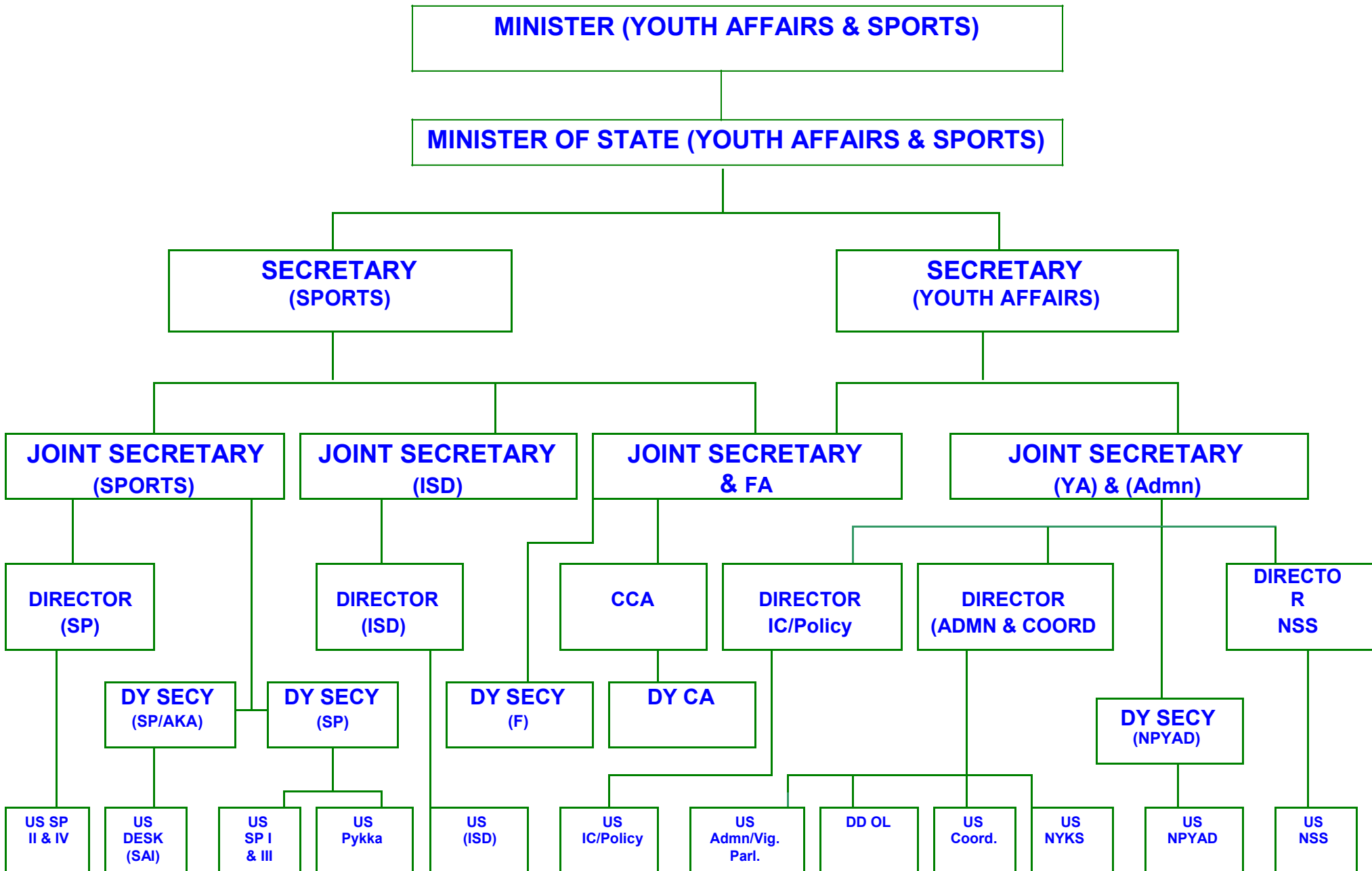
- The Joint Secretary (Sports)/Director (Public Grievances) welcomes communication from members of the public and staff aggrieved by any action on the part of any officer of the Ministry of Youth Affairs & Sports or those of its field organizations.
- All grievances pertaining to Ministry can be addressed to Shri Dayanand, Deputy Secretary, Public Grievances, Ministry of Youth Affairs & Sports, 507 B Wing, Shastri Bhavan, New Delhi (Ph: 23073507 FAX 91-11- , E-mail: [dstrg-yas@nic.in](mailto:dstrg-yas@nic.in)) Grievances pertaining to Subordinate/Autonomous Organizations may be addressed to the following officers:

- Secretary, Sports Authority of India, Jawaharlal Nehru Stadium, New Delhi, phone no.24353067 Fax No.24367849.
- Executive Director, Nehru Yuva Kendra Sangathan, East plaza, I.G. Stadium, New Delhi. Phone 2339966 Fax No.23399886 E-mail [nyks@giasd10.1.vsnl.net.in](mailto:nyks@giasd10.1.vsnl.net.in)
- Vice-chancellor, Lakshmibai National Institute of Physical Education, Shakti Nagar, Gwalior 474 002 (M.P.0)

- Director, Rajiv Gandhi National Institute of Youth Development,  
Bheemanthangal, Sriperumbudur – 602 105, Tamil Nadu, Tel. No. 04111-  
23274 Fax No. 04111-232705, E-mail: [rgniyd@md3.vsnl.net.in](mailto:rgniyd@md3.vsnl.net.in)
- Programme Adviser, NSS, 507 B, 'C' wing, Sahstri Bhavan, New Delhi. Phone  
23384072, Fax: 23384513 / NSS Programme Adviser's Cell, 12/11 Jamnagar New Delhi  
110011, Ph- 23384513
- Director General  
National Anti Doping Agency (NADA)  
A Block, Sujata Cafeteria Building Pragati Vihar, Lodhi Road, New Delhi 110003  
Tel. No 24368274
- Principal Scientific Director  
National Doping Technical Laboratory (NDTL)  
J.N. Stadium, Complex, Lodhi Road, New Delhi-110003, Tel. No.. 24368850



# ORGANISATIONAL CHART



## Manual 2

### Powers and duties of officers and employees

#### Section 4(1)(b)(ii)

In April 2008, the Ministry was bifurcated into the Department of Youth Affairs and the Department of Sports, each under the charge of a Secretary to the Government of India.

There are three Joint Secretaries in the Ministry. Joint Secretary (Youth Affairs and Administration), in the Department of Youth Affairs, looks after the matters concerning Youth and Adolescents, Nehru Yuva Kendra Sangathan (NYKS), National Service Scheme and the work relating to Administration.

Joint Secretary (Sports), in the Department of Sports, looks after the work relating to Sports Authority of India (SAI), Lakshmi Bai National University of Physical Education (LNUPE), Various National Sports Federations, National Dope Testing Laboratory (NDTL) and other Sports Schemes like Panchayat Yuva Krida Aur Khel Abhiyan (PYKKA).

Joint Secretary (International Sports Division), also in the Department of Sports, looks after the matters concerning the Commonwealth Games 2010. He also looks after the matters relating to National Anti Doping Agency (NADA).

The work relating to Accounts and Audit is under the charge of a Joint Secretary & Financial Adviser who looks after the work of this Ministry in addition to his duties in other Ministries.

At present the Ministry has the sanctioned strength of nine posts of Director/Deputy Secretary and 12 posts of Under Secretary/Deputy Director.

**Manual 3**  
**Procedure followed in decision-making process**  
**{Section 4(1)(b)(iii)}**

In accordance with para 150 of Manual of Office Procedure, the Ministry has issued vide letter No.I-110034/5/93-IWS dated 14<sup>th</sup> July, 1995, the instructions regarding the levels of final disposal in respect of different categories of cases dealt within the Ministry.

**Manual 4 Norms set  
for discharge of functions  
{Section 4(1)(b)(iv)}**

It shall be the endeavor of the ministry to ensure that proposals for financial assistance under various schemes/programmes are examined and disposed of within the time frame given below:

**Receipt of Proposal**

- \* Issue of acknowledgement within 3 days
- \* Complete the examination of the proposal within 30 days of receipt (zero day)
- \* Consideration by Grant-in-aid and such other concerned Committees within 45 days of receipt
- \* Consideration by Integrated Finance Division within 75 days of receipt
- \* Issue of sanction/rejection letter as the case may be, within 90 days of receipt.

**Receipt of accounts and Utilization Certificate**

- \* Consideration by IFD within 30 days
- \* Issue of sanction of letter within 45 days

**Receipt of Surety Bond/PSR**

- Release of funds within 15 days of receipt of Pre-stamped Receipt/Surety bond.

**Disposal of Grievances**

Grievances received in the Public Grievances Cell are disposed off under the following norms set by the Department of personnel and Public Grievances;

- \* Issue of acknowledgement/interim reply to the petitioner: 3 days
- \* Forwarding of the grievances petition to the concerned Authority: 2 weeks
- \* Final disposal of transferred/referred cases by the concerned Departments/organizations/individuals: 60 days
- Issue of factual information on Parliament Questions: 2 days

**Disposal of routine works**

- Diary of letter: 3 minutes per letter
- Dispatch of letter: 5 minutes per letter
- Typing job: 30 pages per day

**Manual 5**  
**Rules, Regulations, Instructions, manuals and records for discharging**  
**functions**  
**{Section 4 (1) (b) (v)}**

1. Central Secretariat Manual of Office Procedure
2. Fundamental Rules & Secondary Rules, (FR&SR)
3. Central Civil Services (Classification, Control and Appeal) Rules, 1965
4. Central Civil Services Conduct Rules, 1964
5. General Financial Rules (GFR)
6. Delegation of Financial Rules (DFR)
7. Central Civil Services (Pension Rules), 1972
8. Central Services (Medical Attendance) Rules, 1944
9. Central Civil Services Leave Rules
10. Central Civil services Leave Travel Concession Rules
11. Central Vigilance Commission (CVC) Manual
12. The Code of Procedure of Selection of National Youth Awardees
13. National Sports Policy, 2001
14. National Youth Policy, 2003
15. Delegation of Financial Powers Rules, 1978.

**Manual 6**  
**A statement of documents that are held by it for under its control {Section 4(1)(b)(vi)}**

Not Applicable

**Manual 7**  
**(Particulars of any arrangement that exists for consideration with or  
representation by the public in relation to the formulation of its policy  
of implementation)**  
**{Section 4(1)(b)(vii)}**

Not Applicable

## Manual 8

### A statement of boards, council, committees and other bodies constituted {Section 4(1) (b)(viii)}

1. Grant-in-aid Committee chaired by Secretary (YA&S) considers application under the scheme for Welfare and Development of Adolescents.
2. A Committee for action Plan of the National Youth Policy has been constituted under the Chairmanship of Secretary (YA&S) on 13.12.2004. The Committee consists of experts, academicians and representative of Union Ministry/Departments including eminent NGOs. The first meeting of the Committee was held on 17.3.2005. After detailed discussions, eight sub-Committees on key sectors of NYP have been constituted. The draft action plan has been received from some of these sub-committees and one being considered in the committee constituted under the Secretary (YA&S).
3. In order to coordinate the work relating to the organization of the Common Wealth Games, 2010, Government have constituted a Core Group of Ministries under the Chairmanship of Honorable Minister of Human Resource Development. The other members of the GOM are:-

1. Minister of Parliamentary Affairs & Minister of Urban Development
2. Minister of Information and Broadcasting and Minister of Culture
3. Minister of Finance
4. Minister of External Affairs
5. Minister of Tourism
6. Minister of Water Resources

Lt. Governor, Delhi and Chief Minister, Delhi are special invitees of the GOM.

With the approval of GOM following Committees have been constituted:-

- ii) Apex Committee under the Chairmanship of Union Minister for Youth Affairs and Sports for overseeing and coordinating the Games.
  - iii) Organizing Committee under the Chairmanship of President, IOA for conduct of the Games.
  - iv) Finance Sub-Committee under the Chairmanship of Finance Minister to deal with all financial matters relating to the Commonwealth Games, 2010.
4. The Arjuna Award is decided by a Selection Committee constituted by the Government of India as under:-
- |  |             |
|--|-------------|
| i) Sports person of eminence                         | Chairperson |
| ii) Director General (SAI)                           | Member      |
| iii) Joint Secretary (Sports)                        | Member      |
| iv) Olympians of eminence from different disciplines | Members     |
| v) Arjuna Awardees from different disciplines        | Members     |
| vi) Sports Administrators                            | Members     |



vii) Director/Deputy Secretary(Sports)  
Min. of Youth Affairs & Sports,  
Government of India

Member Secretary

5. The Dronacharya Award is decided by a Selection Committee constituted by the Government of India. The selection Committee is constituted every year by the Government. The Committee comprise of a Chairpersons and 12 members distinguished in the field of sports.

6. The National Welfare Fund for sports persons was set up in March, 1982 with a view to assist outstanding sports persons of yesteryears living in indigent circumstances who had won glory for the country in sports. The fund is operated by a committee with the Minister of State for Youth Affairs & Sports as the Chairperson.

<b>Manual 9</b>		
<b>Directory of Officers and Employees</b>		
<b>{Section 4(1)(b)(ix)}</b>		
<b>S.No.</b>	<b>Name and Designation</b>	<b>Telephone No.</b>
1	Smt. Sindhushree Khullar, Secretary	23388623
2	Shri A.K. Upadhyay, Secretary	23382897
3	Shri Shailesh, Joint Secretary	23384441
4	Shri Rahul Bhatnagar, Joint Secretary	24368243
5	Shri Injeti Srinivas, Joint Secretary	23384152
6	Shri Mukul Chatterjee, Director	23383336
7	Smt. Deepika Kachhal, Director	23384408
8	Smt. Sharda Ali Khan, Director	23073508
9	Shri Pramod Agarwal, Director	24368244
10	Shri Debjyoti Das, PS to Minister	23384183
11	Shri R.N. Biswas, Director	23384072
12	Shri Vikramajeet Pandey, Deputy Director (OL)	23384736
13	Shri D.P. Bhardwaj, Deputy Secretary	23383292
14	Shri D.C.S. Rao, Deputy Secretary	23073302
15	Shri C. Chinnappa, Deputy Secretary	23073507
16	Shri A.K. Agnihotri, Deputy Secretary	23073576
17	Shri P.K. Ahuja, Under Secretary	24368245
18	Shri A.K. Saran, Under Secretary	23387034
19	Shri M.A. Murleedharan, Under Secretary	23386416
20	Shri Rajiv Sabharwal, Under Secretary	23073206
21	Shri S.P.S. Tomar, Under Secretary	23073206
22	Shri H.M. Kundlia, Under Secretary	23381644
23	Shri G. Sridharan, Under Secretary	23383299
24	Smt. E. Gayathri, Under Secretary	23386416
25	Shri Shankar Lal, Under Secretary	23382560
26	Shri Gurucharan Singh, Under Secretary	24361823
27	Shri S. Balasubramaniam, PPS	23382897
28	Shri S.S. Babanagare, Addl. PS to MOS	23070522
29	Shri Pravin Vijay Patil, OSD to MOS	23070524
30	Shri B.S. Kakkar, Section Officer	23383883
31	Shri Champat Singh, Section Officer	23387432
32	Shri P. Bhattacharjee, Section Officer	23385101
33	Shri Ramesh Chand, Section Officer	23384736
34	Shri S.K. Kadamb, Section Officer	23387616
35	Shri K.K. Paul, Section Officer	23387616
36	Shri D.P. Wethe, Section Officer	23386898
37	Shri Kanwal Jeet Singh, Section Officer	23382441
38	Shri Harish Chandra Verma, Section Officer	23382441

39	Shri Arnab Dhaki, Section Officer	23382396
40	Shri S.C. Saini, Section Officer	23383886
41	Shri Manpal Singh, Section Officer	24368242
42	Shri Partha Kansabanik, Section Officer	23382924
43	Shri Uttam Kumar Kar, Section Officer	23389791
44	Smt. Neelam Sindhwani, Section Officer	23386576
45	Shri R.K. Singh, Section Officer	23387616
46	Shri Moley Sanyal, Section Officer	23383886
47	Shri Deepak Narang, Section Officer	24368242
48	Shri P.S. Bhandari, PS	23388623
49	Smt. Hema Kumari, PS	23073507
50	Shri M.A. Sattar Khan, PS	23384441
51	Smt. Padma Kumari Menon, PS	23384152
52	Shri Urujul Hassan, Addl. PS	23386520
53	Shri Jatinder Pal Singh, Asstt. PS	23386520
54	Shri Ravinder Singh, 1st PA	23792953
55	Smt. Adarsh Dogra, PS	23383336
56	Shri Hari Chand, PS	23382897
57	Smt. D. Chablani, PS	23384408
58	Smt. Sunita Dogra, PS	23383336
59	Shri R.K. Bandhu, PS	23383886
60	Shri Sameer Ghosh, Assistant	23387616
61	Smt. Geeta Joshi, Assistant	23385106
62	Smt. Purnima Raj, Assistant	23383886
63	Smt. Vandana Badola, Assistant	23386898
64	Shri Vinod Kumar, Assistant	23382441
65	Shri Jaspal Singh, Assistant	23384723
66	Shri Sandeep Kumar, Assistant	24368242
67	Shri B.N.K. Dalal, Assistant	23385101
68	Shri V.K. Bokde, Assistant	23386898
69	Smt. Rama Rani Nanda, Assistant	23385101
70	Smt. Sharda Saini, Assistant	23382441
71	Smt. Laxmi Rawat, Assistant	23386576
72	Shri Rajpal Bhatia, Assistant	23382396
73	Smt. Madhu Handa, Assistant	23382924
74	Shri U.K. Sharma, Assistant/Cashier	23386576
75	Smt. Naresh Sabharwal, Assistant	23387616
76	Shri Anil Kumar Behal, Assistant	23387616
77	Shri Bansi Dhar, Assistant	23383883
78	Shri N.K. Sharma, Assistant	23382924
79	Shri Parmila Rana, Assistant	23386898
80	Shri Umed Singh, Assistant	23383886
81	Shri Man Singh, Assistant	24368242
82	Smt. Sarita Garg, Assistant	24368242

83	Smt. Shashi Karolia, Accountant	23387616
84	Shri Satbir Singh, Assistant	24368242
85	Shri Om Pal Singh, Assistant	23383886
86	Smt. Devinder S. Prakash, Assistant	23387616
87	Smt. Laxmi Arya, Assistant	23387432
88	Smt. Mamta Anand, Assistant	24368242
89	Smt. Poonam Sachdeva, Assistant	23382924
90	Smt. Sheela Diwan, Assistant	23383886
91	Smt. Shalini Mathur, Assistant	23383886
92	Shri Murleedharan T.K., Assistant	23383886
93	Shri Multan Singh, Assistant	23382396
94	Shri Jasbir Singh Chopra, Addl. PS	23386520
95	Shri Gopal Krishan, Assistant	23382897
96	Smt. Mala Ekka, Assistant	23384723
97	Shri Ravi Patras Tirkey, Assistant	23383883
98	Shri Jaswant Singh, Jr.HT	23384736
99	Shri Sanjay Singh, Sr.HT	23384736
100	Smt. Neelam Malik, Assistant	23385101
101	Shri Vinod Kumar, Jr.HT	23384736
102	Smt. Jayshree Neelkanthan, Steno Gd. 'D'	23073508
103	Smt. Raj Rani Saini, PA	23073302
104	Shri C.S.R. Murthy, PA	23388623
105	Smt. Ruth Punitha K. Ashok, PA	23384441
106	Smt. Pratibha Rakheja, Steno Gd. 'D'	23386416
107	Shri Ashok Kumar Jainth, Steno Gd. 'D'	24368244
108	Shri Rakesh Kumar, Steno Gr. 'D'	23384736
109	Smt. Revathi K. Chari, PA	23384072
110	Shri Denjok Lepcha, 2nd PA	23386520
111	Shri Manoj Kumar, Steno Gd. 'D'	24368243
112	Shri G.S. Randhava, Language PA	23386520
113	Shri Santosh Sinhasane, 2nd PA	23070522
114	Smt. Phoola Vij, UDC	23386898
115	Shri B.S. Ujjawal, UDC	23387616
116	Shri Devindra Singh, UDC	23387616
117	Smt. Kiran Taneja, UDC	23383886
118	Smt. Kiran Shah, UDC	23385101
119	Shri Pramod Pathak, UDC	23384723
120	Shri Ram Singh. UDC	23384736
121	Shri Sushil Kumar, UDC	23387616
122	Smt. Urmila Devi, UDC	23383883
123	Shri Irshad Ali Khan, Despatch Rider	23382396
124	Shri Madhu Sudan, LDC	23388623
125	Shri Saket Roshan, LDC	23382441
126	Shri Shashi Kant Tiwari, UDC	23384723

127	Shri Mazar Imam, UDC	23383886
128	Shri Virender Singh, Driver	23070522
129	Shri B.S. Dhami, UDC	23382396
130	Shri Pradip Kumar Jedia, LDC	23387432
131	Shri Jai Singh, UDC	23382396
132	Shri P.K. Guria, UDC	23387432
133	Shri Praveen Kumar, UDC	24368242
134	Shri Rakesh Chander, UDC	23386576
135	Shri Subhash Chander, LDC	23386049
136	Shri Subhash Chander Sharma, Driver	23388623
137	Shri Sude Ram,UDC	23386049
138	Shri Raghvendra Kumar, UDC	23384723
139	Shri Shivendu Kumar, UDC	23387432
140	Shri Jagmahender Singh, LDC (Protocol Asst.)	23386898
141	Smt. Mohini Vij, LDC	23387616
142	Smt. Updesh Kaur, UDC	23383883
143	Shri Deep Chand, UDC	23382396
144	Smt. Sunita Bajpai, UDC	23386576
145	Shri S.C. Bharthwal, UDC	23385101
146	Shri Sanjay Kumar, LDC	23384736
147	Shri Yogesh Malhotra, UDC	23386898
148	Shri Ashok Kumar, Driver	23386520
149	Shri Rajesh John, Driver	24368243
150	Shri Raj Kumar, Driver	23382897
151	Shri Manjeet Singh, Driver	23386520
152	Shri Rajendra Rajput, Driver	23070524
153	Shri Ganpati Kashinath Kore, LDC	23070522
154	Shri Pritam Kumar Bagde, Accountant	23382924
155	Shri Vikram Singh, PCO	23382396
156	Shri Theodor Toppo, Daftry	23382396
157	Shri O.P. Toor, Daftry	23383886
158	Shri Rajendra Prasad, Sr. Peon	23382897
159	Shri B.C. Joshi, Peon	23382441
160	Shri Brahamanand, Peon	23388623
161	Shri Harlal, Peon	23383292
162	Shri Kailash Mehto, Peon	23382396
163	Shri Karan Singh, Peon	23383336
164	Shri Lakhsn Dev Prasad, Peon	23073302
165	Shri Manohar Lal, Peon	24368243
166	Shri Raminder Mehto, Peon	23386049
167	Shri Ranjit Singh, Peon	23387432
168	Shri Sunder Singh, Peon	23073507
169	Shri Tejinder Singh, Peon	24368245
170	Shri Vinod Kumar, Peon	23387616

171	Shri Surinder Singh, Peon	23384441
172	Shri Jayant Kumar, Peon	23386576
173	Shri Janardhan Mishra, Peon	23387616
174	Shri Shyam Sunder, Packer	23386898
175	Shri Anoop Singj, Sr. Peon	23384408
176	Shri Balbir Singh, Peon	23384736
177	Shro Sonu Shukla, Peon	23384152
178	Shri Subhash Chand Nagar, Peon	23382924
179	Shri Anil Kumar Jangir, Peon	23386520
180	Shri Ashok Male, Peon	23070522
181	Shri Shahji Khawale, Peon	23070522

**Manual 10**  
**Monthly remuneration received by each of the Officers and**  
**Employees, including ther system of compensation as provided in the**  
**regulations.**

**Section 4(1)(b)(x)**

Sr. No.	Name and Desigantion	Monthly remuneration (In Rupees)
1.	Smt. Sindhushree Khullar, Secy.	1,01,600/-
2.	Sh.A.K.Upadhyay, Secy.	1,01,600/-
3.	Sh.Sailesh,JS	84,163/-
4.	Sh.Rahul Bhatnagar, JS	84163/-
5.	Sh.Injeti Srinivas, JS	84163/-
6.	Sh.Mukul Chatterjee, Dir.	72,428/-
7.	Smt.Deepika Kachhal, Dir.	82,623/-
8.	Smt.Sarda Ali Khan, Dir.	70891/-
9.	Sh.Pramod Agarwal, Dir.	77089/-
10.	Sh.Debjyoti Das, Dir.	87477/-
11.	Sh.R.N.Biswas, Dir.	72,059/-
12.	Sh.Vikramajeet Pandey, Dy.Dir.(OL)	51855/-
13.	Sh.D.P.Bhardwaj, Dy.Secy.	53245/-
14.	ShD.C.S.Rao, Dy.secy.	60490/-
15.	Sh.C.Chinnappa, Dy.Secy.	43771/-
16.	Sh.A.K.Aghinotri,Dy.Secy.	52337/-
17.	Sh.P.K.Ahuja, U.S.	56110/-
18.	Sh.A.K.Saran, U.S.	48621/-
19.	Sh.M.A.Murleedharan, U.S.	47428/-
20.	Sh.Rajiv Sabharwal, U.S.	50489/-
21.	Sh.S.P.S.Tomar, U.S.	51800/-
22.	Sh.H.M.Kundlia, U.S.	49484/-
23.	Sh.G.Sridharan, U.S.	47028/-
24.	Smt.E.Gayathri, U.S.	40043/-
25.	Sh.Shankar Lal, U.S.	49594/-
26.	Sh.Gurucharan Singh,U.S.	40621/-
27.	Sh.S.Balasubramanian.PPS	45301/-
28.	Sh.B.S.Kakkar, S.O.	43683/-
29.	Sh.Champat Singh, S.O.	42356/-
30.	Sh.P.Bhattacharjee, S.O.	43283/-
31.	Sh.Ramesh Chand, S.O.	37027/-
32.	Sh.S.K.Kadamb, S.O.	35253/-
33.	Sh.K.K.Paul,S.O.	35789/-
34.	Sh.D.P.Wethe, S.O.	32601/-
35.	Sh.Kanwal Jeet Singh, S.O.	40064/-
36.	Sh.Harish Chandra Verma, S.O.	38023/-





37.	Sh.Arnab Dhaki, S.O.	38023/-
38.	Sh.S.C.Saini,S.O.	36431/-
39.	Sh.Manipal Singh, S.O.	36651/-
40.	Sh.Partha Kansabanik, S.O.	43942/-
41.	Sh.Uttam Kumar Kar, S.O.	36322/-
42.	Smt.Neelam Sindhvani, S.O.	36038/-
43.	Sh.R.K.Singh, S.O.	42843/-
44.	Sh.Moloy Sanyal, S.O.	44444/-
45.	Sh.Deepak Narang, S.O.	43550/-
46.	Sh.P.S.Bhandari, PS	46666/-
47.	Smt. Heema Kumari, PS	44444/-
48.	Sh.M.A.Sattar Khan, PS	44444/-
49.	Smt.Padma Kumari Menon, PS	34128/-
50.	Smt. Adarsh Dogra, PS	43220/-
51.	Sh.Hari Chand, PS	45277/-
52.	Smt.D.Chablani, PS	45277/-
53.	Smt.Sunita Dogra, PS	43958/-
54.	Sh.R.K.Bandhu, Asstt.	34892/-
55.	Sh.Sameer Ghosh,Asstt.	27330/-
56.	Smt.Geeta Joshi, Asstt.	27330/-
57.	Smt.Purnima Raj, Asstt.	32726/-
58.	Smt.Vandana Badola, Asstt.	32726/-
59.	Sh.Vinod Kumar, Asstt.	28823/-
60.	Sh.Jaspal Singh, Asstt.	28823/-
61.	Sh.Sandeep Kumar, Asstt.	33134/-
62.	Sh.B.N.K.Dalal, Asstt.	32537/-
63.	Sh.Vinayak B.Bokre, Asstt.	25019/-
64.	Smt. Rama Rani Nanda, Asstt.	34892/-
65.	Smt.Sharda Saini, Asstt.	26861/-
66.	Smt.Laxmi Rawat, Asstt.	24861/-
67.	Sh.Rajpal Bhatia, Asstt.	25019/-
68.	Smt.Madhu Handa, Asstt.	24651/-
69.	Sh.U.K.Sharma, Asstt.	30594/-
70.	Smt.Naresh Sabharwal, Asstt.	23343/-
71.	Sh.Anil Behal, Asstt..	23343/-
72.	Sh.Bansidhar, Asstt.	28377/-
73.	Sh.N.K.Sharma, Asstt.	29994/-
74.	Smt. Parmila Rana, Asstt.	24651/-
75.	Sh.Umed Singh, Asstt.	31595/-
76.	Sh.Man Singh, Asstt.	31595/-
77.	Smt.Sarita Garg, Asstt.	29994/-
78.	Smt.Shashi Karolia,Acctt.	30155/-
79.	Sh.Satbir Singh,Asstt.	24861/-
80.	Sh.Ompal Singh, Asstt.	24651/-
81.	Smt.Devinder S.Prakash, Asstt.	29994/-

82.	Smt.Laxmi Arya,Asstt.	29177/-
83.	Smt.Mamta Ananad, Asstt.	23990/-
84.	Smt.Poonam Sachdeva, Asstt.	29177/-
85.	Smt.Sheela Diwan, Asstt.	29177/-
86.	Smt.Shalni Mathuur, Asstt.	29177/-
87.	Sh.Murleedharan T.K., Asstt.	23990/-
88.	Sh.Multan Singh, Asstt.	29177/-
89.	Sh.Gopal Krishan,Asstt.	36101/-
90.	Smt.Mala Ekka, Asstt.	23990/-
91.	Sh.Ravi Patra Tirkey, Asstt.	28377/
92.	Sh.Jaswant Singh,Jr.H.T.	29303/-
93.	Sh.Sanjay Singh,Sr.H.T.	35520/-
94.	Smt.Neelam Malik, Asstt.	34892/-
95.	Sh.Vinod Kumar, Jr.H.T.	32726/-
96.	Smt.Jayasree Neelkathan, PA	29994/-
97.	Smt.Raj Rani Saini, PA	25946/-
98.	Sh.C.S.R.Murty, PA	29884/-
99.	Smt.Punita K.Ashok, PA	24651/-
100.	Smt.Pratibha Rakhejas, PA	21761/-
101.	Sh.Ashok Kumar Jainth, PA	23990/-
102.	Sh.Rakesh Kumar, PA	21767/-
103.	Smt.Ravethi K Chari, PA	24562/-
104.	Sh.Manoj Kumar, PA	18548/-
105.	Smt.Phoola Vij, UDC	28377/-
106.	Sh.Bhim Singh Ujjawal, UDC	19539/-
107.	Sh.Devinder Singh, UDC	20379/-
108.	Smt.Kiran Teneja, UDC	23439/-
109.	Smt. Kiran Shah, UDC	19755/-
110.	Sh.Pramod Pathak, UDC	23698/-
111.	Sh.Ram Singh,UDC	18161/-
112.	Sh.Sushil Kumar, UDC	18206/-
113.	Smt.Urmila Devi,UDC	22621/-
114.	Sh.Irshad Ali Khan, DR	23067/-
115.	Sh.Madhu Sudan, LDC	12977/-
116.	Sh.Saket Roshan, UDC	19459/-
117.	Sh Shashi Kant Tiwari,UDC	18649/-
118.	Sh.Mazar Imam, UDC	16129/-
119.	Sh.Virendra Singh,Driver	14983/-
120.	Sh.B.S.Dhami,UDC	18415/-
121.	Sh.Pradip Kr.Jedia,LDC	17669/-
122.	Sh.Jai Singh, UDC	16568/-
123.	Sh.P.K.Guria,UDC	18470/-
124.	Sh.Praveen Kumar,UDC	17571/-
125.	Sh.Rakesh Chander, UDC	18796/-
126.	Sh.Subhash Chander, LDC	14072/-

127.	Sh.Subhash Chander Sharma,Driver	14545/-
128.	Sh.S.S.Babanagree, Addl PS to MOS	40742/-
129.	Sh.Sude Ram,UDC	16358/-
130.	Sh.Raghevendra Kumar,UDC	14542/-
131.	Sh.Shibendu Kumar,UDC	17497/-
132.	Sh.Jagmehendra Singh,LDC	15075/-
133.	Smt.Mohini Viji, LDC	14072/-
134.	Smt.Updesh Kaur,UDC	29177/-
135.	Sh.Deep Chand, UDC	20060/-
136.	Smt. Sunita Bajpai,UDC	28377/-
137.	Sh.S.C.Bharthwal, UDC	28377/-
138.	Sh.Sanjay Kumar,LDC	16696/-
139.	Sh.Yogesh Malhotra,UDC	18468/-
140.	Sh.Ashok Kumar, Driver	16976/-
141.	Sh.Rajesh John, Driver	11668/-
142.	Sh.Raj Kumar, Driver	12544/-
143.	Sh.P.K.Bagde, Acctt.	24153/-
144.	Sh.Vikram Singh, PCO	15407/-
145.	Sh.Theodor Toppo, Daftry	14786/-
146.	Sh.O.P.Toor, Daftry	19362/-
147.	Sh.Rajendra Prasad, Sr.Peon	15135/-
148.	Sh.B.C.Joshi, Peon	14723/-
149.	Sh.Brahamanand, Peon	14906/-
150.	Sh.Harlal,Peon	15109/-
151.	Sh.Kailash Mehto,Peon	15338/-
152.	Sh.Karan Singh, Peon	16630/-
153.	Sh.Lakhsn Dev Prasad, Peon	13840/-
154.	Sh.Manohar Lal, Peon	12379/-
155.	Sh.Raminder Mehto, Peon	15338/-
156.	Sh.Ranjit Singh, Peon	14906/-
157.	Sh.Sunder Singh, Peon	17447/-
158.	Sh.Tejiinder Singh, Peon	17447/-
159.	Sh.Vinod Kumar, Peon	17918/-
160.	Sh.Surinder Singh,Peon	15015/-
161.	Sh.Jayant Kumar, Peon	15176/-
162.	Sh.Janardhan Mishra, Peon	14913/-
163.	Sh.Shyam Sunder, Packer	15389/-
164.	Sh.Anoop Singh, Sr.Peon	19362/-
165.	Sh.Balbir Singh,Peon	17933/-
166.	Sh.Sonu Shukla,Peon	10258/-
167.	Sh.Subhash Chand Nagar, Peon	11812/-
168.	Sh.Pravin Vijay Patil, OSD to MOS	76441/-
169.	Sh.Urujul Hassan, Addl.PS	32236/-
170.	Sh.Jitender Pal Singh, Asstt PS	21846/-
171.	Sh.Ravinder Singh, 1 <sup>st</sup> PA	24736/-

172.	Sh.Jasbir Singh Chopra,Asstt.PS	21846/-
173.	Sh.Denjok Lepcha, 2 <sup>nd</sup> PA	23871/-
174.	Sh.G.S.Randhawa,Lang.PA	23653/-
175.	Sh Santosh Sinhasane, 2 <sup>nd</sup> PA	23227/-
176.	Sh. Manjeet Singh, driver	12958/-
177.	Sh.Rajindra Rajpoot, Driver	12958/-
178.	Sh.Ganpati Kashinath Kore,LDC	12898/-
179.	Sh.Anil Kumar Jangir, Peon	11812/-
180.	Sh.Ashok Male, Peon	11812/-
181.	Sh. Shanji Khawale, Peon	11812/-





S. No.	Scheme	Annual Plan 2009-10(BE)			Outlay Earmarked for NorthEast 2009-10 BE	Annual Plan 2009-10 (RE)			Outlay Earmarked for NorthEast 2009-10 RE	Annual Plan 2010-11(BE)			Outlay Earmarked for NorthEast 2010-11BE
		GBS	IEBR	Total		GBS	IEBR	Total		GBS	IEBR	Total	
1	Panchayat Yuva Krida aur Khel Abhiyan (PYKKA)	160.00	0.00	160.00	14.50	135.00	0.00	135.00	10.00	413.00	0.00	413.00	34.00
	<b>Total (B)</b>	<b>160.00</b>	<b>0.00</b>	<b>160.00</b>	<b>14.50</b>	<b>135.00</b>	<b>0.00</b>	<b>135.00</b>	<b>10.00</b>	<b>413.00</b>	<b>0.00</b>	<b>413.00</b>	<b>34.00</b>
	<b>Grand Total (A+B)</b>	<b>2448.00</b>	<b>0.00</b>	<b>2448.00</b>	<b>45.00</b>	<b>2716.00</b>	<b>0.00</b>	<b>2716.00</b>	<b>45.00</b>	<b>2564.00</b>	<b>0.00</b>	<b>2564.00</b>	<b>111.00</b>
(Signature with seal of FA/authorised representative of Ministry/Department									Signature with seal of the authorised representative of Planning Commission				

**Statement of Budget Estimate (SBE)-2010-11**  
**Ministry of Youth Affairs & Sports, Department of Youth Affairs**

Sl. No.	Scheme/Programme	(Rs. In crores)											
		Annual Plan-2009-10 (BE)			Outlay Earmarked for North East 2009-10 (BE)	Annual Plan 2009-10 (RE)			Outlay earmarked for North East 2009-10 (RE)	Annual Plan 2010-11 (BE)			Outlay earmarked for North East 2010-11 (BE)
1	2	3	4	5		6	7	8		9	10	11	
1	Central Sector Schemes	GBS	IEBR	TOTAL		GBS	IBER	TOTAL		GBS	IBER	TOTAL	
<b>(A)</b>	<b>YOUTH AFFAIRS</b>												
1.	Nehru Yuva Kendra Sangathan (NYKS)	80.00	-	80.00	10.20	80.00	--	80.00	10.20	92.00	-	92.00	10.00
2.	Rajiv Gandhi National Institute of Youth Development	9.00	-	9.00	-	9.00	-	9.00	-	10.00	-	10.00	1.00
3.	Youth Hostel	4.00	-	4.00	0.75	4.00	--	4.00	0.75	5.00	-	5.00	1.00
4.	National Volunteers Scheme (Renamed „National Youth Corps from 2010-11 by merging NSVS & RSY)									56.50	-	56.50	4.25
	(i) National Service Volunteer Scheme (NSVS)	22.50	-	22.50	2.20	22.50	--	22.50	2.20				
	(ii) Rashtriya Sadbhavana Yojna (RSY)	9.50	-	9.50	1.00	9.50	--	9.50	1.00				
5.	National Programme for Youth & Adolescents Development												
	(i) Promotion of Youth Activities & Training *												
	(ii) Promotion of National Integration *												
	<b>(iii) Assistance for Development &amp; * Empowerment of Adolescents</b>												
	(a) General Component	20.50	-	20.50	1.65	20.50	-	20.50	1.65	23.00	-	23.00	2.50
	(b) Externally Aided Project (UNFPA) **	4.00	-	4.00	0.30	4.00	-	4.00	0.30	2.00	-	2.00	0.25
	(iv) Promotion of Adventure *												
6.	Promotion of Scouting & Guiding	3.00	-	3.00	-	3.00	--	3.00	-	3.00	-	3.00	-
7.	International Co-operation	3.50	-	3.50	-	3.50	-	3.50	-	3.50	-	3.50	-
	<b>Total Youth (Central Schemes)</b>	<b>156.00</b>	<b>-</b>	<b>156.00</b>	<b>16.10</b>	<b>156.00</b>	<b>--</b>	<b>156.00</b>	<b>16.10</b>	<b>195.00</b>	<b>-</b>	<b>195.00</b>	<b>19.00</b>
<b>(B)</b>	<b>Centrally Sponsored Scheme</b>												
	1. National Service Scheme (NSS)	95.00	-	95.00	9.00	95.00	-	95.00	9.00	85.00	-	85.00	9.00
	<b>Grand total (A+B)</b>	<b>251.00</b>	<b>-</b>	<b>251.00</b>	<b>25.10</b>	<b>251.00</b>	<b>-</b>	<b>251.00</b>	<b>25.1</b>	<b>280.00</b>	<b>-</b>	<b>280.00</b>	<b>28.00</b>

\*\* Includes EAP United National Population Fund (UNFPA)

\* From the year 2009-10 these components have been subsumed under one heading viz. "National Programme for Youth and Adolescents Development" and the Budget provision indicated accordingly.

Signature with seal of FA/authorized  
Representative of Ministry/Department

Signature with seal of authorized  
representative of Planning Commission



**Manual 12**  
**The manner of execution of subsidy program**  
**{Section 4(1) (b) (xii)}**

Not applicable

**Manual 13**  
**Particulars of recipients of concessions, permits or authorizations granted**  
**{Section 4(1) (b) (xiii)}**

Not applicable

**Manual 14**  
**Information available in an electronic**  
**form {Section 4(1) (b) (xiv)}**

- Organizational detail
- National policies such as National Youth Policy, 2003 and National Sports Policy
- Various schemes being administered and implemented by the Ministry
- Major decisions and initiatives taken
- International youth and sports programmes of the Ministry primarily relate to Commonwealth Youth Programmes, United Nations Volunteers, Youth and Sports Protocols and Memorandum of Understanding (MOU) with other countries.
- Details of beneficiaries of our various schemes such as the individuals NGOs, Institutions and State Governments.
- Details of Schemes of Awards in the Youth and Sports sectors including The Code of Procedure of selection of National Youth Awardees
- Database of prominent Indian sportspersons both present and past.
- Details of support organizations
- List of NGOs given grants, exceeding Rupees One Lakh from 2001-2002 onwards
- Budget provision for schemes and organizations under the administrative control of the ministry
- Annual Report of the Ministry since 2001-2002
- Citizen Charter
- Nationwide list of District Advisory Committee on Youth Programmes
- List of senior officials of the Ministry along with address and phone number/fax number/email address
- Tender notices
- A Sports Portal called Sportal has been developed by the Ministry in collaboration with National Informatics Centre.

**Manual 15**  
**Particulars of facilities available to citizens for obtaining**  
**information {Section 4(1) (b)(xv)}**

**Facilities available for obtaining information**

**FACILITATIONC ENTRE**

It is located at GateNo.6, C Wing, Shastri Bhavan, New Delhi – 110 001 for seeking information relating to the Ministry of Youth Affairs & Sports.

**LIBRARY**

The Ministry has a small departmental Library where publication of interest on subjects like sports and games, yoga, physical education, youth programmes, literature, law, rules, etc., are preserved for reference. At present, the library has 2703 publications including a good number of Hindi books. There are also a large number of other publications of importance, like sports and youth magazines, Annual and other Reports of various Ministries/Departments, audio and videocassettes and thousands of photographs, etc.

**WEBSITE**

Website <http://www.yas.nic.in> can be assessed for details regarding all the schemes/programmes of the Ministry of Youth Affairs & Sports.

A Sports Portal called Sportal has been developed by the Ministry in collaboration with National Informatics Centre. The address of the Sportal is <http://sportal.nic.in>

**Manual 16****Name and designation and other particulars of Public Information Officers {Section 4(1) (b) (xvi)}**

## List of Public Information Officer

S. No.	Designation of the officer designated as PIO	Postal address	Telephone No.	e-mail address	Demarcation of Area/Activities, if more than on PIO is there
1.	Shri S.S. Ratho, Director (Admn.)	Room No.530 C Shastri Bhavan, New Delhi.	23384072(O) 24672741(R)	<a href="mailto:dirya.vas@nic.in">dirya.vas@nic.in</a>	N.A.

## List of Assistant Public Information Officer

S.No.	Designation of the Officer designated as Assistant PIO	Postal address	Telephone No.	e-mail address
1.	Mrs. Dev Preet A Singh, Dy. Secretary (SP)	R.No.530 C, Shastri Bhavan, New Delhi.	23384408(O) 22723843(R)	<a href="mailto:Dssp.vas@nic.in">Dssp.vas@nic.in</a>

## First Appellate Authority with in the Department

S.No.	Designation of the officer designated as First appellate authority	Postal address	Telephone No.	e-mail address	Demarcation of Area/ Activities, if more than one appellate authority is there
1.	Joint Secretary (YA)	Room No.114 C Shastri Bhavan, New Delhi.	23384441(O)	<a href="mailto:JSYA-YAS@SP.nic.in">JSYA-YAS@SP.nic.in</a>	N.A.