

MANUAL
ON
RIGHT TO INFORMATION ACT –2005

**YOUTH WELFARE AND SPORTS DEVELOPMENT
DEPARTMENT**

MANUAL ON RIGHT TO INFORMATION ACT –2005 INTRODUCTION

The Government of India have enacted the Right to Information Act, 2005 (Central Act 22 of 2005) to provide for setting out a practical regime for citizens to secure access to information under the control of Public authorities, in order to promote transparency and accountability in the working of every public authority.

2. In compliance with the said Act in G.O. Ms. No.73, Y.W. & S.D. Department dated 10-10-2005 as amended in Government letter No. 3916/OP/2005-4, dated 28.10.2005 the Government have issued orders designating. Thiru.P.Oliver Revi, Section Officer (OP), Youth Welfare and Sports Development Department as Public Information Officer and Selvi M.Tamilarasi, Under Secretary to Government as Appellate Authority for providing vital information to the public. The Secretary to the Government, Youth Welfare and Sports Development Department shall review the implementation of the Act periodically.

1. MANUAL ON YOUTH WELFARE AND SPORTS DEVELOPMENT DEPARTMENT

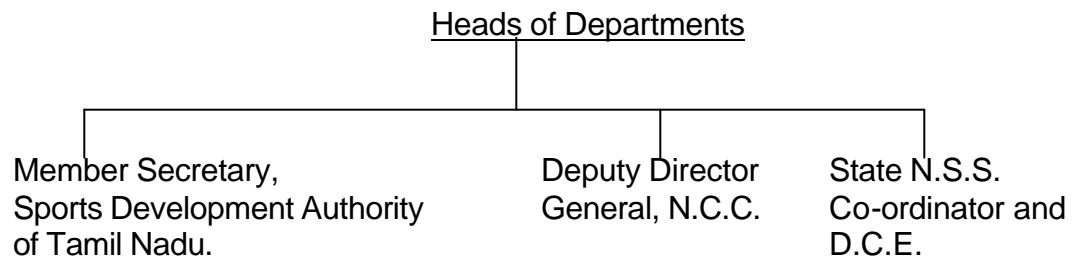
The manual on Youth Welfare and Sports Development Department is published with the intention of disseminating vital information about the activities of this department to the public based on the Right to Information Act, 2005, published in the Gazette of India (Extra ordinary – Part II - section I) No: 25 dated June 21, 2005.

2. OBLIGATIONS OF PUBLIC AUTHORITY

As per the Right to Information Act, 2005 of the Government of India, the Youth Welfare and Sports Development Department, Government of Tamil Nadu publishes and disseminates the following information for the benefit of the public.

ORGANISATIONAL SET UP

Youth Welfare and Sports Development Department, Government of Tamil Nadu



3. PARTICULARS OF ORGANISATIONS, FUNCTIONS AND DUTIES.

(i) Sports Development Authority of Tamil Nadu

Appellate Authority : MEMBER SECRETARY
(Selvi. Apoorva I.A.S.)

Public Information Officer

1) Head Office Deputy General Manager
(Thiru. R.Ariyaputhiran)

2) Regional Offices Regional Senior Manager of the
respective Head quarters
Salem - (Thiru M.Dharmaraj)
Coimbatore - (Thiru.N.Sundaram)
Madurai - (Thiru.K.Jayamani)
Trichy - (Thiru.G.Mohan)
Tirunelveli - (Thiru V.Chainnaponraj)

3) District Level Officers - District Sports Officers of the respective Districts.

Chennai - Thiru.T.Chandra Sekaran
Kanchipuum - Thiru.R.K.Durai Singh
Trivallur - Thiru.A.C.A.Theodor
Coimbatore - Thiru.R,Rajamahendran
Namakkal - Thiru. Radhakrishnan
Erode - Thiru.J.M.Sivashankar

Karur	-	Thiru.C.Punniya moorthy
The Nilgiris (Udhagamandalam)	-	Thiru.P.Samuel Raja Daniel
Madurai	-	Thiru R.Gopinathan
SivaGanga	-	Thiru.Augustine Sallove
Virudhu Nagar-		Thiru.V.Valveemaraja
Theni	-	Thiru.C.Paul Suthanthiradas
Dindigul	-	Thiru.V.R.Newbegin Chellappa
Salem	-	Thiru.G.Thiruvassagam
Dharmapuri	-	Thiru.C.Kirupa
Krishnagiri	-	Thiru.C.Kirupa(DSO Dharmapuri (I/C)
Tiruvannamalai-		Thiru.K.Pugazhendhi
Vellore	-	Thiru.H.Peter Chandra Raja Pandian
Villupuram	-	Thiru.K.Thirumugam
Tirchy	-	Thiru.S.Pannerselvam
Pudukkottai	-	Thiru.A.Rajendran
Tiruvarur	-	Thiru.P.Gandhi
Nagapattinam-		Thiru.I.John Sahayaraj
Cuddalore	-	Thiru.D.Padmanaban
Ariyalur	-	Thiru.A.Maheswaran
Thanjavur	-	Thiru.S.Tamilselvan
Tirunelveli	-	Thiru.C.J.Dawson
Ramanad	-	Thiru.B.Sivakumar
Kanyakumari	-	Thiru.P.Shaju
Thoothukudi	-	Thiru.A.Santhan

ii) **National Cadet Corps Directorate (Tamil Nadu, Pondicherry and Andaman)**

Appellate Authority : Deputy Director General, NCC
(Commodore Pritpalsingh, V.S.M.)

Directorate

1. Central Government Cell :-

Public Information Officer – Director (Col. S. Sankar)

State Government Cell:-

Public Information Officer – Dy.Director (Thiru G.Gopalakrishnan)

Groups

1) Madras A

Public Information Officer - Group Commander
(Col. K. Baskar)

Asst. Public Information Officer –
(Lt. Col.T.K.Chandra)

2) Madras B

Public Information Officer - Group Commander
(GP Capt Thiru Kulkarni)

Asst. Public Information Officer – Trg. Officer
(Col. S.K.Sinha)

3) Coimbatore

Public Information Officer - Group Commander
(Col. PP Oka)

Asst. Public Information Officer – Trg. Officer
(Lt. Col. N. Thiyagarajan)

4) Madurai

Public Information Officer - Group Commander
(Col. R. Kulkarni)

Asst. Public Information Officer – Trg. Officer
(Lt. Col. K. Kamra)

5) Tiruchirappalli

Public Information Officer - Group Commander
(Col. T.M.Shanmugam)

Asst. Public Information Officer – Trg. Officer
(Lt. Col. S.C. Sharma)

(iii) **STATE N.S.S. CELL**

Appellate Authority :-

State Co-ordinator , N.S.S. & D.C.E.
(Dr. K.Kumaraswami, M.A., M.Ed.,Ph.D)

Public Information Officer:

State Liaison Officer, N.S.S.
(Dr. R. Veerasekaran)

4.COMMITTEES

1.THE SPORTS DEVELOPMENT AUTHORITY OF TAMIL NADU :

Authority and Executive Committee of the Sports Development Authority of TamilNadu

The Government have constituted the Authority and the Executive Committee of the Sports Development Authority of Tamil Nadu. The Authority is constituted under the chairmanship of the Hon'ble Chief Minister of Tamil Nadu and the Executive Committee is constituted under the chairmanship of the Minister incharge of Sports and Youth Welfare to look into the functioning of the Sports Development Authority of Tamil Nadu. Further, a Stadium Committee is constituted in each district of Tamil Nadu where sports infrastructure projects are takenup. The Stadium Committee of a district is chaired by the District Collector of that district and other members such as MPs, MLAs of the district , sports philanthropists and prominent citizens of that district to look after the implementation of the sports infrastructure projects allotted to their district .

2. THE STATE ADVISORY COMMITTEE ON NCC

The State Advisory Committee on NCC functions under the chairmanship of the Minister looking after NCC of the concerned state. In Tamil Nadu the Hon'ble Minister for Sports & Youth Welfare is the chairman of the Committee.

POWERS, DUTIES AND FUNCTIONS OF THE COMMITTEE

a) A State Advisory Committee shall ordinarily meet at least twice in a year and may, in relation to those portions of the National Cadet Corps which are located within the State.

b) The State Advisory committee on NCC shall make recommendations and tender advice to the Central / State Government upon the following matters:

- (i) the formation of new units and disbandment of existing units;
- (ii) the selection of the colleges and schools which should raise units or sub-units;
- (iii) the selection of persons for appointment as Officers in the Senior and Junior Divisions;
- (iv) Any other matter which may be referred to it by Central Govt. or the State Govt. or Director General, NCC, as the case may be;

c) Issue directions and tender advice to Officer Commanding Units of the Senior Division and to the Director of Public Instruction on the following matter:

- (i) improvement of training and training facilities for cadets;
- (ii) improvement of discipline in the units;
- (iii) the general welfare of Officers and Cadets;

3. THE STATE ADVISORY COMMITTEE ON NSS

The State Advisory Committee on NSS functions under the chairmanship of Hon'ble Minister (Sports & Youth Welfare).

The functions of the Committee are as follows:

- a) All important matters relating to the development of the NSS programme in the state.
- b) Allocation of NSS volunteers strength to Universities, Colleges and Schools.
- c) Approval of the NSS budget for the State/UT.
- d) Selection of colleges and schools for introduction of the NSS programme.
- e) Securing assistance and coordination of different development departments of the Government and non – governmental agencies.
- f) Allocation of grants to Universities , Colleges & Schools
- g) Coordination, review and evaluation of the programme at State level.

5.AWARDS

i) Sports Development Authority of Tamil Nadu

The Government of TamilNadu has instituted scholarships, awards and incentives for out standing sports persons.

ii) National Cadet Corps

Various cash awards are instituted to the best cadets. Scholarships are awarded to the meritorious cadets.

iii) National Service Scheme

NSS Indira Gandhi award (Central Govt) and NSS state award has been instituted for the best NSS volunteers/ Programme Officers/ Programme coordinators

6.BUDGET

The budget allocated to Head of Department as per Demand No.47

- | | | | |
|----|--|---|------------------|
| 1. | Secretariat | - | Rs.35.85 Lakhs |
| 2. | Sports Development Authority of Tamil Nadu | - | Rs.1920.47 Lakhs |
| 3. | Directorate of NCC | - | Rs.1440.56 Lakhs |
| 4. | The expenditure on NSS is met by both central and state Government on the grant released at 7:5 ratio with regard to the volunteer strength. | | |

7. ADMINISTRATION

The Youth Welfare and Sports Development department is functioning as an administrative department in Secretariat as per the following rules and Regulations framed by the Government of TamilNadu.

1. Secretariat Office Manual.
2. Business Rules and Secretariat instructions.
3. Government Servants conduct Rules.
4. Fundamental Rules.

8. DIRECTORY OF YOUTH WELFARE AND SPORTS DEVELOPMENT
DEPARTMENT

Sl.No	Name & Designation	Phone No.
1.	Tmt. Susan Mathew, I.A.S. Secretary to Government	25671233
2.	Thiru.N.Rajapandian, B.Sc. Under Secretary to Government	25665136
3.	Thiru.C.Mani Section Officer	25665708
4.	Thiru.P.Oliver Revi Section Officer	25665708
5.	Tmt. V.Chandra, Private Secretary	--
6.	K.M.Nandagopal Rao, Personal Assistant.	--
7.	Tmt. B.Vijayalakshmi, Assistant Section Officer	--
8.	Thiru S. Natarajan, Assistant Section Officer	--
9.	Thiru A.Karikalan, Assistant Section Officer	--
10.	Tmt. S. Christabel, Assistant Section Officer	--
11.	Thiru. D.Thangaraj, Assistant Section Officer	--
12.	Thiru K.Amarnath, Driver	--
13.	Typist - Vacant	
14.	Thiru.V.Sekar, Record Clerk.	--
15.	Thiru. J.James, Office Assistant	--
16.	Thiru P.Sekar, Office Assistant	--
17.	Thiru S.Apsar Ali, Office Assistant	--

9. SALARY – STAFF MEMBERS

YOUTH WELFARE AND SPORTS DEVELOPMENT DEPARTMENT

Sl.No	Designation	Scale of Pay
1.	Secretary to Government	22400-525-24500
2.	Under Secretary to Government	10000-325-15200
3.	Section Officer	6500-200-11100
4.	Private Secretary	6500-200-11100
5.	Personal Assistant.	5500-175-9000
6.	Assistant Section Officer	5500-175-9000
7.	Driver	3200-85-4900
8.	Typist - Vacant	3200-85-4900
9.	Record Clerk.	2610-60-3150-65-3540
10.	Office Assistant	2550-55-2660-60-3200

10. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

1.The Secretary to Government.

- i) The Secretary, Youth Welfare and Sports Development Department is the administrative Head of the Department.
- ii) The Budget for the entire department i.e. Secretariat and Head of Departments level is formulated at the Secretary's level as per the guidelines issued by Finance department each year.
- iii) Policy matters and important decisions in respect of the functioning of this department and the Head of Departments are taken at the Secretary's level. Orders are taken from the Ministers concerned on important matters. Sanction orders are issued for the implementation of various welfare schemes and

announcements made by the Government. The physical and financial progress in respect of the said G.O.s issued are closely monitored by the Secretary. Further various major issues relating to this department are reviewed by the Secretary periodically. The Secretary, Youth Welfare and Sports Development Department has been delegated with the power to accord sanction of expenditure over and above an amount of Rs.1000/- upto Rs.10,000/-

2. The Under Secretary to Government

There is only one second level officer i.e. Under secretary to Government to the entire department of YW &SD department. The Under Secretary is the Nodal officer of this department. Powers has been delegated to Under Secretary to Government to sanction an expenditure upto Rs.1000/-. The Under Secretary is the pay disbursing officer of this department. The Under secretary will look after the day to day routine official affairs of this department.

3. Sections

There are two Section Officers in this department. The subjects dealt with by the sections are as follows:-

S- section – S1

- 1) All matters relating to Sports development Authority of Tamil Nadu services & non service matters.
- 2) Yoga and spiritual training institute.
- 3) Rewards to sports Persons
- 4) Inspections & audit reports relating to Sports Development Authority of Tamil Nadu
- 5) All matters relating to TamilNadu Sports council
- 6) Creation of posts & continuance of posts
- 7) All tournaments pagers relating to sports received from the Government of India and others
- 8) All Legislative Assembly Questions & Assurances.

S2 – section

- 1) All schemes relating to creation of sports infrastructure
- 2) Sports Schools and Sports Hostels
- 3) Youth Hostel
- 4) Maintenance Grant
- 5) Voluntary Youth Organisations
- 6) Formation of Special Sports Development Centres
- 7) All Public Accounts Committee / Public Undertaking Committee
- 8) Request from individuals / organisations / Associations for financial assistance of Government of India.
- 9) Nehru Yuva Kendra and all welfare activities pertaining to the non – student community both in rural and urban areas
- 10) School Games.

YW - Section

- 1) Funding , monitoring and co-ordination of activities relating to National Service Scheme and National Cadets Corps.
- 2) All matters relating to these Directorates.
- 3) All Schemes of Government of India and the State Government for Youth welfare

OP –Section

- 1) Establishment of all staff including officers
- 2) Sanction of all kinds of loans
- 3) Matters relating to Secretaries Meeting
- 4) All periodicals including Half – Yearly Business statement.
- 5) Distribution of Tappals

Bills – section

- 1) Drawing of salary and other allowances of staff members
- 2) Presentation of all bills
- 3) Maintaining accounts and reconciliation work with Pay and Accounts Office and Accountant General.

The Section Officer OP will look after the subjects of YW and Bill section

11. Any further information if required be obtained from the Public Information Officer concerned.