

## Youth Welfare and Sports Development Department

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## **Youth Welfare and Sports Development Department**

### **The Right to Information Act-2005 Manual**

#### **1.Introduction**

1.1 In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1)(b) of this Act, the Department of Youth Welfare and Sports Development, Government of Tamil Nadu has brought out this manual for information and guidance of the stakeholders and the general public.

1.2 The purpose of this manual is to inform the general public about this Department's organisational set-up, functions and duties of its officers and employees, records and documents available with the Department.

1.3 This manual is aimed at the public in general and users of the services, in particular and provides for information about the schemes, projects and programmes implemented by the Department of Youth Welfare and Sports Development and the organisations under its administrative control.

1.4 The Department of Youth Welfare and Sports Development has designated Thiru S.Ramarasu, Under Secretary to Government as its Public Information Officer (PIO) for all matters concerning the Department.

1.5 A person requiring any information under the Act may contact Thiru S.Ramarasu, Under Secretary to Government, Youth Welfare and Sports

Development Department, Secretariat, Chennai-9. His Office telephone No. is 2566

1.6 The procedure and fee structure for getting information are as under:-

(a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.4 above.

(b) For providing information under sub-section (1) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below should be paid.

(i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;

(ii) actual charge or cost price of a copy in larger size paper;

(iii) actual cost or price for samples or models; and

(iv) for inspection of records, no fee for the first hour; and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) thereafter.

( C ) For providing the information under sub-section (5) of section 7 of the RTI Act, the request shall be made as at (a) above and the fee as below should be paid.

(i) for information provided in diskette or floppy, @ Rs.50/- (fifty) per diskette or floppy;

(ii) for information provided in printed form, at the price fixed for such publication.

1.7 Persons below the poverty line are exempted from the payment of fee mentioned in paragraph 1.6 above for seeking information under the Right to Information Act, 2005. The list of persons below poverty line approved by the Gram Panchayat and Local Bodies will be the basis for claiming this concession. An extract of the list, duly certified, will be sufficient to avail this concession.

1.8 The Department has designated Tmt.A.Sasikala, Deputy Secretary to Government as the Appellate Authority under section 19(1) of the Act. The Contact Address of the Appellate Authority is given below:-

Tmt.A.Sasikala,  
Deputy Secretary to Government,  
Youth Welfare and Sports Development Department,  
Secretariat, Chennai-9.  
Telephone No: 25674091

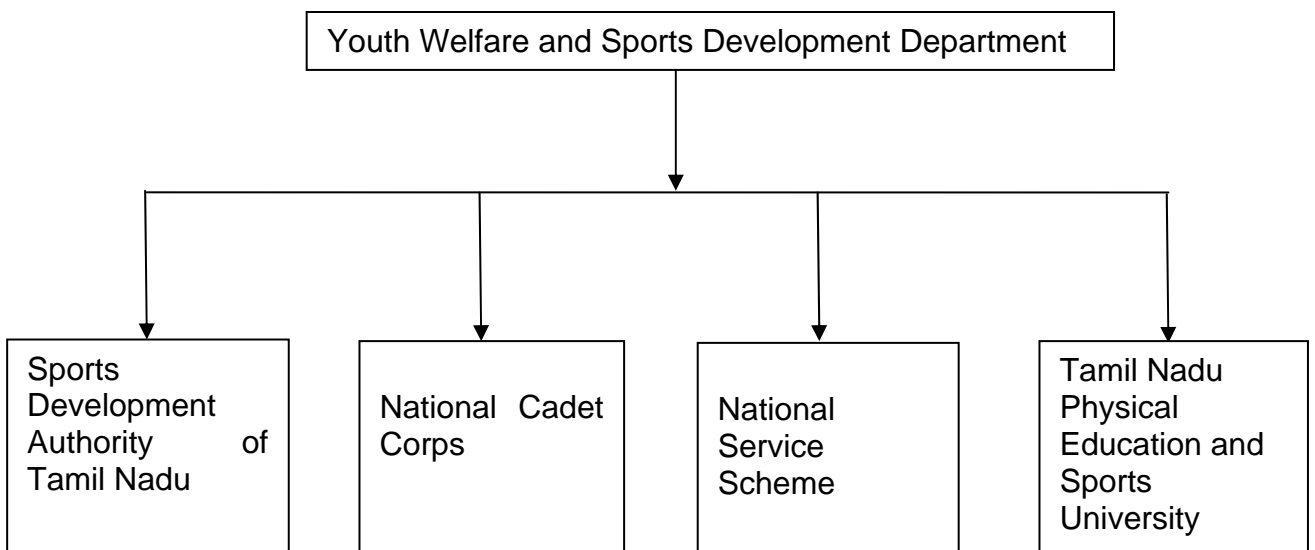
**Particulars of organization, functions and duties under section 4(1)(b)(i) of  
Right to Information Act, 2005**

**1. Objective / Purpose of the Department**

Sports today is a powerful tool for stimulating national pride and integration. Sports also has the potential to play a vital role in improving the health and productivity of the nation. Similarly youth are the pillar of strength of any nation. Realising the importance of youth welfare and sports, this department has been given a big thrust under the **dynamic leadership of the Hon'ble Chief Minister**. Sport is not treated as a luxury by the Government but rather an important investment in the present and future of the society.

The mission of the department is to promote Tamil Nadu's standing as a leading state in the sports arena by creating high quality infrastructure, promoting a sports culture, harnessing talent at the grass root level and nurturing their potential to achieve excellence at both National and International levels.

**Organisational Setup**



### **National Service Scheme**

- National Service Scheme is functioning with **3,73,326** student volunteers in Tamilnadu in Universities, Colleges, Technical Institutions, ITIs, Teacher Training Schools and Higher Secondary Schools.
- Each NSS Unit adopts a village to create awareness about the Government schemes among the villagers - Activities aiming for the development of the personality of the student volunteers, in, Leadership Motivation, Yoga & Meditation, Career Guidance & Counseling, Soft Skills Development, Disaster Management, First-Aid Training, Environment Enrichment Programme, Road Safety & Safe Driving, Helping the School Drop outs to continue their education,
- A number of health camps including Blood Donation leprosy, eye, dental, breast cancer eradication, cardiac care, mother-child care, AIDS awareness and general medical camps are conducted in the Special Camps to create civic sense in the adopted Villages with the theme **“Healthy Youth for Wealthy India”**.
- NSS Volunteers donated **1,10,438** units of blood.
- NSS Volunteers planted around **6,97,897** saplings to protect the Ozone Layer and to have an echo-friendly atmosphere.

### **Sports Development Authority Of Tamilnadu**

The Sports Development Authority of Tamilnadu is an organisation registered under the Tamilnadu Societies Registration Act 1975. It is headed by the Hon'ble Chief Minister of Tamilnadu as its Chairman. The Management of the

Authority is entrusted with an Executive Committee chaired by the Hon'ble Minister for Sports and Youth Welfare as its Chairman.

The head office of The Sports Development Authority of Tamilnadu (SDAT) functions at 116-A, Periyar EVR High Road, Nehru Park, Chennai –84 and its District Offices / Stadia all over the State of Tamilnadu Covering all the Districts. In Chennai the Modern Stadia namely, SDAT-Jawaharlal Nehru Stadium, SDAT-Multipurpose Indoor Stadium, SDAT-Mayor Radha Krishnan Hockey Stadium, SDAT-Tennis Stadium, SDAT-Aquatic Complex and the Chennai District Unit Office at Shenoy Nagar Swimming Pool Complex are also functioning under SDAT.

In all the District Head Quarters, SDAT's District unit offices are functioning in the Stadium Complex situated in the heart of the district head quarters.

### **Objectives of Sports Development Authority of Tamilnadu**

- Providing opportunities for talent identification.
- Develop identified talent to excellence at State, National and International levels.
- Bringing in a competition culture throughout the State in order to promote physical fitness, talent identification, competitiveness and brotherhood.
- Establishing sports infrastructure and encouraging the same in the private arena to suit a wide range of requirements – from community level sports meets to that of international competitions.
- To develop appropriate coaching methods through coaching clinics, workshops, courses in India and abroad so as to ensure that correct techniques are taught at the learning stage and appropriate techniques

towards international performances are in line with research based advancements abroad.

Appellate Authority : The General Manager, SDAT

Sl. No.	Name	Designation	STD Code	Phone No	FAX	E-mail	Address
				Office			
1	Tmt.V.Mary Rajathi	General Manager	044	28364322	28360934	sdattn@gmail.com	116 A, EVR Periyar High Road, Nehru Park Chennai-84

Public Information Officer : Deputy General Manager, SDAT

Sl. No.	Name	Designation	STD Code	Phone No	FAX	E-mail	Address
				Office			
1	Thiru N. Sundaram	Deputy General Manager	044	28364322	28360934	sdattn@gmail.com	116 A, EVR Periyar High Road, Nehru Park Chennai-84

### **Schemes:**

The details of schemes and activities of the various administrative units of this department are furnished below:-

#### **WORLD BEATERS TALENT SPOTTING SCHEME**

In order to spot talent at an early age, SDAT conducts battery of tests for students in 6th, 7th and 8th standards in all schools every year under the "world Beater's Talent Spotting Scheme". Subsequently a report card containing the results of the battery of tests is issued which helps assess the child's potential to develop further in a particular game / sport.

#### **CHAMPIONS DEVELOPMENT SCHEME**

Sportspersons who are below 20 years of age and who have won gold medal at national level are inducted into the scheme. With the objective of



making champions out of such sportspersons, financial assistance is given for food supplement, sports kits purchase and to undergo training abroad and also to participate in competitions abroad on 'need basis'. Till 31.03.2013, 217 talented sports persons have been enrolled and assisted under the Champions Development Scheme.

#### COMPETITIONS UNDER PANCHAYAT YUVA KRIDA AUR KHEL ABHIYAN SCHEME (PYKKA)

Government of India has introduced PYKKA scheme, under which Infrastructure facilities are created at village Panchayat and block Panchayat levels. Under this Scheme, competitions are also being conducted in various disciplines for rural boys and girls below 16 years of age at block, district and state level. Selected state teams in 16 disciplines participated at the national level competitions, held in different states during the year 2012-13.

#### SDAT SPORTS SCHOLARSHIP SCHEME

Under this scheme, outstanding national level medal winners are awarded with a scholarship of Rs.10,000/- for school students and Rs.13,000/- for college students. 231 school students, besides 155 college students benefited under this scheme during the year 2011-12.

#### Competitions and Cash Incentives

S.No.	Competitions	Revised Cash Incentives Rs in lakhs		
		Gold	Silver	Bronze
1	<b>Olympics</b> (Once in four years) Individual Events / Team Events (for each player)	200.00	100.00	50.00
2.	<b>Asian Games</b> (Once in four years) Individual Events / Team Events (for each player)	50.00	30.00	20.00

		10		
3.	<b>Commonwealth Games</b> (Once in four years) Individual Events / Team Events (for each player)	50.00	30.00	20.00
4.	<b>South Asian Federation Games</b> (Once in two years) Individual Events / Team Events (for each player)	5.00	3.00	2.00
5.	<b>National Games</b> (Once in Two years) Individual Events / Team Events (for each player)	5.00	3.00	2.00

### HOSTING OF INTERNATIONAL CHAMPIONSHIPS IN TAMIL NADU

In order to encourage hosting of International Championships in Tamil Nadu, a sum of Rs.50 lakhs is available as block grant, to be released to various accredited state sports associations. During 2011-12 and 2012-13, an amount of 68 lakhs has been sanctioned for conduct of various international championships.

### CHIEF MINISTER'S TROPHY FOR ATHLETICS AND SWIMMING

State level athletics and swimming championship for Chief Minister's Trophy is conducted in 10 events for men 28 and women in athletics and 8 events in swimming. The 1st, 2nd and 3rd place winners in each event are awarded prize money of Rs.1.00 Lakh, Rs.75,000/- and Rs.25,000/- respectively. Prior to State level competitions, district level competitions are conducted.

### CHIEF MINISTER'S TROPHY FOR TEAM GAMES

State level competitions for Chief Minister's Trophy for team games are conducted in Football, Hockey, Volleyball, Kabaddi, Basketball, Tennis, Table

Tennis and Badminton for men and women. The best teams are selected from each district to compete at the State level.

Members of gold, silver and bronze medal winning teams are awarded prize money of Rs.1 lakh, Rs.75,000, and Rs.25,000 respectively. A sum of Rs.5.02 crores was allotted during 2012-13 to implement this scheme.

#### SDAT SPORTS SCHOLARSHIP SCHEME

Under this scheme, outstanding national level medal winners are awarded with a scholarship of Rs.10,000/- for school students and Rs.13,000/- for college students. 231 school students, besides 155 college students benefited under this scheme during the year 2011-12.

#### SCHOLARSHIP FOR ELITE SPORTSPERSONS (GUNNING FOR OLYMPICS)

A special scheme to prepare and assist the sportspersons with potential to win medals at Olympics and International competitions has been launched. Under this scheme, five most talented men / women sportspersons are selected and provided with financial assistance of Rs. 25 lakhs per annum each to provide scientific training, nutritious food, high standard sports and training equipment, participation in competitions etc. The scheme is being implemented at an annual recurring expenditure of Rs.1.25 crores.

#### YOUTH HOSTELS:

Five youth hostels are functioning under the auspices of Youth Welfare and Sports Development Department at Chennai, Madurai, Trichy, Thanjavur and Ooty. These hostels have been established with the objective of encouraging youth from all over the country travel and experience the rich cultural heritage of Tamil Nadu.

These hostels are run as a joint venture programme of the State and Central Government. Government of India contributes towards construction and maintenance of the facility while the State Government provides developed land free of cost.

### **National Cadet Corps**

Government of Tamil Nadu is providing the following incentives :-

- (a) Scholarship to 100 Senior and Junior Division/Wing NCC Cadets each @ Rs.200/- and @ Rs.100/- per month respectively for 10 months.
- (b) Cash Incentives to NCC Cadets who participate in the Republic Day Camp besides those who are awarded medals in the Republic Day Camp to the tune of Rs.5,80,400/- lakhs per annum.
- (c) As an incentive to the cadets, out of 12 marks for the oral test for the B.T. and PG Assistants recruitment/appointment in Tamil Nadu, ½ mark has been allotted for NCC activities.

**Powers and duties of officers and employees under Section 4(1)(b)(ii)**  
**of Right to Information Act, 2005**

This Department is headed by the Principal Secretary to the Government of Tamil Nadu, who is a senior IAS officer. The Secretary is the administrative head of the Department and principal advisor to the Minister (S.E, Sports and Youth Welfare) on all matters of policy and administration relating to this Department. He is assisted by a Deputy Secretary and an Under Secretary. The Officers and Employees of this Department exercise the administrative and financial powers as laid down in the Secretariat Office Manual and Tamil Nadu Financial Code. This Department is responsible for formulation of policies of the Government in respect to welfare of youth and sports development in Tamil Nadu and also for the execution and review of these policies.

The powers and duties of the officers in this department are indicated below:-

**A. Principal Secretary to Government**

The Principal Secretary, Youth Welfare and Sports Development Department is the administrative Head of the Department. 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. Policy matters and important decisions in respect of the functioning of this department and the Head of Departments are taken at the Principal 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 Principal Secretary. Further various major issues relating to this department are reviewed by the Principal Secretary periodically.

### **B. Deputy Secretary**

The Deputy Secretary will deal with cases relating to the subjects allotted and submit to Principal Secretary such cases as may be specified. The Deputy Secretary also exercises control over the sections placed in her charge both in regard to dispatch of business and in regard to discipline.

### **C. Under Secretary**

The Under Secretary exercises control over the sections placed in his charge both in regard to dispatch of business and in regard to discipline. The Under Secretary is the pay disbursing officer of this department.

This Department consists of 4 sections and the functioning of these sections is tabulated below:-

### **ANNEXURE** **Youth Welfare and Sports Development Department**

<b>S.No.</b>	<b>Subject Description</b>
	<b><u>ASO-S1 - Subjects</u></b>
1	Policy Note
2	Citizen Charter
3	Estimate Committee-Legislative Assembly
4	Application Committee-Legislative Assembly
5	Assurance Committee-Legislative Assembly
6	Legislative Assembly Questions
7	Assurances
8	Common Wealth Games
9	South Asian Federation Games (SAF)
10	Asian Games
11	Olympic Games
12	National Games
13	Sports Scholarship Schemes
14	Chief Minister's Award for Outstanding Sports Persons.
15	Chief Minister's Award for Physical Education Teachers/Coaches/Physical Directors.

16	Chief Minister's Special Cell Petitions to sports section.
17	Petitions related to Sports
18	Arjuna Award, Duronacharya Award, Dayanchand Award, Rajeev Gandhi Khel Ratna Award, for Sports Persons.
19	Achievements of Youth Welfare and Sports Development Department.
20	Call Attention related to Sports Section
21	Cut Motions related to Sports Sections.
22	Bye Laws of Sports Development Authority of Tamil Nadu
23	Reconstitution of Executive Committee/Authority Committee of Sports Development Authority of Tamil Nadu
24	Right to Information Act (Petition related to S1 Section)
25	Sports Selection Committee
26	Allotment of Flats to outstanding Sports persons.
27	Pension to Sports Persons who are in indigent circumstances.
28	Establishment matter of Sports Development Authority of Tamil Nadu
29	Legal subjects on establishment matters related to Sports Development Authority of Tamil Nadu Staffs.
30	High Power Committee
31	Achievements for Press Meet
32	Petitions received from various Associations
33	Tournaments conducted by SAI
34	Tournaments conducted by Central Civil Services Cultural Sports Board
35	Chief Minister's Special Cell Review Meeting
36	Cash prize to sports persons during Republic Day (Announcement)
37.	Sports Club
38.	Tour programme of Member Secretary, Sports Development Authority of Tamil Nadu, Secretary, Youth Welfare and Sports Development Department related to games and competitions.
39.	One line monitoring of Chief Minister's Special Cell Petitions / Deputy Chief Minister's Petitions. MLA's Cases

	<b><u>ASO-S2 - Subjects</u></b>
1	All Sports Infrastructure Scheme
2	New Announcements
3	Right to Information Act relating to Allocation of fund and Infrastructure Scheme
4	Sanction of Grant in Aid Government of India.
5	Governor's Address
6	Sanctioning of Financial Assistance to Various Sports Association.
7	Inspection Reports on the Accounts of SDAT
8	Establishment of Sports Authority of India Sub Centre and other correspondences from Sports Authority of India.
9	PAC / PUC
10	Granting of Permission for other than Sports Activities.
11	Sanction of Grant in Aid under "Promotion of Adventure"
12	Part-II Schemes
13	Joint Acceptance Committee
14	Local Fund Audit
15	Grant in Aid- Sports (Voluntary Organisation)
16	Maintenance Grant to SDAT

17	Specific Schemes (Sanctioning of State Government Fund)
18	World Beaters Talent Spotting Scheme (Sanctioning of Fund)
19	Schemes Shared between State and Centre
20	Monitoring of Plan Schemes Updation
21	Announcements Updation to C.M. Office
22	Reviw of Performance of Annual Plans
23	Reconciliation
24	Pykka Scheme
25.	Accountant General Audit objections
26.	Legal subjects on construction of Stadium etc.
27.	Audit Paras
28.	Tour Programme of Member Secretary, Sports Development Authority of Tamil Nadu, Secretary, Youth Welfare and Sports Development Department other than Sports Competitions.
<b><u>ASO - YW</u></b>	
1	All Establishment and Disciplinary matters Relating to National Cadet Corps
2	Rent Sanctioning to Various NCC Units in Tamil Nadu
3	Right to Information Act -petition relating to NCC Nehru Yuva Kendra Sangathan and National Service Scheme
4	Awards related to NCC
5	Youth Festival
6	National Youth Award proposal forwarding to Government of India.
7	Revised Fee for Mountaring Course
8	Proposals related to National Youth Awardees
9	Compassionate Ground Appointments of NCC
10	Implementing National Service Schemes in the State
11.	Chief Minister's Cell Petition relating to NCC & National Service Scheme
12	Sanctioning of Refreshment Allowance and Incidental Allowances to NCC
13	Enhancement of Cadre Strength of NCC
14	Amendment to Special Rules For Tamil Nadu Basic Service-NCC
15	Allotment of Additional Troops - NCC
16	Allotment of Land belonging to State Government to -NCC
17	Provision of Telephones to NCC
18	Part - II Schemes relating to NCC
19	Indira Gandhi National Award
20	Audit and Accounts relating to NCC
21	Inspection Report relating to NCC
22	Reconciliation relating to National Cadet Corps
23	Tenzing Norgay National Adventure Award
24	Audit Objection relating to National Cadet Corps
25	Chief Minister's rally and Felicitation - National Cadet Corps
26	Tamil Nadu Physical Education University Meeting
27	State Level Advisory Committee for National Service Scheme.
28	Indira Gandhi NSS Award
29	Periodical report relating to NYKS/ NCC etc.



	<b>ASO - OP</b>
1	Establishment Matters of Youth Welfare and Sports Development Department
2	Issuing of OP for Air Travel Bill - Secretary
3	Issuing of OP for Air Travel Bill - Secretary
4	Issuing of OP for Newspapers Bill - Secretary
5	Purchasing of Stationery from Contingent
6	Annual Maintenance regarding Computers, Printers
7	Re-allotment of ASOs, Sos.
8	Leave , GPF, Surrender - Sanctioning to all Staffs to Youth Welfare and Sports Development Department
9	Furnishing of Confidential Reports for Higher Officials to Public Dept.
10	Sanctioning of Festival Advances to Youth Welfare and Sports Development Department Staffs.
11	Permanent Advance of YWSD Dept.
12	Maintenance of Vehicles (Car to Secretary)
13	General Currents from Other departments
14	Filling up of Vacancies - Pdl Report
15	Reconciliation
16	Sanctioning of House Building Advance
17	Sanctioning of Medical Bills to Staffs
18	Purchasing of Service Stamps
19	Contingent Expenditure
20	Pay fixation to Staffs
21	New Health Scheme of Staffs.
22	Computerisation of Youth Welfare and Sports Development Department
23	E-Governance
24	Continuance of Posts
25	Compassionate Ground Appointment
26	Establishment Matters relating to Retired Staffs
27	Gandhi Peace Prize Award
28	Reservation of SC/ST - Identification of Short fall vacancies
29	Half Yearly Business Statement
30	Sanctioning of Increments to the Staffs.
31	Pdl Report to P & AR and L&E Departments
32	Furnishing of Particulars to Motor Vehicles Department
33	Furnishing Number Statement to Finance Statement
34	All Secretaries Meeting
35	Collectors' and Police Officers Conference.
	<b>ASO Bills</b>
1.	Matters relating to Settlement of all bills
2.	Maintenance of all Registers relating to Bills
3.	Updating entries in the Service Register of the Staff of Youth Welfare and Sports Development Department
4.	Reconciliation of departmental figures with AG/PAO

**Procedure followed in decision making process under Section 4(1)(b)(iii) of Right to Information Act, 2005**

The Department, as part of the Government Secretariat, follows the procedure laid down in the

- Secretariat Office Manual
- Tamil Nadu Government Business Rules
- Secretariat Instructions.

Apart from this, the provisions in the Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Service Rules and the Tamil Nadu Government Servants' Conduct Rules, 1973 are also followed wherever applicable.

The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above. The process of examination is initiated by the Assistant Section Officers and passes through the Section Officer, Under Secretary and Deputy Secretary to the Principal Secretary. If need be, other departments are consulted. In case of matters involving funds, Finance Department is invariably consulted. Wherever the Business Rules require, files are circulated to the Hon'ble Minister or Hon'ble Chief Minister and orders are obtained.

If a reply is required to be made on any representation, the decisions are communicated to the petitioner.

**Norms set for the discharge of functions under Section 4 (1)(b)(iv) of Right to Information Act, 2005**

For the discharge of functions allocated to the Department of Youth Welfare and Sports Development, the provisions contained in the “Secretariat Office Manual” are followed. The day-to-day administrative functioning is governed by various set of Acts and Rules and instructions issued by the Government from time to time. Some of the commonly used Acts/Rules/Manuals are as follows:-

- i) Secretariat Office Manual
- ii) The Tamil Nadu Government Business Rules and Secretariat Instructions.
- iii) The Tamil Nadu Government Servants’ Conduct Rules, 1973.
- iv) Tamil Nadu State and Subordinate Service Rules.
- v) Fundamental Rules.

**Rules, Regulations, Instructions, Manuals and records for discharging functions**  
**under Section 4(1)(b)(v) of Right to Information Act, 2005**

The business in the department is carried out with reference to the provisions contained in the following Rules and Regulations and Manuals.

- i) Tamil Nadu Government Business Rules and Secretariat Instructions.
- ii) The Tamil Nadu Secretariat Office Manual.
- iii) Tamil Nadu Budget Manual.
- iv) Tamil Nadu State and Subordinate Service Rules.
- v) Tamil Nadu Civil Services (Discipline and Appeal) Rules
- vi) Tamil Nadu Government Servants' Conduct Rules, 1973
- vii) Tamil Nadu Pension Rules
- viii) Fundamental Rules
- ix) Tamil Nadu Financial Code
- x) Tamil Nadu Account Code
- xi) Tamil Nadu Treasury Code

The details of the above listed Rules, Manuals and Acts are furnished below:-

<b>S.No.</b>	<b>Name of the Document/Manual/Rules</b>	<b>Types of the Document/Manual/Rules</b>
1	Tamil Nadu Government Business Rules and Secretariat Instructions	The rules describe the manner and procedures in conducting the Business of the Government complying with the provisions of the Constitution of India.
2	The Tamil Nadu Secretariat Office Manual	The manual describes the system and procedures to be followed in conducting the

		office work in the Departments of Secretariat.
3	The Tamil Nadu Budget Manual	This manual contains the rules framed by the Finance Department for the guidance of estimating officers and Departments of Secretariat in regard to the budget procedure in general and to the preparation and examination of the annual Budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorized grants or appropriation.
4	Tamil Nadu State and Subordinate Service Rules	The rules are made under the proviso to Article 309 of the Constitution of India, governing the service conditions of members of State and Subordinate Services.
5	Tamil Nadu Civil Services (Discipline and Appeal) Rules	The rules are made under the proviso to Article 309 of the Constitution of India in relation to the discipline, penalty and appeal against penalty imposed on the members of civil service of the State.
6	Tamil Nadu Government Servants Conduct Rules	The rules are made under the proviso to Article 309 of Constitution of India in relation to the conduct of the members of Civil Service of the State in the performance of their duty with integrity and devotion to duty.
7	Tamil Nadu Pension Rules	The rules are made in relation to the pensionary

		benefits to the members of Civil Service of the State.
8	Fundamental Rules	The rules are made under the proviso to Article 309 of Constitution of India in relation to the pay, allowances, leave, joining time, foreign service etc., of the members of civil service of the State.
9	Tamil Nadu Financial Code	The code is published by the Finance Department outlining discipline to be followed in incurring expenditure and procedures to be followed and delegation of powers.
10	Tamil Nadu Account Code	The code published by the Finance Department outlines by accounting procedures to be followed by various departments while regulating expenditures.
11	Tamil Nadu Treasury Code	The code published by Finance Department outlines the procedures to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.

The documents mentioned above are available with the Director of Stationery and Printing for sale to the public on payment of cost.

**A statement of categories of documents that are held by it for its**

**Control under Section 4(1)(b)(vi) to Right of Information Act, 2005**

<b>S.No.</b>	<b>Category of the document</b>	<b>Name of the document and its introduction</b>	<b>Procedure to obtain the document</b>	<b>Held by / under control of</b>
1	Policy Note	Contains the Policy pronouncements of the Department for the concerned year	Application to PIO	PIO
2	Government Orders of Public interest <a href="http://www.tn.gov.in">www.tn.gov.in</a>	Issued by the Youth Welfare and Sports Development Department from time to time	Application to PIO	Youth Welfare and Sports Development Department

**Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof under Section 4(1)(b)(vii) of Right to Information Act, 2005**

At present there is no formal mechanism to seek consultation/participation of public in formulation of policies of this Department. The recommendations/ observations made by the Public Accounts Committee/Public Undertakings Committee/Assurance Committee/Petitions Committee, etc. of the Legislative Assembly are also acted upon by this Department.

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

**(Section 4(1)(b)(viii))**

**State Level Committee for selection of nominees for the National Youth Award**

- |     |   |   |                    |
|-----|---|---|--------------------|
| 1.  | <b>The Principal Secretary to Government,</b><br>Youth Welfare and Sports Development Department  | - | <b>Chairperson</b> |
| 2.  | <b>The Member Secretary,</b><br>Sports Development Authority of Tamil Nadu,<br>Chennai-84.  | - | <b>Member</b>      |
| 3.  | <b>The Zonal Director,</b><br>Nehru Yuva Kendra Sangathan,<br>Chennai-41.   | - | <b>Member</b>      |
| 4.  | <b>The Deputy Programme Adviser,</b><br>National Service Scheme,<br>Regional Centre, Shastri Bhawan, Chennai-600 006.   | - | <b>Member</b>      |
| 5.  | <b>One Representative from Media:</b><br>Thiru.R.Thillai, Chief New Editor,<br>Jaya TV, 48 Jawaharlal Nehru Salai,<br>Ekattuthaangal, Chennai-32.                                   | - | <b>Member</b>      |
| 6.  | <b>Two Representatives from reputed Voluntary organizations:</b>  |   |                    |
| (1) | <b>Dr.J.Visuvathas Jeyasingh</b><br><b>Hon'ble Secretary,</b><br>Indian Council of Social Welfare<br>(Tamil Nadu State Branch),<br>28- Casa Major Road, Egmore,<br>Chennai-600 008. | - | <b>Member</b>      |



- (2) **Mr. Antony Swamy, Director,** - **Member**  
 Women Educational & Development Trust,  
 20<sup>th</sup> Street, GKM Colony, Chennai- 600 082

**7. One Lady representative who is active in Social Work:**

- M/s Virgil D.Samy, Director, - **Member**  
 Arunothaya Centre for Street Working Children,  
 15 Bazaar Street, Rayapuram, Chennai-13.

**State Level Screening Committee (SLSC)**

The scheme SLSC is for processing proposals under the Government of India's schemes of financial assistance to NGOs/Voluntary organizations.

1. Principal Secretary to Government, - Chairman  
 Youth Welfare and Sports Development Department
2. Vice Chancellor, - Member  
 Tamil Nadu Physical Education and Sports University
3. Zonal Director, - Member  
 Nehru Yuva Kendra Sangathan
4. President, M.T.S., Academy - Non-official Member  
 Sri Kapagavalli Vidyalaya, Mangollai, Mylapore
5. Member Secretary, - Member - Convener  
 Sports Development Authority of Tamil Nadu

**State Level National Service Scheme Award Selection Committee**

1. The Principal Secretary to Government, - Chairman  
 Youth Welfare and Sports Development Department
2. The Director of Collegiate Education - Member and Convener  
 and State Coordinator, Tamil Nadu  
 NSS Cell
3. Head of the Regional Centre, - Member  
 Ministry of Youth Affairs and Sports  
 Shastri Bhawan, Chennai-6
4. The Commissioner, Social Welfare - Member  
 Department, Chepauk

## 5. ETI Coordinators

a. Coordinator – ETI Centre  
Madras School of Social Work,  
Chennai -8. - Member

b. Coordinator – ETI Centre  
Avinashilingam University,  
Coimbatore - Member

6. State Liaison Officer,  
Tamil Nadu State,  
National Service Scheme Cell - Member & Convener

**Directory of Officers and Employees under section 4(1)(b)(ix) of Right to Information Act, 2005**

Email Id: [ywssec@tn.gov.in](mailto:ywssec@tn.gov.in)

<b>S.No</b>	<b>Name Tvl.</b>	<b>Designation</b>	<b>Contact Number</b>
1	Md.Nasimuddin,IAS	Principal Secretary to Govt.	044-25671233
2	A.Sasikala	Deputy Secretary	044-25674091
3	S.Ramarasu	Under Secretary	044-25675136
4	Kannamal.S	Section Officer	044-25665708
5	A.Rajagopal	Section Officer	044-25665708
6	M.Manimala	Section Officer	044-25665708
7	Chorimuthu Pillai	Private Secretary	044-25671233
8	Pachiappan.L	Assistant Section Officer	
9	J.Andrews Johnson	Assistant Section Officer	
10	Chandrasena	Assistant Section Officer	
11	L.Jignosha	Assistant Section Officer	
12	Anand Kumar.N	Assistant Section Officer (Bills)	
13	J.Thiagarajan	Senior PC	
14	M.Rajalakshmi	Typist	
15	S.Chithirai Pandian	Typist	
16	V.Sekar	S.G.Record Clerk	
17	Santharaj.E	Office Assistant	
18	Venkatasubbamma	Office Assistant	
19	Shakeela	Office Assistant	
20	S.Thanigaivel	Driver	
21	S.Sridhar	Office Assistant	

**Monthly remuneration received by each of the officers and employees including  
the system of compensation as provided in the regulation under section 4(1)(b)(x)  
of Right to Information Act, 2005**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Scale of Pay</b>	<b>Monthly Remuneration Rs.</b>
1	Md.Nasimuddin,IAS	Principal Secretary	37400-67000 + GP 10000	1,37,076
2	A.Sasikala	Deputy Secretary	15600-39100 + GP 7600	64,582
3	S.Ramarasu	Under Secretary	15600-39100 + GP 5400	51,366
4	Kannammal.S	Section Officer	15600-39100 + GP 5400	50,250
5	A.Rajagopal	Section Officer	15600-39100 + GP 5400	45,110
6	Chorimuthu Pillai	Private Secretary	15600-39100 + GP 5400	49,998
7	Pachiappan.L	Assistant Section Officer	9300-34800 + GP 4600	36,740
8	J.Andrews Johnson	Assistant Section Officer	9300-34800 + GP 4600	38,596
9	Chandrasena.R	Assistant Section Officer	9300-34800 + GP 4600	27,120
10	L.Jignosha	Assistant Section Officer	9300-34800 + GP 4600	27,120
11	Anand Kumar.N	Assistant Section Officer (Bills)	9300-34800 + GP 4600	27,120
12	J.Thiagarajan	Senior PC	9300-34800 + GP 4200	29,878
13	M.Rajalakshmi	Typist	5200-20200 + GP 2400	17,638
14	S.Chithirai Pandian	Typist	5200-20200 + GP 2400	14,720

15	V.Sekar	S.G. Record Clerk	4800-10000 + GP 1400	19,540
16	Santharaj.E	Office Assistant	4800-10000 + GP 1300	14,361
17	Venkatasubbamma	Office Assistant	4800-10000 + GP 1300	14,248
18	Shakeela	Office Assistant	4800-10000 + GP 1300	11,880
19	S.Thanigaivel	Driver	5200-20200 + GP 2400	15,150
20	S.Sridhar	Office Assistant	4800-10000 + GP 1300	11,880

**Budget allocation of each of its agency, indicating the particulars of all plans,  
proposed expenditures and reports on disbursements made under section 4(i) (b)  
(xi) of Right to Information Act, 2005**

**BUDGET ESTIMATE FOR THE YEAR 2013-14 AND THE PROPOSED  
EXPENDITURE PLAN**

<b>Secretariat (Youth Welfare and Sports Development Department )</b>	-	<b>Rs.96,87,000/-</b>
Salaries	-	Rs.55,42,000/-
<b>Grants to Sports Development Authority of Tamil Nadu</b>	-	<b>Rs.71,36,30,000/-</b>
<b><u>MAJOR SCHEMES</u></b>		
Grants to Sports Development Authority of Tamil Nadu	-	Rs.11,08,95,000/-
Establishment of Sports Schools and Sports Hostels	-	Rs.6,18,99,000/-
Assistance to Sports persons Tamil Nadu	-	Rs.2,03,58,000/-
Grants-in-aid	-	Rs.3,19,34,000/-
Pension to Sports persons in indigent circumstances	-	Rs.25,20,000/-
Establishment of Sports complex	-	Rs.8,80,69,000/-
Conducting Sports coaching and training camps-		Rs.1,64,32,000/-
Grants for specific schemes	-	Rs.26,22,26,000/-
Grants to Sports Development programmes	-	Rs.2,51,95,000/-

31  
**Directorate of National Cadet Corps** - **Rs.35,45,76,000/-**

**MAJOR SCHEMES**

National Cadet Corps Salaries - Rs.11,27,44,000/-  
Rent, Rates and Taxes - Rs.1,75,83,000/-  
Machinery and equipments - Rs.1,86,000/-  
Payment for professionals and Special Services - Rs.1,30,51,000/-  
Arms and Ammunition - Rs.20,00,000/-  
Petroleum, Oil and Lubricants - Rs.1,05,19,000/-  
Clothing, Tentage and Stores - Rs.7,00,000/-  
Prizes and Awards - Rs.50,000/-

**Tamil Nadu Physical Education and University - Rs.4,71,15,000/-**

**MAJOR SCHEMES**

Grants for current expenditure - Rs.1,85,27,000/-  
Grants for creation of capital assets - Rs.2,85,88,000/-

**The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes under section 4(1)(b)(xii) of Right to Information Act, 2005**

The Department does not directly administer any subsidy programmes.

**Particulars of recipients of concessions, permits or authorizations granted by it under section 4(1)(b)(xiii) of Right to Information Act, 2005**

No concession or permit or authorization has been granted to the individuals or firms or companies by the Department. However Sports quota is availed by the sports persons in the selection of College / University and in the appointments by various top most concerns.

**Details in respect of the information available to or held by it, reduced in an electronic form under section 4(i)(b)(xiv) of Right to Information Act, 2005**

The Public can obtain information about the functioning of this Department in the following web sites.

<b>Heads of Department</b>	<b>Website Address</b>	<b>E-Mail Address</b>
Sports Development Authority of Tamilnadu		<a href="mailto:sdattn@gmail.com">sdattn@gmail.com</a>
National Cadet Corps	<a href="http://nccindia.nic.in/">http://nccindia.nic.in/</a>	
National Service Scheme	<a href="http://nss.nic.in/">http://nss.nic.in/</a>	
Tamilnadu Physical Education and Sports University	<a href="http://www.tnpesu.org/">http://www.tnpesu.org/</a>	<a href="mailto:tnpesu@rediffmail.com">tnpesu@rediffmail.com</a>



**Particulars of facilities available to citizens for obtaining information under section 4(1)(b)(xv) of Right to Information Act, 2005**

The public are posted with information through Newspapers, Website and other means of advertising.

**Name and Designation and other particulars of Public Information Officers under section 4(i)(b)(xvi) of Right to Information Act, 2005**

**Public Information Officer:**

Thiru.S.Ramarasu,  
Under Secretary to Government,  
Youth Welfare and Sports Development Department,  
Secretariat, Chennai-9.  
Telephone No: 25675136

**Appellate Authority:**

Tmt.A.Sasikala,  
Deputy Secretary to Government,  
Youth Welfare and Sports Development Department,  
Secretariat, Chennai-9.  
Telephone No: 25674091

**Md.NASIMUDDIN,  
Principal Secretary to Government,  
Youth Welfare and Sports Development Department.**