

No. J-17011/55/2021-Policy
Government of India
(भारत सरकार)
Department of Youth Affairs
(युवा कार्यक्रम विभाग)

Shastri Bhawan, New Delhi
dated the 13th July, 2023
17th

OFFICE MEMORANDUM

Subject: Proactive Disclosure under the RTI Act, 2005 of Ministry of Youth Affairs & Sports.

The undersigned is directed to refer to RTI/PG Cell's e-mail dated 23rd May, 2023, regarding Proactive Disclosure under the RTI Act, 2005.

2. In this regard, it is stated that the information has been updated on the website of the Ministry and a report on the same in CIC format is enclosed herewith for necessary action.
3. This issues with the approval of the competent Authority.

Encl.: As above.

Singh
17/07/2023

(Mehar Singh)
Section Officer

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Section Officer, RTI/PG

Policy Section data as per FY 2022-23

1. Organisation and Function

S.No.	Item	Details of disclosure	Remarks/Reference Points
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Department of Youth Affairs, Ministry of Youth Affairs and Sports,
		(ii) Head of the Organization	Secretary, Department of Youth Affairs.
		(iii) Vision, Mission and Key objectives	In so far as Policy Division is concerned, National Youth Policy was launched in February, 2014 with the following Objectives: 1. Developing the youth into a productive work force, by providing them right education and skills and promoting entrepreneurship; 2. Developing a strong and healthy generation through effective healthcare, promotion of healthy lifestyle and sports; 3. Promoting Social values and spirit of community service among the youth; 4. Effectively engaging with the youth and facilitating their participation in governance process; and 5. Adopting inclusive policies to take care of disadvantages sections of the youth and the youth with special needs.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/services offered	There is Plan of Action in different Ministries for achieving the objectives of National Youth Policy and the implementation of various Youth Developmental activities such as Skill trainings/educational Training/Sports activities
		(ii) Norms/standards for functions / service delivery	

		(iii) Process by which these services can be accessed	increasing the Employment Opportunities, etc.
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	Grievances received are duly examined and suitable action is taken if required. Subsequently, reply is sent to the complainant through post and email. Later, the grievance is disposed off on the PG portal.
1.5	Rules regulations, instruction manuals and records for discharging functions [Section 4(i) (b) (v)]	(i) Title and nature of the record/manual/instruction.	National Youth Policy 2014 (Document available on the website)
		(ii) List of Rules, regulations, instructions Manuals and records.	
		(iii) Acts/Rules manuals etc.	
		(iv) Transfer policy and transfer Order	
1.10	Name, designation and other particulars of public information officers [Section 4 (1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	CPIO Details: Smt. Neelam Arora Under Secretary and CPIO (Policy) Room No. 7C, Shastri Bhawan, New Delhi-110001 Tel:011-23387966 Email: n.rathi@nic.in
		(ii) Address, Telephone numbers and email ID of each designated official	Appellate Authority Details: Sh. Sh. Debashis Dey, Deputy Secretary and Appellate Authority (Policy) Room No 102, 'C'- Wing, Shastri Bhawan, New Delhi-110001 Email: debashis.dey@nic.in

3. Publicity Band Public Interface

S.No.	Item	Details of disclosure	Remarks/Reference Points
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4 (1) (b) (vii)]	Arrangement for consultation with or representation by the members of the public	Before formulating the policy, a comprehensive discussion is held with various stakeholders related to educational, business, industry, government and youth organizations.
3.4	Form of accessibility of information manual/Handbook [Section 4 (1) (b)]	Information manual/handbook available in i) Electronic format ii) Printed format	National Youth Policy Document is available on the Ministry's Website and a printed copy is available in the Ministry

4. E. Governance

S.No.	Item	Details of disclosure	Remarks/Reference Points
4.5	Such other information as may be prescribed under [Section 4 (1) (b) (xvii)]	(i) Grievance redressal mechanism	Grievances received are duly examined and suitable action is taken if required. Subsequently, reply is sent to the complainant through post and email. Later, the grievance is disposed off on the PG portal.
		(ii) Details of application received under RTI and information provided	3 RTI applications were received during the FY 2022-23 and these were disposed off within prescribed time limit
		(vi) Annual Report	Relevant information is sent to CDN Section
4.6	Receipt & Disposal of RTI application &	(i) Details of applications received and	3 RTI applications were received during the FY 2022-23 and these were

	appeals	disposed	disposed off within prescribed time limit
		(ii) Details of appeals received and orders issued	No appeal received during the FY 2022-23 and was disposed off within prescribed time limit.