

F-11011/6/2020-NYKS
Government of India
Ministry of Youth Affairs and Sports
(Department of Youth Affairs)
(NYKS Section)

dated 23rd February, 2021

OFFICE MEMORANDUM

Sub: Audit of Proactive Disclosure under the RTI Act, 2005 of Ministry of Youth Affairs & Sports - reg.

The undersigned is directed to refer to the RTI Section's OM No. 1/6/2020-RTI/PG dt. 07.01.2021 on above cited subject and to forward herewith the approved requisite information w.r.t. Proactive Disclosure under the RTI Act, 2005 in respect of NYKS Hqtr. The requisite information has also been uploaded on RTI Portal of NYKS (nyks.nic.in)

Encl: As Above

Manish
(Manish Kishan)

Under Secretary to the Government of India
Tele: 2338 2560

Copy to:
✓ 1. US(RTI Section), M/o Youth Affairs & Sports.

A Framework for Transparency Audit

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guidelines for record management, so that the information could be easily stored and retained, the sub-sections b, c, and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely , 1 -Organisation and function, 2 - Budget and programmes , 3 - Publicity and public interface , 4 E. Governance, 5 - Information as prescribed and 6 - Information disclosed on Own initiative.

1. Organization and Function

S.No.	Item	Details of disclosure	Remarks /Reference Points(Fully met/Partially met/not met —Not applicable will be treated as fully met/ partially met)
1.1.	Particulars of its Organization, function and duties [Section 4(1) (b) (i)]	(i) Name and address of the Organisation	Nehru Yuva Kendra Sangathan 4, Jeevan Deep Building, Parliament Street, New Delhi-110001
		(ii) Head of the Organisation	Director General
		(iii) Vision , Mission and Key Objectives	Please refer Annexure-1
		(iv) Function and duties	Please refer Annexure-2
		(v) Organization chart	Please refer Annexure-3
		(vi) Any other details- the genesis, inception, formation of the department and the HoDs from time to time as well as the Committees/Commissions constituted from time to time have been dealt.	As per approval of The competent Authority
1.2	Power and Duties of its Officers and employees (Section 4(1) (b) (ii)]	(i) Power and duties of Officers (Administrative, financial and judicial)	Please refer Annexure-2
		(ii) Power and Duties of other employees	Please refer Annexure-2
		(iii) Rules / Orders under which powers and duty are derived and	As per Memorandum of Association of NYKS which is available on NYKS Website: nyks.nic.in
		(iv) Exercised	Yes

		(v) Work allocation	Work Allocation done by the concerned Section Head/In-charge
1.3	Procedure followed in decision making process [Section 4(1) (b) (ii)]	(i) Process of decision making Identify key decision making points	On approval of Director General, NYKS
		(ii) Final decision making authority	Director General, NYKS
		(iii) Related provisions, acts, rules etc.	As per Memorandum of Association of NYKS which is available on NYKS Website: nyks.nic.in
		(iv) Time limit for taking a decision, if nay	Max 30 days (Approx.)
		(v) Channels of supervision and accountability	Please refer Annexure – 4
1.4	Norms for discharge of functions [Section 4(1) (b) (iv)]	(i) Nature of functions/services offered	As per Rules of NYKS which is available on NYKS Website: nyks.nic.in
		(ii) Norms/Standards for functions/service delivery	As per Rules of NYKS - which is available on NYKS Website: nyks.nic.in
		(iii) Process by which these services can be accessed	As per Rules of NYKS - which is available on NYKS Website: nyks.nic.in
		(iv) Time limit for achieving the targets	Max 30 days (Approx.)
		(v) Process of redress of grievances	As per standard norms
1.5	Rules, regulations, instruction manuals and records for discharging functions [Section 4(1) (b) (v)]	(i) Title and nature of the record /manual /instruction.	As per Rules of NYKS which is available on NYKS Website: nyks.nic.in
		(ii) As per Rules of NYKS	As per Rules of NYKS - which is available on NYKS Website: nyks.nic.in
		(iii) Acts/Rules manuals etc.	As per Rules of NYKS - which is available on NYKS Website: nyks.nic.in
		(iv) Transfer policy and transfer orders	As per Transfer policy 2020 of NYKS which is available on NYKS Website: nyks.nic.in
1.6	Categories of documents held by the authority under its control [Section 4(1) (b) (vi)]	(i) Categories of documents	Establishment, General Administration, Media, Service matters, RTI, Annual Reports, Manuals, Annual Action Plans, Programme Reports, Internal Audit Reports, All Service related records, Routine files, etc.,
		(ii) Custodian of documents /categories	Concerned Directors
1.7	Boards, councils, Committees and other Bodies constituted as	(i) Name of the Boards, Council , Committee etc.	NYKS has its own Governing body namely Board of Governors (BOG) of NYKS. District Advisory Committee on Youth Programmes

			(DACYP) (at district level) and State Advisory Committee on Youth Programmes (at State Level).
part of the Public Authority [Section 4(1) (b) (viii)]	(ii) Composition	Composition of BOG is attached as Annexure -5 Details of DACYP and SACYP are available in the Annual Action Plan 2020-2021 in the NYKS Website: nyks.nic.in	
	(iii) Dates from which constituted	BOG – 17 th December, 1986 DACYP & SACYP - 01 st July, 2016	
	(iv) Term/Tenure	Term/Tenure of non-official members is 3 years. District Advisory Committee on Youth Programmes (DACYP) is a continuous body. The term of non-official members and youth leaders will be one year from the date of nomination. State Advisory Committee on Youth Programmes is a continuous body where as the tenure of the non-official and nominated members of SACYP shall be for one year from the date of nomination.	
	(v) Powers and Functions	Described in the Rules of NYKS which is available on NYKS Website: nyks.nic.in District Advisory Committee on Youth Programmes (DACYP), helps the NYK in the implementation of its plans and programmes, to help and guide the NYK in promoting an effective youth movement in the district, to help the NYK in the coordination of its activities with other government and non-government departments and agencies and to review and evaluate the work of the NYK and suggest measures for its further improvement. State Advisory Committee on Youth Programmes (SACYP) helps NYKS at the State level to interact and synergize with the development departments of State	

			Govt. and all the Development agencies, NGOs and UN agencies working in the concerned State. SACYP being an advisory body shall explore the possibility of initiating collaborative projects between NYKS and State Govt. Development Deptts and International Agencies operating in the State. It will explore and identify special development projects keeping in view the needs and aspirations of youth of the State, mobilize necessary resources and expertise for the development of training-infrastructure as well as core group of trainers (at State level), SACYP will render necessary support in providing infrastructure and other resources for NYKS in the State.
		(vi) Whether their meetings are open to the public?	No. The meetings are attended by the Official and Non-official members of the Committee.
		(vii) Whether the minutes of the meeting are open to the public?	Minutes of the Meetings are circulated to all members of the Committee for taking necessary action on the decisions taken in the meetings and submission of Action Taken Reports.
		(viii) Place where the minutes are open to the public are available?	N/A
1.8	Directory of Officers and employees [Section 4(1) (b) (ix)]	(i) Name and Designation	Name and Designation of officers and employees is available on NYKS Website: nyks.nic.in
		(ii) Telephone , fax and email ID	Available on NYKS Website: nyks.nic.in
1.9	Monthly remuneration received by Officers & employees including system of compensation section 4(1) (b) (x)]	(i) List of employees with gross monthly remuneration.	Please refer Annexure-6
		(ii) System of compensation as provided in its regulations	As per Govt. of India norms.

1.10	Name , Designation and other particulars of public information Officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officers (PIO), Assistant Public Information (s) & Appellate Authority.	Shri S.P. Pattnaik, PIO (for NYKS Hqr. RTI matter only) Joint Director, Nehru Yuva Kendra Sangathan Shri Veerender Khatri, Appellate Authority (for NYKS Hqr. RTI matter only) Director, Nehru Yuva Kendra Sangathan
		(ii) Address, telephone numbers and emails ID of each designated Officials	<u>Public Information Officer (PIO)</u> Nehru Yuva Kendra Sangathan 4- Jeevan Deep Building, Ground Floor, Sansad Marg, New Delhi, Delhi 110001 Telephone No. 011-23442816, email ID: cpionykshq@gmail.com <u>Appellate Authority</u> Nehru Yuva Kendra Sangathan 4- Jeevan Deep Building, Ground Floor, Sansad Marg, New Delhi, Delhi 110001 Telephone No. 011-23442812, email ID: aanykshq@gmail.com
1.11	No. of employees against whom Disciplinary action has been proposed /	No. of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings	43

	taken. Section 4(2)	(ii) Finalized for Minor penalty or major penalty proceedings	101
1.12	Programme to advance understanding of RTI (Section 26)	(i) Educational Programmes	Nil
		(ii) Efforts to encourage public authority to participate in these Programme	Nil
		(iii) Training of CPIO/APIO	Nil
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Yes
1.13	Transfer Policy and Transfer Orders [F.No.1/6/2011- IR dt. 15.4.2013]		As per Transfer Policy 2020 of NYKS which is available on NYKS Website: nyks.nic.in

2. Budget and Programme

S.No.	Item	Details of disclosure	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Rs 300.00 crore Head-wise, office-wise appropriation attached Annexure -7
		(ii) Budget for each agency and plan & programmes	Attached Annexure -08
		(iii) Proposed expenditures	Attached Annexure -08
		(iv) Revised budget for each agency, if any	Rs 247.75 crore. Head-wise, office-wise appropriation attached Annexure -9
		(v) Report on disbursements made and place where the related reports are available	NA
2.2	Foreign and domestic	(i) Budget	No separate provision for Foreign tours provided in appropriation of 2020-21

	tours (F. No. 1/8/2012— IR dt. 11.9.2012)	(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	NA
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded — in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	Two Contracts have been awarded through GeM portal. Name of suppliers are M/s Trio Security & Intelligence pvt. Ltd, Diamond Security Personnel, Delhi. going on Total amount is Rs 62,66,413/-
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(I) Name of the programme of activity	No subsidy programme is implemented by NYKS.
		Objective of the programme	Not applicable
		Procedure to avail benefits	Not applicable
		Duration of the programme/ scheme	Not applicable
		Physical and financial targets of the programme	Not applicable
		Nature/ scale of subsidy /amount allotted	Not applicable
		Eligibility criteria for grant of subsidy	Not applicable

		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Not applicable
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	No separate provision is provided for non discretionary grants/ allocations
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Audited Annual Accounts for 2017-18 along with Audit certificate by DGA(CE) and Annual Report of the year, as laid before the both Houses of Parliament are uploaded on NYKS website available on NYKS Website: nyks.nic.in
2.5	Particulars of recipients of concessions, permits of	(i) Concessions, permits or authorizations granted by public authority	Not applicable
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria	Not applicable

	authorizations granted by the public authority [Section 4(1) (b) (xiii)]	<ul style="list-style-type: none"> b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations 	Not applicable
2.6	'CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013)	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	<p>C&AG/ PAC para relating to Audited Annual Accounts of 2017-18 have been laid before the both houses of Parliament alongwith Annual Report of the year. These have been uploaded on NYKS website. available on NYKS Website: nyks.nic.in</p> <p>Audit certificate for 2018-19 and 2019-20 are awaited from the office of DGA(CE), these will be disclosed after receipt of Audit report and also after laying the same before the Parliament.</p>

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	
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 there of	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Following documents/booklets are available on NYKS Website for Public View: <ol style="list-style-type: none"> 1. Annual Action Plan 2020-2021 2. FIT India (2 booklets) 3. Celebration of International Day of Yoga 4. Celebration of 150th Birth Anniversary of Mahatma Gandhi 5. Poshan Maah 6. Investor Education, Awareness and Protection Programme 7. Aatma Nirbhar Bharat 8. Gandagi Mukh Bharat Abhiyan 9. Report on Dissemination of Information on Salient Features of National Education Policy 2020 10. Ek Bharat Shrestha Bharat 11. Kashmiri Youth Exchange Programme 12. North-East Youth Exchange Programme 13. Tribal Youth Exchange Programme 14. Observance of Swachhta Pakhwada

[Section 4(1)(b)(vii)] [F No 1/6/2011—IR dt.15.04.2013]	(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not applicable
	Public- private partnerships (PPP)	Not applicable
	(i) Details of Special Purpose Vehicle (SPV), if any	
	(ii) Detailed project reports (DPRs)	Not applicable
	(iii) Concession agreements.	Not applicable
	(iv) Operation and maintenance manuals	Not applicable
(v) Other documents generated as part of the implementation of	Not applicable	

		the PPP	Not applicable
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not applicable
		(vii) Information relating to outputs and outcomes	Not applicable
		(viii) The process of the selection of the private sector party (concessionaire etc.)	Not applicable
		(ix) All payment made under the PPP project	Not applicable
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	Not applicable
		(ii) Outline the Public consultation process	Not applicable
		(iii) Outline the arrangement for consultation before formulation of Policy	Not applicable
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	https://nyks.nic.in/
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Following documents are available In electronic format 1. Annual Reports 2. Annual Action Plans 3. Contacts 4. Youth Club Manual 5. Notifications, orders, circulars etc.

		(ii) Printed format	N/A
3.S	Whether information manual/ handbook available free of cost or not (Section 4(1)(b))	List of materials available (i) Free of cost	Following documents/books are available in NYKS Website: nyks.nic.in <ol style="list-style-type: none"> 1. Annual Action Plan 2020-2021 2. FIT India (2 booklets) 3. Celebration of International Day of Yoga 4. Celebration of 150th Birth Anniversary of Mahatma Gandhi 5. Poshan Maah 6. Investor Education, Awareness and Protection Programme 7. Aatma Nirbhar Bharat 8. Gandagi Mukht Bharat Abhiyan 9. Report on Dissemination of Information on Salient Features of National Education Policy 2020 10. Ek Bharat Shrestha Bharat 11. Kashmiri Youth Exchange Programme 12. North-East Youth Exchange Programme 13. Tribal Youth Exchange Programme 14. Observance of Swachhta Pakhwada
		(ii) At a reasonable cost of the medium	Not applicable

4. E. Governance

S .NO.	item	Details of disclosure	
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Annual Reports, Annual Action Plans, Contacts, Youth Club Manual, Notifications, Orders etc.
		(i) Vernacular/ Local Language	Annual Reports, Annual Action Plans etc.
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	During 2020-21
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Annual Reports, Annual Action Plans, Contacts, Youth Club Manual, Notifications, Orders, Reports etc.
		(ii) Name/title of the document/record/ other information	Annual Reports, Annual Action Plans, Contacts, Youth Club Manual, Notifications, Orders, Reports etc.
		(iii) Location where available	https://nyks.nic.in/
4.4	Particulars of facilities available to citizen for obtaining information	(i) Name & location of the faculty	https://nyks.nic.in/
		(ii) Details of information made available	All public related information

	[Section 4(1)(b)(xv)]	(iii) Working hours of the facility	-
		(iv) Contact person & contact details (Phone, fax email)	https://nyks.nic.in/contactus/contact.html
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance Redressal mechanism	<p>“After receiving the Grievances or Complaint, the same is sent to the required section of NYKS for further necessary action at their end.</p> <p>In case of delay, the concerned section is also reminded for providing the same.</p> <p>After receiving the reply, the same is uploaded on the PG Portal for the Perusal of the complainant.”</p>
		(ii) Details of applications received under RTI and information provided	RTI Application received till end of the Third Quarter for the year 2020-21 has been disposed
		(iii) List of completed schemes/ projects/ Programmes	<p>List of completed Schemes/ projects:</p> <ol style="list-style-type: none"> 1. Celebration of International Day of Yoga 2020. 2. Observance of Poshan Maah 2020 3. Observance of Swachhta Pakhwada 4. Celebration of 150th Birth Anniversary of Mahatma Gandhi. 5. Tribal Youth Exchange Programme 2019 6. Kashmiri Youth Exchange Programme 2019 7. North-East Youth Exchange Programme 2019 8. Ek Bharat Shrestha Bharat 2019 <hr/> <ol style="list-style-type: none"> 9. National Integration Camps 10. Adventure Camps 2019

			<ul style="list-style-type: none"> 11. Life Skill Education Camps 12. Declamation Contest 2019 13. Paryatan Parv 2019 14. Awareness on salient features of National Education Policy 15. Gandagi Mukta Bharat Abhiyan
		<p>(iv) List of schemes/ projects/ programme underway</p>	<ul style="list-style-type: none"> 1. Catch the Rain 2. Ek Bharat Shreshtha Bharat 2020 3. Observance of Constitution Day and subsequent activities 4. COVID-19 Interventions 5. COVID-19 Vaccine Roll Out 6. Observance of Road Safety Month (January-February 2021) 7. Investor, Education, Awareness and Protection <hr/> <ul style="list-style-type: none"> 8. Awareness and Education Programme on Human Rights 9. Namami Gange Project 10. Commemoration of 125th Birth Anniversary of Neta Ji Subhash Chandra Bose. 11. FIT India Movement 12. Poshan Maah 13. National Girl Child Day (Beti Bachao, Beti Padhao) 14. National Youth Parliament 2020-21 15. National Youth Festival 2021 16. Celebration of Days and Weeks of National and International Importance 17. Youth Club Development Programme 18. Clean Village, Green Village 19. Jal Jagaran Abhiyan 20. Aatma Nirbhar Bharat – Youth Mapping, Skilling and Handholding 21. Establishing, Disaster Risk Reduction and preparedness Teams

	22. Awards to Outstanding Youth Clubs 23. Pilot project for National Integration and Social Harmony
(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	<p>M/S Diamond Security Personnel, Delhi (Outsource Security Personnel) for the period (09.11.20 to 31.03.21) amt. for the period is approx. is Rs. 197100/-</p> <p>M/S Trio Security & Intelligence Pvt Ltd (Outsource services of DEO, MTS, Receptionist, House Keeping, Driver, Electricians) for the period (09.11.20 to 31.03.21) amt. for the period is approx. is Rs. 60,69,313/.</p> <p>NICSI for outsourcing the services of Accounting Support and Social Media Analytics Engg) from October, 2020 to March, 2021 and amount for the period is approx. Rs12,49,921/-</p> <p>M/S Durga Electrostat (Photocopy Machine) for the period (22.05.20 to 24.04.22) amt. per year approx. is Rs. 60,000/-</p> <p>2. M/S Big Dish Food Services (canteen contractor) for the period (15.12.20 to 14.12.21) amt. per month approx. is Rs. 27,720/-</p>
(vi) Annual Report	Available on NYKS Website: NYKS.nic.in
(vii) Frequently Asked Question (FAQs)	N/A
(viii) Any other information such as a) Citizen's Charter	Preparation of Citizen Charter is under process.
b) Result Framework Document (RFD)	Not applicable

		c) Six monthly reports on the	Available on NYKS Website: NYKS.nic.in
		d) Performance against the benchmarks set in the Citizen's Charter	Not applicable
4.6	Receipt & Disposal of RTI applications & appeals (F.N dt. 01/6/2011-IR 15.04.2013]	(i) Details of applications received and disposed	RTI Application received till end of the Third Quarter for the year 2020-21 has been disposed
		(ii) Details of appeals received and orders issued	Nil
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Reply of the Parliament Question submitted to MoYAS from Monsoon session 2019 to Budget Session 2020 is available on NYKS Website: nyks.nic.in

5. Information as may be prescribed

S. No.	Item	Details of disclosure	
5.1	Such other information as may be prescribed [F.No. 1/2/2016 IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	<p>a) S.P. Pattnaik (CPIO) (for NYKS Hqrs,New Delhi matter only) Joint Director, Nehru Yuva Kendra Sangathan</p> <p>Shri Veerender Khatri (FAA) (for NYKS Hqrs. matter only) Director, Nehru Yuva Kendra Sangathan</p> <p>b) Year (2015-16). 1. Sh. Nand Kumar Singh (CPIO)/DD, NYKS,Hqrs,New Delhi</p> <p>Dr. Prabhakant (FAA)/Director General, NYKS,Hqrs,New Delhi</p> <p>2.(2016-17) Sh. Nand Kumar Singh (CPIO)/DD, NYKS,Hqrs,New Delhi Major Gen.Dilawar Singh (FAA)/DirectorGeneral, Hqrs,NYKS, New Delhi</p> <p>3. (2017-18) Sh. Nand Kumar Singh (CPIO)/DD, NYKS,Hqrs,New Delhi Major Gen. Dilawar Singh</p>

			(FAA)/DirectorGeneral, Hqrs,NYKS, New Delhi 4. (2018-19) Sh. Sanjay Singh (CPIO)/DD,NYKS, Hqrs,New Delhi Sh. Uday Prakash Singh (CPIO)/DD,NYKS, Hqrs, New Delhi SP Pattnaik (FAA)/JD,NYKS,Hqrs, New Delhi 5. (2019-20) Sh. Uday Prakash Singh (CPIO)/DD,NYKS, Hqrs, New Delhi Sh. JPS Negi(FAA)/Director,NYKS, Hqrs, New Delhi
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Nil
		ciii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Not Applicable
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Not Applicable
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	Not Applicable

6. Information disclosed on own Initiative

S. No.	Item	Details of disclosure	
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Not Applicable
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	Not Applicable

NEHRU YUVA KENDRA SANGATHAN

VISION, MISSION AND KEY OBJECTIVES

Nehru Yuva Kendras were established in the year 1972 with the objective of providing rural youth avenues to take part in the process of nation building as well providing opportunities for the development of their personality and skills.

In the year 1987-88, Nehru Yuva Kendra Sangathan(NYKS) was set up as an autonomous organization under the Government of India, Ministry of Youth Affairs and Sports, to oversee working of these Kendras. NYKS is the largest grassroots level youth organization; one of its kind in the world. It channelizes the power of youth on the principles of voluntarism, self-help and community participation.

Over the years, Nehru Yuva Kendra Sangathan has established a network of youth clubs in villages, where Nehru Yuva Kendras have been set up. NYKS has targeted to identify areas of harnessing youth power for development by forming Youth Clubs, which are village level voluntary action groups of youth at the grassroots level to involve them in nation building activities. The core strength of NYKS lies in its network of youth clubs. Youth Clubs are village based organizations working for community development and youth empowerment.

The basic objective for creation of youth clubs is to render community support through developmental initiatives involving activities with particular focus on youth empowerment. The implementation of programmes and activities of youth clubs is based on local needs and requirements by mobilizing resources from various government departments and other agencies, which include both national, State level and multilateral institutions. The youth clubs and its member volunteers form the base of the NYKS's vast national rural network.

Objectives :

Objectives of NYKS are two fold :-

- To involve the rural youth in nation building activities.
- To develop such skills and values in them with which they become responsible and productive citizens of a modern, secular and technological nation. Nehru Yuva Kendra Sangathan has been working in various fronts of youth development with a variety of youth programmes of the Ministry of Youth Affairs and certain special programmes in coordination and cooperation of other ministries. Main focus has been on developing values of good citizenship, thinking and behaving in secular ways, skill development and helping youth to adopt a productive and organized behaviour.

Vision :

Vision of the organization focuses on developing long term strategies for good citizenship and youth leadership at the grass root level. Youth Clubs are formed and encouraged to participate in sports, cultural and local development activities. Youth leadership is developed in the course of formation and sustenance of youth clubs. This leadership becomes highly useful in creating:-

- Networks of volunteership.
- Opportunities of participation in fundamental democratic practices of polity and development; and,

- Instruments of empowerment of youth like skill-generation, awareness creation about health, life skills, and self employment.

Considering the fact that almost three-fourth of the Indian population is rural, the development of the nation as a whole depends on their progress and development. Besides, the demographic dividend that the country has enjoyed because of the larger segment of youth population, makes it almost mandatory for the largest youth organization like NYKS to take up more and more of such programmes as will promise empowerment of youth.

Nehru Yuva Kendra Sangathan										
Budget 2020-21										
	Appropriation for Pay & Accounts Offices (PAOs)								Total of PAOs	Total of PAOs & HQ
	NYKS-HQR,	Alipur	Bangalore	Bhubaneswar	Gandhinagar	Guwahati	Lucknow			
A) Salary & Allowances										
Salary & Allowances	104,900,000	253,725,000	201,110,000	244,510,000	244,590,000	141,030,000	134,430,000	1,219,395,000	1,324,295,000	
D A	19,136,000	53,157,000	41,766,000	50,727,000	51,638,000	27,338,000	27,338,000	251,964,000	271,100,000	
Medical Reimbursement	3,000,000	3,500,000	3,500,000	3,500,000	3,500,000	2,500,000	3,000,000	19,500,000	22,500,000	
Bonus	0	0	0	0	0	0	0	0	0	
EPF/NPS employer cont. & Admr	1,000,000	1,000,000	1,000,000	1,000,000	1,200,000	800,000	800,000	5,800,000	6,800,000	
Over Time Allowances	200,000	126,000	126,000	108,000	72,000	144,000	72,000	648,000	848,000	
Children Education Allowance	900,000	1,000,000	1,000,000	1,000,000	1,000,000	800,000	1,000,000	5,800,000	6,700,000	
LTC	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	800,000	800,000	5,400,000	6,400,000	
ACP/MACP pay arrears	0	0	0	0	0	0	0	0	0	
Honorarium	300,000	0	0	0	0	0	0	0	300,000	
Total (A)	130,436,000	313,508,000	249,502,000	301,845,000	303,000,000	173,212,000	167,440,000	1,508,507,000	1,638,943,000	
B) Other Exp on Estb										
Leave Encashment (retirement & LTC)	70,000,000	0	0	0	0	0	0	0	70,000,000	
Monthly Pension/ commutation	310,000,000	0	0	0	0	0	0	0	310,000,000	
Gratuity	60,000,000	0	0	0	0	0	0	0	60,000,000	
Training of Staff	5,000,000	0	0	0	0	0	0	0	5,000,000	
Car/Scooter/Computer Advance	500,000	0	0	0	0	0	0	0	500,000	
House Building Advance	1,500,000	0	0	0	0	0	0	0	1,500,000	
Liveries (Uniform)	250,000	565,000	525,000	615,000	400,000	465,000	455,000	3,025,000	3,275,000	
Total (B)	447,250,000	565,000	525,000	615,000	400,000	465,000	455,000	3,025,000	450,275,000	
C) Office Expenses										
Staff welfare & Hospitality	1,000,000	108,000	96,000	90,000	84,000	108,000	42,000	528,000	1,528,000	
Vehicle Repair & Maintenance	500,000	180,000	210,000	180,000	120,000	240,000	120,000	1,050,000	1,550,000	
Vehicle Running (POL)	1,500,000	648,000	540,000	432,000	432,000	864,000	216,000	3,132,000	4,632,000	
Vehicle Insurance	100,000	30,000	25,000	20,000	20,000	40,000	10,000	145,000	245,000	
Postage, Stationary & EDP Consumable	1,100,000	2,560,000	2,334,000	2,400,000	2,664,000	1,734,000	1,578,000	13,270,000	14,370,000	
Capital Purchase	7,000,000	1,160,000	1,080,000	1,260,000	1,345,000	940,000	880,000	6,665,000	13,665,000	
Misc. Expenses	400,000	1,584,000	1,464,000	1,656,000	1,764,000	1,344,000	1,140,000	8,952,000	9,352,000	
R/M of Office Equipment & AMC.	100,000	1,434,000	1,338,000	1,548,000	1,650,000	1,182,000	1,080,000	8,232,000	8,332,000	
Telephone Charges	400,000	3,001,000	2,736,000	3,155,000	3,366,000	2,447,000	2,156,000	16,861,000	17,261,000	
Internet Charges	50,000	847,000	787,000	922,000	990,000	697,000	652,000	4,895,000	4,945,000	
Local Conveyance	30,000	407,000	378,000	443,000	475,000	335,000	313,000	2,351,000	2,381,000	
Newspaper & Magazines	30,000	421,200	396,000	452,000	484,800	354,000	318,000	2,426,000	2,456,000	
TA/DA	800,000	8,496,000	7,992,000	9,144,000	9,864,000	6,696,000	6,480,000	48,672,000	49,472,000	
Transfer TA	400,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	6,000,000	6,400,000	
Daily Wages & Part Time Sweeper	0	2,712,000	2,520,000	2,952,000	3,168,000	2,232,000	216,000	13,800,000	13,800,000	
Out sourcing of services for MTS/ACT	10,188,000	2,166,000	3,216,000	1,662,000	7,278,000	6,156,000	1,956,000	22,434,000	32,622,000	
Publicity & Advertisement	500,000	0	0	0	0	0	0	0	500,000	
ZD/RC Meeting	200,000	0	0	0	0	0	0	0	200,000	
BOG Meeting	800,000	0	0	0	0	0	0	0	800,000	
Internal & CAG Audit Fees	5,000,000	0	0	0	0	0	0	0	5,000,000	
Legal fees	1,000,000	0	0	0	0	0	0	0	1,000,000	
Govt. Rule Book	25,000	0	0	0	0	0	0	0	25,000	
Printing & Publication	1,000,000	0	0	0	0	0	0	0	1,000,000	
Nehru Yuva Sandesh	100,000	0	0	0	0	0	0	0	100,000	
Photostat Charges	250,000	0	0	0	0	0	0	0	250,000	
VCs Hospitality & Rent Reim	2,100,000	0	0	0	0	0	0	0	2,100,000	
VCs TA/DA	1,500,000	0	0	0	0	0	0	0	1,500,000	
Selection procedure	10,000,000	0	0	0	0	0	0	0	10,000,000	
Total (C)	46,073,000	26,754,200	26,112,000	27,316,000	34,704,800	26,369,000	18,157,000	159,413,000	205,486,000	
D) Exp on Accommodation										
Rent	44,400,000	6,558,000	5,921,000	6,609,000	8,752,000	3,453,000	4,929,000	36,222,000	80,622,000	
Electricity & Water	1,300,000	1,494,000	1,280,000	1,476,000	1,584,000	1,116,000	1,044,000	7,974,000	9,274,000	
Horticulture & House Keeping	1,600,000	0	0	0	0	0	0	0	1,600,000	
AC & other Maint Charges at HQ	0	0	0	0	0	0	0	0	0	
Electrical R/M	500,000	0	0	0	0	0	0	0	500,000	
Security Charges & other services	800,000	0	0	0	0	0	0	0	800,000	
Construction of Building (NYK & HQR)	5,000,000	0	0	0	0	0	0	0	5,000,000	
Total (D)	53,600,000	8,052,000	7,181,000	8,085,000	10,336,000	4,569,000	5,973,000	44,196,000	97,796,000	
E) Regular Prg & Activities										
Regular Prg & Activities	600,000,000	0	0	0	0	0	0	0	600,000,000	
Rajbhasha Prg	2,500,000	0	0	0	0	0	0	0	2,500,000	
National Youth Complex (NYC)	0	0	0	0	0	0	0	0	0	
Total (E)	602,500,000	0	0	0	0	0	0	0	602,500,000	
F) IT										
IT	5,000,000	0	0	0	0	0	0	0	5,000,000	
Total (F)	5,000,000	0	0	0	0	0	0	0	5,000,000	
G.Total (A+B+C+D+E+F)	1,284,859,000	348,879,200	283,320,000	337,861,000	348,440,800	204,615,000	192,025,000	1,715,141,000	3,000,000,000	

Chat

Hierarchy Chart of NYKS

Headquarters Director General - 1
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Headquarters – 1	
Director	06
Joint Director	03
Deputy Director	12
Assistant Director	14
Assistant Director(OL)	01
Sr. Hindi Translator	01
Accounts Officer	10
Section Officer	11
Accounts and Programme Supervisor	09
Assistant Section Officer	16
Administrative Assistant	17
Drivers	15
Multi Tasking Staff	20
TOTAL	135



Pay and Accounts Offices - 06	
Regional Director	01
Joint Director	01
Deputy Director	01
Assistant Director	02
Accounts Officer	03
Section Officer	01
Accounts and Programme Supervisor	03
Assistant Section Officer	03
Administrative Assistant	02
Drivers	02
TOTAL	19
GRAND TOTAL (06*19)	114



TOTAL Sanctioned Strength	
Director General	01
01 Headquarters	135
06 Pay and Accounts Offices	114
23 State Offices	154
89 Nodal Kendras	267
534 District Kendras	1602
TOTAL	2273

State Offices - 23	
State Director	01
Accounts Officer	01
Assistant Section Officer	01
Accounts and Programme Supervisor^	02/01
Administrative Assistant	01
Drivers	01
TOTAL	06/07
GRAND TOTAL [(06*23)+16]	154
(02 APS at each state office and 1 post each at 7 North Eastern States except Assam)	



Nodal Kendras - 89	
Deputy Director	01
Accounts and Programme Supervisor	01
Administrative Assistant	01
TOTAL	03
GRAND TOTAL (89*03)	267



District Kendras - 534	
District Youth Officer	01
Accounts and Programme Assistant	01
Multi-Tasking Staff	01
TOTAL	03
GRAND TOTAL (534*03)	1602

Composition of Board of Governors of NYKS (No. F.1-18/2004-NYKS dated 04.02.2014)

1.	Minister in charge of Youth Affairs & Sports	:	Chairperson(Ex-officio)
2.	Minister of State of Youth Affairs & Sports	:	Sr.Vice-Chairperson(Ex-officio)
3.	Secretary (Youth Affairs)	:	Sr. Vice- Chairman (Ex- Officio) (In a situation when either of the two posts of Hon'ble Ministers i.e Minister in charge, YAS or MOS in charge YAS is vacant.)
4.&5.	Two Members of Parliament(Lok Sabha) nominated by Government of India		Members
6.	One Member of Parliament (Rajya Sabha) nominated by Government of India	:	Member
7.	Secretary (Sports)	:	Member (Ex-Officio)
8.	Director General NCC	:	Member (Ex-Officio)
9.	Director, LBSNNA	:	Member (Ex-Officio)
10.	Joint Secretary (YA)	:	Member (Ex-Officio)
11.	JS & FA, M/o Youth Affairs and Sports	:	Member (Ex-Officio)
12.	Programme Advisor (NSS)	:	Member (Ex-Officio)
13.	Director (RGNIYD)		Member (Ex-Officio)
14.to 18	Five persons eminent in the field of Culture, Social Work , Voluntary Organisations, Art Academics, Training Instt, Information, Adventure, Sports & Other Allied Fields.	:	Member
19.	One person to be nominated by Chairperson	:	Member
20.	Director General of the NYKS	:	Member - Secretary (Ex-officio)

(Three of the members of the Society may be nominated by the Government to be its Vice Chairpersons)

The Director General is the Executive Head and is responsible for managing the activities of the Sangathan.

LIST OF BOG MEMBERS OF NEHRU YUVA KENDRA SANGATHAN

S.N	NAME & POSITION HELD	STATUS IN BOG	NOMINATION REFERENCE	Phone Number	Email ID
1.	Shri Kiren Rijju Minister of State for Youth Affairs and Sports (Independent Charge) Room No. 401,C-Wing Shastri Bhawan New Delhi – 110001	Chairperson	Ex-Officio	011 23386520	myasoffice@gmail.com sonamaqola@nic.in sachinshinde1106@gmail.com
2.	Mrs. Usha Sharma IAS Secretary, Deptt. of Youth Affairs, MoYAS Sr. Vice Chairperson, BOG, NYKS Shastri Bhawan New Delhi	Sr. Vice Chairperson	Ex- Officio	011 23382897 Fax 23387418	secy-ya@nic.in
3.	Shri Parvesh Sahib Singh Member of Parliament (Lok Sabha) Member – BOG, NYKS 20. Windsor Place New Delhi	Member	7-11-2017 to 6-11-2020 (Vide letter F. No. 1-18/2004-NYKS (Vol.III))	9811361000 9910661000	parveshsahibsingh@gmail.com parvesh.sahib@sansad.nic.in office.parveshsahibsingh@gmail.com
4.	Shri Nalin Kumar Kateel Member of Parliament (Lok Sabha) Member – BOG, NYKS 20, Mahadev Road New Delhi	Member	7-11-2017 to 6-11-2020 (Vide letter F. No. 1-18/2004-NYKS (Vol.III))	011-23355383 0824-2448888 965422936, 9013180145, 09448549445	thatsprasad96@gmail.com mpdkannada@gmail.com Shri Shiva 09650597097
5.	Mrs Roopa Ganguli MP (Rajya Sabha) Member – BOG, NYKS AB-5, Pandara Road , New Delhi - 110003	Member	7-11-2017 to 6-11-2020 (Vide letter F. No. 1-18/2004-NYKS (Vol.III))	033 24835040 9830039911 9013181416 9836239911 9831339911	roopabengal@gmail.com roopa.ganguly@sansad.nic.in
6	Sh. Ravi Mital, IAS Secretary (Sports), Department of Sports	Member	Ex-officio	011 24364213	Secy-sports@nic.in

	Shastri Bhawan, New Delhi – 110003				
7	Lt Gen Rajeev Chopra Director General, NCC West Block- IV, R.K. Puram, Sector – I New Delhi – 110066	Member	Ex-Officio	Mr. Arun Verma 01126194435 Ms. Prerna 9818720282 Parekshit Mehera 9464050302	nccidtrge@gmail.com dq-ncc@nic.in hq.dir-coord@nccindia.nic.in parekshitraj.919m@gov.in
8.	Dr. Sanjeev Chopra Director LBS National Academy of Administration, Mussoorie Uttarakhand - 248179	Member	Ex-Officio	0135 2222000 0135 2632374 0135 2632489 0135-2632289 0135 2632350 Fax	adminsec.lbsnaa@nic.in chopra.sanjeev@gov.in Sh. V.S.Rana (PPS) 9805071969
9.	Shri Asit Singh Joint Secretary (YA) Department of Youth Affairs, MoYAS Shastri Bhawan, New Delhi	Member	Ex-officio	011 23384441	singh.asit@nic.in
10.	Shri Manoj Sethi Joint Secretary & Financial Advisor Member , BOG, NYKS Ministry of Youth Affairs and Sports Shastri Bhawan, New Delhi	Member	Ex-Officio	011 24366414	manoj.sethi@nic.in asfa.yasoffice@gmail.com
11	Shri Jeetendar Chadha Director Department of Youth Affairs, MoYAS Director, National Service Scheme (NSS) Member , BOG, NYKS Jam Nagar House New Delhi	Member	Ex-officio	011 23384513 9818684031	pacell-nss@nic.in pacnss@gmail.com kamalkumar.kar@gmail.com
12.	Professor Sibnath Deb Director , RGNIYD	Member	Ex-officio	044 27162705 Fax 27163227	sibnath23@gmail.com library@rgniyd.gov.in

	Member , BOG, NYKS RGNIYD, Sriperumbudur Tamil Nadu			09789808060 8489797876 (Self)	renuka.rgnyd@gov.in
13.	Shri S Vishnu Vardhan Reddy Vice Chairperson, NYKS D-1 / 777 /2 , Revenue Colony Kariri Town, District – Anantpur Andhra Pradesh – 515591	Vice Chairperson	14.11.2018 to 13.11.2021 or Till further Order.	8897666777 9440286946	mjrinfraishnu@gmail.com akjha015@gmail.com
14.	Shri Dinesh Pratap Singh Vice Chairperson, NYKS D – 215, Brij Vihar, Chander Nagar Ghaziabad Uttar Pradesh – 201011	Vice Chairperson	----do----	09910863418 09450375023	dineshsinghbjp@gmail.com
15.	Shri Pradipsinh Vaghela Vice Chairperson, NYKS D – 1003, Gala Swing Near SOBO Centre, South Bopal, Ahmadabad, Gujrat – 380058	Vice Chairperson	----do----	9925200850	pn8880@gmail.com
16.	Smt. Madhavi Agrawal Member, BOG, NYKS P – 3, Block – A, Dangur Avenue 4 th Floor, Bank of Baroda Building Near Jessor Road, Kolkatta West Bengal - 700055	Member	14.11.2018 to 13.11.2021 or Till further Order.	9831278472	madhaviagarwal3@gmail.com
17.	Shri Shatrudra Pratap Singh Member, BOG, NYKS Bansh Gopalpur, Jagdishpur District – Jaunpur U. P - 222002	Member	----do----	9450127922	shatrudrapratap@gmail.com
18.	Shri Rajendra Prasad Sain Member, BOG, NYKS D- Near Siddharth School Reengus Road, Chomu	Member	----do----	9928571414	rajendrasain1976@gmail.com

	District – Jaipur Rajasthan – 303702				
19..	Shri Asit Singh Director General, NYKS & Member Secretary , BOG, NYKS 4, Jeevan Deep Building Parliament Street New Delhi – 110001	Member Secretary	Ex-Officio	011 23442800 23073508	dgnyks2016@gmail.com

Nehru Yuva Kendra Sangathan									
Revised Budget 2020-21									
Appropriation for Pay & Accounts Offices (PAOs)									
As per RE allocation									
Approved by DG on 24.11.2020	NYKS-HQr,	Alipur	Bangalore	Bhubaneswar	Gandhinagar	Guwahati	Lucknow	Total of PAOs	Total of PAOs & HQ
A) Salary & Allowances									
Salary & Allowances	95,800,000	252,500,000	196,400,000	242,110,000	243,500,000	140,000,000	177,500,000	1,252,010,000	1,347,810,000
D A	12,100,000	35,800,000	27,840,000	34,500,000	34,500,000	18,340,000	24,000,000	174,980,000	187,080,000
Medical Reimbursement	3,000,000	3,500,000	3,500,000	4,000,000	3,500,000	2,500,000	3,000,000	20,000,000	23,000,000
Bonus	15,000	0	0	0	0	0	0	0	15,000
EPF/NPS employer cont. & Admn	1,500,000	7,300,000	6,420,000	6,720,000	7,200,000	3,225,000	5,700,000	36,565,000	38,065,000
Over Time Allowances	200,000	126,000	126,000	108,000	72,000	144,000	72,000	848,000	848,000
Children Education Allowance	900,000	1,000,000	1,000,000	1,000,000	1,000,000	800,000	1,000,000	5,800,000	6,700,000
LTC	500,000	150,000	100,000	120,000	0	30,000	0	400,000	900,000
ACP/MACP pay arrears	0	0	0	0	0	0	0	0	0
Honorarium	300,000	0	0	0	0	0	0	0	300,000
Total (A)	114,315,000	300,376,000	235,386,000	288,558,000	289,772,000	165,039,000	211,272,000	1,490,403,000	1,604,718,000
B) Other Exp on Estb									
Leave Encashment (retirement & LTC)	66,250,000	0	0	0	0	0	0	0	66,250,000
Monthly Pension/ commutation	290,000,000	0	0	0	0	0	0	0	290,000,000
Gratuity	80,000,000	0	0	0	0	0	0	0	80,000,000
Training of Staff	500,000	0	0	0	0	0	0	0	500,000
Car/Scooter/Computer Advance	0	0	0	0	0	0	0	0	0
House Building Advance	0	0	0	0	0	0	0	0	0
Liveries (Uniform)	250,000	565,000	525,000	615,000	400,000	465,000	455,000	3,025,000	3,275,000
Total (B)	437,000,000	565,000	525,000	615,000	400,000	465,000	455,000	3,025,000	440,025,000
C) Office Expenses									
Staff welfare & Hospitality	700,000	72,000	96,000	90,000	84,000	108,000	42,000	492,000	1,192,000
Vehicle Repair & Maintenance	500,000	180,000	210,000	180,000	120,000	240,000	120,000	1,050,000	1,550,000
Vehicle Running (POL)	1,250,000	848,000	540,000	432,000	432,000	864,000	216,000	3,132,000	4,382,000
Vehicle Insurance	100,000	30,000	25,000	20,000	20,000	40,000	10,000	145,000	245,000
Postage, Stationary & EDP Consumable	1,000,000	1,828,000	2,084,000	1,866,000	1,988,000	1,843,000	1,410,000	10,819,000	11,819,000
Capital Purchase	1,750,000	520,000	15,000	360,000	650,000	410,000	250,000	2,205,000	3,955,000
Misc. Expenses	700,000	1,584,000	1,464,000	1,656,000	1,764,000	1,344,000	1,140,000	8,952,000	9,652,000
R/M of Office Equipment & AMC.	1,100,000	1,434,000	1,338,000	1,548,000	1,650,000	1,182,000	1,080,000	8,232,000	9,332,000
Telephone Charges	400,000	2,587,000	2,736,000	3,155,000	3,366,000	1,960,000	1,667,000	15,471,000	15,871,000
Internet Charges	0	0	0	0	0	0	0	0	0
Local Conveyance	30,000	407,000	378,000	443,000	475,000	335,000	313,000	2,351,000	2,381,000
Newspaper & Magazines	30,000	421,200	396,000	452,000	484,800	354,000	318,000	2,426,000	2,456,000
TA/DA	400,000	4,016,000	6,314,000	3,043,000	7,682,000	3,306,000	3,882,000	28,245,000	28,645,000
Transfer TA	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	12,000,000	14,000,000
Daily Wages & Part Time Sweeper	0	7,584,000	7,140,000	8,364,000	8,976,000	6,324,000	5,848,000	44,336,000	44,336,000
Out sourcing of services for MTS/ACT	12,500,000	1,926,000	7,073,000	2,662,000	7,110,000	6,376,000	967,000	26,114,000	38,614,000
Publicity & Advertisement	200,000	0	0	0	0	0	0	0	200,000
ZD/RC Meeting	100,000	0	0	0	0	0	0	0	100,000
BOG Meeting	250,000	0	0	0	0	0	0	0	250,000
Internal & CAG Audit Fees	5,000,000	0	0	0	0	0	0	0	5,000,000
Legal fees	650,000	0	0	0	0	0	0	0	650,000
Govt. Rule Book	25,000	0	0	0	0	0	0	0	25,000
Printing & Publication	900,000	0	0	0	0	0	0	0	900,000
Nehru Yuva Sandesh	0	0	0	0	0	0	0	0	0
Photostat Charges	250,000	0	0	0	0	0	0	0	250,000
VCs Hospitality & Rent Reim	2,100,000	0	0	0	0	0	0	0	2,100,000
VCs TA/DA	1,000,000	0	0	0	0	0	0	0	1,000,000
Selection procedure	1,990,000	0	0	0	0	0	0	0	1,990,000
Total (C)	34,925,000	25,339,200	31,809,000	26,271,000	36,801,800	26,486,000	19,263,000	165,970,000	200,895,000
D) Exp on Accommodation									
Rent	44,400,000	7,381,000	5,921,000	7,985,000	8,988,000	4,983,000	8,350,000	41,608,000	86,008,000
Electricity & Water	1,300,000	3,274,000	1,260,000	1,476,000	1,584,000	1,116,000	1,044,000	9,754,000	11,054,000
Horticulture & House Keeping	1,800,000	0	0	0	0	0	0	0	1,800,000
AC & other Maint Charges at HQ	0	0	0	0	0	0	0	0	0
Electrical R/M	500,000	0	0	0	0	0	0	0	500,000
Security Charges & other services	1,000,000	0	0	0	0	0	0	0	1,000,000
Construction of Building (NYK & HQr)	20,000,000	0	0	0	0	0	0	0	20,000,000
Total (D)	69,000,000	10,655,000	7,181,000	9,461,000	10,572,000	6,099,000	7,394,000	51,362,000	120,362,000
E) Regular Prg & Activities									
Regular Prg & Activities	105,000,000	0	0	0	0	0	0	0	105,000,000
Rajbhasa Prg	500,000	0	0	0	0	0	0	0	500,000
National Youth Complex (NYC)	0	0	0	0	0	0	0	0	0
Total (E)	105,500,000	0	0	0	0	0	0	0	105,500,000
F) I.T.									
I.T.	6,000,000	0	0	0	0	0	0	0	6,000,000
Total (F)	6,000,000	0	0	0	0	0	0	0	6,000,000
G.Total (A+B+C+D+E+F)	766,740,000	336,935,200	274,901,000	324,905,000	337,545,800	198,089,000	238,384,000	1,710,760,000	2,477,500,000

Chat

Duties and Responsibilities of various posts in NYKS as per approved Cadre Restructuring

S.No	Designation	Job Profile
1.	Director	<p>Supervise all Administrative matters, performing duties as per the delegated powers, to evaluate performances of DD, AD and SD/JD, to process report on confidential notes of SDs promotions and other personnel matters, to initiate disciplinary action and recommend appropriate action, to recommend transfer of employees in the level of ADs and above, to grant all kind of leave to staff of Headquarters and SDs, to supervise the maintenance of service book and personnel records, formulate, evaluate forwarding of project proposals of financial assistance of funding agencies to supervise programmes and schemes with various Govt. and semi Govt. bodies , to liaise with agencies/Govt. to pursue the objectives of NYKS, to monitor resource mobilization, to supervise functioning of all subordinate officials, to exercise all powers as delegated by the Director General, Chairperson/BOG from time to time, to supervise coordination and training matters, recommend budgets for publication related matters, conduct studies monitor and evaluate effectiveness of the programmes of NYKS and recommend improvements to process report from confidential notes and other performance related parameters of employees to attend and communicate on parliamentary questions and VIP references, to coordinate with publicity media for image building, to supervise implementation of official language policy of Govt. of India, to supervise all financial and related matters, to operate bank account as one of the signatories to release payment as per the sanctions, to supervise maintenance of accounts related records, to depute, appoint, supervise internal auditors and auditing of accounts of NYKS, coordinate audit teams of DGACR/CAG, to supervise the status of various budgetary requirements, prepare annual budget estimates, revised estimates and submission of accounts, supervise scrutiny of audit reports/reply of audit paras.</p> <p>Those Directors posted at 06 PAOs will be designated as Regional Director and incumbent on deputation in the rank of Director will be designated as Executive Director.</p> <p>The Regional Directors will supervise and monitor all SDs, DDs, DYO's working under their jurisdiction.</p>

Duties and Responsibilities of various posts in NYKS as per approved Cadre Restructuring

2.	Joint Director / State Director	<p>To supervise Financial and Administrative matters pertaining to State Office and Deputy Director under his charge, operate bank accounts of State Office as one of the signatories, sanction all budget and payments for State office, evaluate performance of Deputy Director and District Youth Officer (DYO), recommend promotions, increments and other performance related parameters, recommend necessary disciplinary action in case of District Youth Officer (DYO), Deputy Director, permit transfer of funds from one Kendra to another within the Zone, permit deviation of original programme in the case of emergency and reallocation of head accordingly, recommend special and large programmes in the zone, recommend transfer of Deputy Director and Youth Coordinators in genuine cases, grant all types of leave to State Office staff and Deputy Director and exercise all other powers delegated by the Director General from time to time.</p> <p>Joint Director at the Headquarters will assist the Director in carrying out his responsibilities. Shall scrutinize the notes of Deputy Director/ Assistant Director, finally dispose-off important cases, take intermediate routine actions, record, wherever necessary, a note setting out own comments or suggestions for final disposal on policy matters.</p>
3.	Deputy Director	<p>Supervise financial and administrative matters of the Kendras, consider and approve extra programme reallocation of budget in genuine and appropriate cases, permit deviation of original programmes at the time of emergency and reallocate heads within budget, recommend transfer of fund from one Kendra to the other within the region, recommend appropriate disciplinary actions against erring Assistant Directors and submit papers to the State Director, take measures against erring APAs, MTS in consultations with concerned DYO, recommend transfer of DYO and APAs in genuine cases, sanction leaves to DYO and staff under his direct control and accord permission to leave headquarters outside the district, countersign the TA bills of DYO, act as Chairperson of the panel for deployment of NYVs and countersign the Utilization Certificates submitted by the DYO. DD will be the Wing Head at the Headquarters who will assist the Executive Director/ Director/ Joint Director, as the case may be, in carrying out their duties and responsibilities. DD will sanction all kinds of leave to the employees under them. Recommend and forward reports and returns.</p> <p>The DDs posted in 89 District-Level Nodal Kendras will also work as that of DYO of that Kendra in addition to monitoring/supervision of Districts under them.</p>

Duties and Responsibilities of various posts in NYKS as per approved Cadre Restructuring

4.	Assistant Director / District Youth Officer	<p>Maintenance of close liaison with District Administration, developmental departments, NGOs, promotion of self-reliant Youth Clubs, determining training needs of Youth Club functionaries and organizing training programmes, assessment of needs and problems of various sections of youth in the district, preparation of Annual Action Plan of programmes and activities, proper implementation of programmes as per Annual Action Plan, monitoring and evaluation of programmes and activities, assisting Youth Clubs/NGOs in the formulation of project proposals under Schemes of Financial Assistance of Central Government Departments/Agencies, preparation of village, block and district profiles, preparation, documentation and circulation of supportive and publicity material, maintenance of records and reports, conducting periodic meetings of DAC, NYVs and Youth Clubs and proper maintenance of NYK office including personnel administration, coordination with publicity media for image building of NYK Sangathan.</p> <p>Assistant Director will be posted at the Headquarters who will assist the Deputy Director in carrying out his duties and responsibilities. Recommend leave of members of staff working under him. Compiles data and reports received from field offices. Prepare and recommend course of action for proposals received from State Offices. Shall scrutinize the notes of section officers, finally dispose-off routine cases, take intermediate routine actions, record, wherever necessary notes setting out own comments or suggestions, submit the case to appropriate higher authority.</p>
5.	Assistant Director (Official Language)	<p>AD(OL) will be responsible to implement the official language policy of the Government and circulate instructions, guidelines to all State offices, Regional offices and Kendras. AD(OL) shall process for submission of reports to the Government. Recommend employees eligible for getting incentives for the promotion of Hindi as official language, recommend employees to undergo training in Hindi etc. AD(OL) will be responsible for organizing Meetings /Seminars/ Conferences/ Workshops etc. for promotion of Hindi. AD(OL) will also prepare literature and documents etc for the same.</p>
6.	Accounts Officer (AO)	<p>AO will be overall in charge of the office and section under the Joint Director / State Director or Dy. Director as the case may be. They will control monitor and supervise the work of staff working under them. They will report to Joint Director / State Director or Dy. Director as the case may be and responsible for ensuring</p>

Duties and Responsibilities of various posts in NYKS as per approved Cadre Restructuring

		compliance of work under the Section.
7.	Section Officer (SO) (02 SO may be assigned the work of PS)	SO will be overall in charge of the office and section under the Joint Director / State Director or Dy. Director as the case may be. They will control monitor and supervise the work of staff working under them. They will report to Joint Director / State Director or Dy. Director as the case may be and responsible for ensuring compliance of work under the Section. In case of PS, they will be working with DG and Chairman BOG and will be directly reporting to them. They will perform duty as Personal Secretary on the direction of DG and Chairman BOG.
8.	Sr.Hindi Translator	Sr.Hindi Translator will work for Rajbhasha Section to implement Official Language Act Provision.
9.	Assistant Section Officer (ASO)	ASO will supervise work of Administrative Assistant and will be responsible to get the work done in the Section / Office. Assistant Section Officer will report to Section Officer. Among ASO 30 will be assigned additional work as Junior Hindi Translator and will be posted in Hqrs/State Offices/PAO.
10.	Accounts & Programme Supervisor (APS)	APS will be posted in the Kendra headed by the Deputy Director (Nodal District) and also in the State Offices. Those posted in the Nodal Districts will be performing exactly the same role as that of Accounts & Programme Assistant in District level Kendra. In addition to this APS will also assist Deputy Director in monitoring and supervision of attached Kendra. APS posted in State Office will be taking care of verification of Utilization bill, medical bill, TA bill and other accounts related matter and other assignment as and when assigned by the supervisor.
11.	Accounts & Programme Assistant (APA)	APA will be co-signatory in operation of office bank accounts. APA will take all work like maintenance of accounts, maintenance of records and correspondence work on behalf of District Youth Officer and meet youths in the office coming for information and submitting reports. APA will assist DYO in holding meeting at difference level. APA will also assist DYO in organising programme.
12.	Administrative Assistant (AA)	Administrative Assistant will perform all clerical work assigned to them. In current scenario they are expected to have better working proficiency in MS Office and Internet work. They will make all kind of Data Entry, putting file, collection information and compiling data, preparing reports, maintaining files and records related to desk assigned to them. Their posting will at Nodal

Duties and Responsibilities of various posts in NYKS as per approved Cadre Restructuring

		District Kendra, State Office and Headquarter. They will be responsible to deal with the day to day official correspondence being dealt in different sections at the Hqrs, collect data and information to prepare notes and statements at the initial stage for submission, will compile data in given forms, open files, maintain current files and internal movements, send routine reminders, maintain standing notes, guard files, card indices and other information.
13.	Driver	Responsible for driving the vehicles allotted. Maintenance of the vehicle in good condition, maintenance of logbook and other details regarding change of spare parts and maintenance carried out from time to time.
14.	Multi-Tasking Staff (MTS)	MTS will ensure cleanliness of the office premises; will make entry of in and out post and also deliver local posts. MTS will carry files and documents to and fro local offices. MTS will assist Accounts & Programme Assistant in keeping files and records. MTS will also be responsible to deal with day to day official work as assigned to MTS, such as Typing etc. They are supposed to dispose-off the DAK and maintain charts and registers etc. of the office/wing and acquaint themselves with latest rules and regulations. They will compile data in given forms, open files, maintain current files and internal movements, send routine reminders, maintain standing notes, guard files, card indices and other information. MTS will assist the officer attached to in movement of files, up keeping of office/ section, cleanliness of office and maintenance of the room in a proper and neat manner.

Note: The above list is not exhaustive, duties assigned may vary depending upon the workload/requirement of organisational goals/delegation of powers by the Director General, Chairperson/BOG, NYKS.

ORGANISATIONAL CHART of NYKS

Ministry of Youth Affairs & Sports Govt. of India

Board of Governors of NYKS

NYKS Headquarter

6 Pay and Accounts Offices States

29 State Offices

89 Nodal Kendras / District

534 Kendras / District

**13206 National Youth
Volunteers**

**2.40 Lacs Youth Clubs /
Mahila Mandals having
47.49 Lacs Members**

Pay Level-s of Employees in NYKS Hqtrs.

S.No	Name	Designation	Pay Level
1	Aruna Kandwal Mrs	AA	L-4
2	Kishan Lal	AA	L-5
3	Prabhash Chandra Chowdhary	AA	L-4
4	Reeta Devi	AA	L-2
5	Saranjeet	AA	L-5
6	Sheela Dileep	AA	L-5
7	Shripal Singh	AA	L-5
8	Sushiela Gautam	AA	L-5
9	Surender Singh	AA	L-3
10	Anil	APA	L-4
11	Anil Kumar	APA	L-8
12	Anjali Singhal	APA	L-4
13	Bhagwati Pant	APA	L-8
14	Dolly Kumari	APA	L-6
15	K Bhanu Chander	APA	L-4
16	Nidhi	APA	L-4
17	Pooja	APA	L-4
18	R Tamilarasu	APA	L-6
19	Raj Kumar	APA	L-4
20	Sajal Kanti Bhuiya	APA	L-7
21	Sheshrao Prabhakar Kharasne	APA	L-7
22	V K Sharma	APA	L-7
23	Yasank Gour	APA	L-4
24	Anu Panwar Smt	ASO	L-6
25	Laxmi Chauhan	ASO	L-6
26	Mukesh Kumar	ASO	L-6
27	Pradeep Jaywant	ASO	L-6
28	Shri Raman Jha	ASO	L-6
29	Sushila Sharma	ASO	L-7
30	Suman Mudgal Mrs	Asstt.Director(OL)	L-10
31	Mahinder Pal Sharma	DD	L-13
32	Prabhat Kumar Verma	DD	L-12
33	Prakash Vaidya	DD	L-12
34	Vijay Kumar	DD	L-13
35	M P Gupta	Director	L-13
36	Veerender Khatri	Director	L-13
37	Anand Kumar	Driver	L-2
38	Chander Bhan	Driver	L-6
39	Chandra Deo Prasad	Driver	L-6
40	Gopal Singh	Driver	L-2
41	Hargovind Yadav	Driver	L-5

42	Manoj Shrishkar	Driver	L-2
43	Mohan Singh Chouhan	Driver	L-6
44	Narender	Driver	L-5
45	Narender Pal	Driver	L-4
46	Randhir Kumar	Driver	L-2
47	Sant Bux Singh	Driver	L-5
48	Surinder Kumar Rana	Driver	L-5
49	Sushil Kumar Kukreti	Driver	L-5
50	Toya Nath Jaishi	Driver	L-2
51	Aartika Sethi	AD	L-10
52	Arvind Pratap Singh	AD	L-11
53	Ashok Kumar	AD	L-11
54	Bhupender Singh	AD	L-10
55	D Padmavathi Mrs	AD	L-10
56	Dhanpat	AD	L-10
57	Gopal Chand Ojha	AD	L-12
58	K Mahalingam	AD	L-10
59	Lokesh Kumar	AD	L-10
60	Mahender Kr Sharma	AD	L-10
61	Manisha Saini	AD	L-10
62	Manjula Panicker Mrs	AD	L-10
63	Pardeep Singh	AD	L-10
64	Sanjay Gairola	AD	L-10
65	Sanjay Mehra	AD	L-10
66	Shameem Ahmed Hashmi	AD	L-12
67	Shikhar Virmani	AD	L-10
68	Sudhir Pandey	AD	L-10
69	Surya Prakash Dubey	AD	L-12
70	Varsha Rana	AD	L-10
71	Yogesh Charan	AD	L-10
72	Pranjal Agarwal	AD	L-10
73	Vikram Singh	AD	L-10
74	Surya Kant Kumar	AD	L-10
75	S P Pattnaik	Joint Director	L-13
76	Amitabh Kishore	MTS	L-3
77	Bal Bahadur Khadka	MTS	L-1
78	Bhawani Bheekh	MTS	L-3
79	Daya Nand Sharma	MTS	L-3
80	Dayawati Mrs	MTS	L-3
81	Devender Kumar	MTS	L-3
82	Devi Dutt	MTS	L-3
83	Girish Kumar Jha	MTS	L-3
84	Gopal Dutt Joshi	MTS	L-3
85	Gopal Singh	MTS	L-1

86	Govind Ram	MTS	L-1
87	Kalicharan	MTS	L-2
88	Mahender Singh	MTS	L-1
89	Mahendra Rai	MTS	L-3
90	Mahesh Chand	MTS	L-1
91	Nortan Singh	MTS	L-1
92	Prabhash Kumar Thakur	MTS	L-3
93	Rakesh Kumar	MTS	L-1
94	Ram Gopal	MTS	L-3
95	Ramesh Chand	MTS	L-3
96	Ramjas Gupta	MTS	L-3
97	Ravinder Kumar Sharma	MTS	L-1
98	Sagun Prasad	MTS	L-3
99	Sunder Lal	MTS	L-3
100	Trilok Chand	MTS	L-3
101	Vijay Kumar	MTS	L-3
102	Nivedita Tiwari	Sr Hindi Translator	L-7

NOTE

AA	Administrative Assistant
APA	Accounts and Programme Assistant
ASO	Assistant Section Officer
AD	Assistant Director
DD	Deputy Director

Nehru Yuva Kendra Sangathan
Budget Provisions for PAO/ Zonal Offices/ Kendras
2020-21

	Provision for ZO upto 10 NYKs		Provision for ZO upto 11-20 NYKs		Provision for ZO for 21 or more NYKs		Additional budget for PAO	Provision for Nehru Yuva Kendra		Provision for TNAC Dehradun		Total
	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly		Monthly	Yearly	Monthly	Yearly	
A). Salary & Allowances	0	0	0	0								
OTA (for each Driver)	1500	18000	1500	18000	1500	18000		0	0	1,500	18000	540,000
A). Other Exp on Establishment												
Wages of Part time sweeper	2000	24000	2000	24000	2000	24000		2000	24000	2000	24000	15,672,000
C) Office Expenses												
Staff welfare & Hospitality	1000	12000	1500	18000	2000	24000		0	0	1,000	12000	576,000
Repair & Maint. (each Veh.)	2500	30000	2500	30000	2500	30000		0	0	2,500	30000	900,000
Vehicle Running-POL each Veh	9000	108000	9000	108000	9000	108000		0	0	6,000	72000	3,204,000
Vehicle Insurance-per vehicle	0	5000	0	5000	5000	5000		0	0	-	5000	150,000
Postage & Stationary	3500	42000	4500	54000	5000	60000	24000	2000	24000	2,000	24000	16,548,000
Capital Purchase	0	10000	0	15000	20000	20000		10000	10000	-	10000	6,710,000
Misc. Expenses	3000	36000	4000	48000	5000	60000	12000	1000	12000	1,000	12000	8,964,000
RM of Office Equipment & AMC.	1500	18000	2000	24000	3000	36000	0	1000	12000	1,000	12000	8,304,000
Telephone Charges	3000	36000	3500	42000	4000	48000	12000	2000	24000	2,000	24000	16,236,000
Internet Charges	0	7500	0	7500	0	7500		0	7500	-	7500	4,897,500
Local Conveyance	300	3600	300	3600	300	3600		300	3600	300	3600	2,350,800
Newspaper & Magazines	500	6000	500	6000	500	6000		300	3600	300	3600	2,420,400
TA/DA for each office/ official in State	10000	120000	10000	120000	10000	120000		10000	120000	10,000	120000	78,360,000
D). Exp on Accommodation	0	0	0	0	0	0		0	0	-	0	-
Rent (on Actual)	6000	72000	15000	180000	20000	240000		4100	49200	6,000	72000	36,075,600
Electricity & Water	1000	12000	1000	12000	1000	12000		1000	12000	1000	12000	7,836,000
Total		560100		715100		822100	48000		301900		461700	209,744,300

Olaf