



**Government of Telangana**  
**DISTRICT YOUTH & SPORTS OFFICE**  
**Collectorate Compound, Nagarkurnool Dist.,**  
***email:* [dysonagarkurnool@gmail.com](mailto:dysonagarkurnool@gmail.com)**

Information of 17 items of section 4(1) (a) and  
(4(1) (b) of Right to information Act., 2005  
( 22 of Act., 2005)

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**O/o DISTRICT YOUTH & SPORTS OFFICE**  
Room No. 106, Collectorate Compound, Nagarkurnool,

## Chapter 1 Introduction

- 1.1 Background  
Please throw light on the background of this handbook - Right to Information Act and its key objectives.
- 1.2 Objective/purpose of this information handbook  
Describe the provisions of Section 4(1)(b) of the Act regarding mandatory *suo motu* disclosure of certain information by every public authority and how this guide is aimed at such disclosure and creating standardized information for easy access and understanding by the public.
- 1.3 Who are the intended users of the handbook?  
Citizens, civil society organizations, public representatives, officers and employees of public authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc.
- 1.4 Definitions of key terms  
Please provide definitions of keys terms used in this handbook.
- 1.5 Organization of information  
Describe how information is organized in this handbook and what is contained in different chapters.
- 1.6 Getting additional information  
Describe the sources, procedures and fees structure for getting information not available in this handbook.
- 1.7 Names & addresses of key contact points  
Give the names of key contact persons in case somebody wants to get more information on topics covered in the handbook as well as other information also.

## Chapter 2

### Organisation, Functions and Duties [Section 4(1)(b)(i)]

2.1 Particulars of the organization, functions and duties:-

<b>Sl. No.</b>	<b>Name of the Organization</b>	<b>Address</b>	<b>Functions</b>	<b>Duties</b>
1	District Youth & Sports Office	Collectorate Compound, Nagarkurnool	Administration & Executive	To implementation Youth Welfare Activities & Sports Activities.

### Chapter 3

## Powers and Duties of Officers and Employees

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

3.1 Please provide details of the powers and duties of officers and employees of the authority by designation as follows:

Sl. No.	Name of the officer/ employee	Designation	Duties allotted
1	Sri T. Hanmanthu	DYSO(FAC), Nagarkurnool	<ol style="list-style-type: none"> <li>1. To motivate the youth for encouraging to start their self employment schemes.</li> <li>2. To motivate the youth for formation of Youth Clubs.</li> <li>3. Preparation of Action Plan with reference to the targets / schemes / training programmes communicated by the Head Office, Hyderabad / Govt.</li> <li>4. Preparation of suitable training programmes as per present scenario.</li> <li>5. Drawing and disbursement of salaries.</li> <li>6. Tour for at least 15 days in a calendar month.</li> <li>7. Visit at least 15 units in a month.</li> <li>8. Closely watch the units financed under Rajiv Yuva Shakthi Programme and training programmes being implemented by the STEP Society.</li> <li>9. To attend all meetings conducting by the District Collector / Head Office.</li> </ol>
2	Sri S. Vijaya Kumar	Supdt., / Sr.Asst.,	<ol style="list-style-type: none"> <li>1. General supervision.</li> <li>2. Maintenance of periodicals of head office</li> <li>3. Training Programmes.</li> <li>4. Preparation of particulars for Head Office meeting</li> <li>5. All Correspondence relating to all works of all divisions.</li> </ol>
7	Sri M. Krishnaiah	Computer Operator	<ol style="list-style-type: none"> <li>1. Computerization of all Correspondence of all Sections.</li> <li>3. Maintenance Online work system.</li> </ol>

## Chapter 4

### Procedure Followed in Decision-making Process [Section 4(1)(b)(iii)]

4.1 Describe the procedure followed in decision-making by the public authority.

Activity	Description	Decision-making process	Designation of final decision-making authority
Budget	Allocating by the Director of Youth Services and MD, TSSTEP, Hyderabad, VC & MD, SATS, HYD and District Collector, NGKL	Concerned assistants will submit all the files to the Supdt./ Sr.Asst., after scrutiny the Supdt./ Sr.Asst., will circulate the files to the DYSO, NGKL to make/take a decision and to approve the files.	DYSO, Nagarkurnool If necessary the DYSO, NGKL will circulate the files to the Dist. Collector for making/taking a final decision as the Collector is the Chairman for this DYSO Office and in some cases Matter will be referred to the Managing Director TSSTEP Hyderabad and VC & MD, SATS, Hyderabad for taking his permission.
Formulation of programmes, schemes and projects	To know the demand based projects in the district and preparation of projects innovatively basing on the local resources. But programmes and schemes communicating by the Director of Youth Services, Hyderabad are implementation		
Recruitment / hiring of personnel	-Nil-		
Release of funds	-Nil-.		
Implementation/ delivery of service/utilization of funds	All the services are shown in chapter – 3.		
Monitoring & evaluation	Monitoring and evaluate the training programmes and Rajiv Yuva Shakthi units established by the youth being implemented by this office.		
Gathering feedback from public			
Undertaking improvements			

**Chapter 5**  
**Norms set for the Discharge of Functions**  
**[Section 4(1)(b)(iv)]**

5.1 Please provide the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services.

Sl. No.	Function/service	Norms/standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc)
1	To implementation Youth Welfare Activities & Sports Activities.	---	Time to Time	Citizen's Charter

## Chapter 6

### Rules, Regulations, Instructions, Manual and Records, for Discharging Functions [Section 4(1)(b)(v) & (vi)]

6.1 Please provide list and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following format.

Sl. No	Description	Gist of contents	Price of the publication if priced
<b>Rules &amp; Regulations</b>			
1	STEP Employees Service Rules 1992	Disciplinary proceedings	
2	STEP Leave Rules	Sanction of leave	
3	T.A Rules	Sanction of T.A Bills	
4	Conduct Rules	Disciplinary proceedings	
<b>Instructions</b>			
1	Issued by the Govt. from time to time by G.Os and Memos.	Scheme details norms, Procedure for implementation of Schemes.	
2	Issued by the Memos and letters by Commissioner of Youth Services & Managing Director, TSSTEP., Hyderabad.	Instructions issued by the Government from time to time.	
<b>Manuals</b>			
1	-----		
2	-----		
<b>Records</b>			
1	N.Dis		
2	L.Dis		
3	D.Dis. Disposals		
4	R.Dis. Disposals		
<b>Publications</b>			
1	Issue of notifications regarding the implementation of self employment schemes and training programmes.	Draft Press note (or) notification publishing in leading news papers in District Edition. With the approval of the District Collector.	As per the norms as fixed by the Commissioner of Youth Services, T.S., Hyderabad.

**Chapter 7**  
**Categories of Documents held by the Public Authority**  
**under its Control**  
**[Section 4(1) (b) v (i)]**

7.1 Provide information about the official documents held by the public authority or under its control.

Sl. No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1	Files, Registers, Records, etc., pertaining to the subjects as mentioned in chapter-1		Concerned Assistant.



**Chapter 8**  
**Arrangement for Consultation with, or Representation**  
**by, the Members of the Public in relation to the**  
**Formulation of Policy or Implementation there of**  
**[Section 4(1)(b)viii]**

8.1 Describe arrangements by the public authority to seek consultation / participation of public or its representatives for formulation and implementation of policies?

Sl. No.	Function / Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
1	Managing Committee Meeting	The Dist. Collector is the Chairman of the committee. Project Director, DRDA., General Manager, Dist. Industries Centre, Municipal Commissioner of NGKL Municipal Corporation, Dist. Co-operative Officer, Dist. Employment Officer and two non-official members nominated by the Dist. Collector as members.	-----

**Chapter 9**  
**Boards, Councils, Committees and other Bodies**  
**constituted as part of Public Authority**  
**[Section 4(1)(b)v(iii)]**

9.1 Please provide information on boards, councils, committees and other bodies related to the public authority in the following format.

Sl. No.	Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public/ Minutes of its Meetings accessible for Public
1	Managing Committee	As shown in chapter-8	<p>To manage all the affairs and funds of the society and shall have authority to exercise all the powers of the society subject to instructions of the Commissioner of Youth Services &amp; Govt. of Telangana.</p> <p>To prepare and execute the details of plan and programmes to carry on the day to day administration and management of society.</p> <p>To look after and manage the institution and properties of the society and incurred expenditure required for that purpose.</p> <p>To prepare the budget estimates of the society for each year and to sanction the expenditure within the limits of the budget as approved by the Govt.</p> <p>To review the progress of expenditure and implementation of the schemes taken up by the society in the previous year and to make such recommendations as deemed fit for to implementing or otherwise of the schemes during the succeeded year.</p>	

## Chapter 10

### Directory of Officers and Employees [Section 4(1)(b)(ix)]

10.1 Please provide information on officers and employees working in different units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressal, vigilance, audit, etc)

S. No	Name of office/ administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Residence Tel: Fax:	Cell Nos.	Email
1	DYSO Office, Collocotrate Compound, Nagarkurnool	T. HANMANTHU DYSO(FAC)		9441902861	dysonagarkurnool@gmail.com
2		S. VIJAYA KUMAR Supdt., / Sr. Assistant			
3		M. KRISHNAIAH COMPUTER OPERATOR			

**Chapter 11**  
**Monthly Remuneration received by Officers and**  
**Employees, including the System of Compensation as**  
**provided in Regulations**  
**[Section 4(1)(b)(x)]**

11.1 Provide information on remuneration and compensation structure for officers and employees in the following format:

S No	Designation	Monthly Remuneration including its composition	System of compensation to determine Remuneration as given in regulation
	Sarvasree	Net Salary	
1	T. Hanmanthu DYSO (FAC)	----	-----
2	S. Viajaya Kumar Junior Assistant	41760.00	
3	M. Krishnaiah Computer Operator	13000.00	

## Chapter 12

### Budget Allocated to Each Agency including Plans etc. [Section 4(1)(b)xi]

12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Agency	Plan/Programme/ Scheme/Project/ Activity/Purpose for which budget is allocated	Proposed expenditure	Expected Outcomes	Report on disbursements made or where such details are available (web site, reports, notice board etc.)
DYSO	-----	-----	-----	

12.2 Provide information on the budget allocated for different activities under different programmes / schemes / projects etc. in the given format

Agency	Programme/ Scheme/Project/ Activity Purpose for which budget is allocated	Amount released: last year (Rs. In lakhs)	Amount spent last year (Rs. In lakhs)	Budget allocated current year (Rs. In lakhs)	Budget released current year (Rs. In lakhs)
DYSO	Major Head 22.04 – Sports & Youth Services	-----	-----	-----	-----

## Chapter 13

### Manner of Execution of Subsidy Programmes

#### [Section 4(1)(b)xii]

13.1 Describe the activities / programmes / schemes being implemented by the public authority for which subsidy is provided.

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

Name of Programme / activity	Nature/scale of subsidy	Eligibility criteria for grant of Subsidy	Designation of officer to grant Subsidy
Rajiv Yuva Shakthi Programme	<b><u>To be received targets</u></b>	Age group of 18-35 years  <b><u>Qualifications</u></b> : SSC Pass or Fail / 5 <sup>th</sup> Class Pass in respect of SC/ST/PHC Income P.A Rs.50000/-	Dist. Sanction Committee under the chairmanship of Dist. Collector basing on the recommendations made by the Mandal / Municipal Level Committee

### 13.3 Describe the manner of execution of the subsidy programmes.

Name of Programme / Activity	Application Procedure	Sanction Procedure	Disbursement procedure
Rajiv Yuva Shakthi Programme	<p>After receipt of the instructions from the Director of Youth Services, a press notification will be released calling applications from the unemployed youth, the applications are kept at the disposal of MPDO / Municipal Commissioner for distribution. Then, the youth will apply to the MPDO / Municipal Commissioner within the scheduled time as fixed. The applications are also distributed on free of cost.</p>	<p>The counseling for the selection of beneficiaries will be conducted by the Mandal / Municipal Level Committee. The Committee consisting of concerned Bank Branch Manager, NGO and MPDO / Municipal Commissioner. The MPDO / Municipal Commissioner will be the Convenor.</p>	<p>After receipt of the Dist. Sanction Committee will approve the eligible candidates of the Mandal Level Selection Committee list. The Selected beneficiary will be issued sanction proceedings. The beneficiary shall submit the loan account number and Non operative zero balance SB account number duly completing the documentation of the Bank, and the same is forwarded to Director of Youth Services and Managing Director, TSSTEP, for release of Rajiv Yuva Shakthi programme Subsidy through ECS mode to the beneficiary account. The utilization certificate is obtained from Bank branch after physical grounding of the unit is submitted to Head Office.</p>

## Chapter 14

### Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority [Section 4(1)(b)xiii]

14.1 Provide the names and addresses of recipients of benefits under each programme/scheme separately in the following format.

#### **Beneficiaries**

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# Chapter 15

## Information Available in Electronic Form [Section 4(1)(b)x(iv)]

15.1 Please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
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## Chapter 16

### Particulars of Facilities available to Citizens for Obtaining Information [Section 4(1)(b)xv]

16.1 Describe the particulars of information dissemination mechanisms in place/facilities available to the public for accessing of information:

Facility	Description (Location of Facility / Name etc.)	Details of Information made available
Notice Board	O/o. Dist., Youth & Sports Office, Nagarkurnool.	-----
Information Counter	O/o. Dist., Youth & Sports Office, Room No. 106, Collectorate, Nagarkurnool	-----
Web sites	-----	-----

## Chapter 17

### Names, Designations and other Particulars of Public Information Officers [Section 4(1)(b)xvi]

17.1 Please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority/Officer(s) for the public authority in the following format.

#### Public Information Officer(s)

S No	Name of office/ administrative unit	Name & designation of PIO	Office Tel: Residence Tel: Fax:	Email
1	DYSO, Nagarkunool	Sri T. Hanumanthu DYSO(FAC), NGKL	-----	dysonagarkunool@gmail.com

#### Assistant Public Information Officer(s)

S No	Name of office/ administration unit	Name & designation of APIO	Office Tel: Residence Tel: Fax:	Email
1	DYSO, Nagarkunool	Sri S. Vijaya Kumar, Supdt., / Senior Asst., o/o. DYSO, Nagarkunool		dysonagarkunool@gmail.com

#### Appellate Authority

S No	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/ administrative units of the authority)	Office Tel: Residence Tel: Fax:	Email
1	Sri T.Hanumanthu DYSO(FAC), NGKL	Dist. Level		dysonagarkunool@gmail.com m

**Chapter 18**  
**Other Useful Information**  
**[Section 4(1)(b)xvii]**

18.1 18.1 Please give below any other information or details of publications which are of relevance or of use to the Citizens.

--Nil--

18.2 18.2 You may mention here information of your department which is excluded under section 8(1) of the Act and /or under Rules of the State Government as guidance to the public seeking information from your department.

--Nil--