

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF SPORTS & YOUTH WELFARE, ASSAM
RUDRA SINGHA SPORTS COMPLEX, DISPUR, GUWAHATI- 6

No: DSY/S/Misc/27/2021/26

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Information manual of the Directorate of Sports & Youth Welfare, Assam

Pursuant to the provisions contained under section 4(1) (b) of the Right to Information Act, 2005, the required information is provided herewith in respect of Directorate of Sports & Youth Welfare, Assam:

CHAPTER-I

Particulars of the organization, functions, and duties

- [A] Establishment
- [B] Budget
- [C] Accounts & Audit
- [D] Games/Sports, Development of infrastructure and Grants-in-Aid
- [E] National Cadet Corps (NCC)
- [F] National Service Scheme (NSS)
- [G] Issue & Receipt

Works of the office of the Director of Sports & Youth Welfare, Assam, functioning in different branches are given below:

[A] Establishment

- i. Establishment matters of officers and staff
- ii. Confidential matters relating to Directorate of Sports & Youth Welfare, Assam, and its subordinate offices
- iii. Matter relating to disposal of High Court Cases related to establishment
- iv. Matter relating to Transfer/Posting
- v. Matter relating to new appointment in Headquarters and its subordinate offices
- vi. Matter relating to various trainings
- vii. Matter relating to promotion
- viii. Implementation of Acts, Rules and Guidelines, issued by the Government from time to time
- ix. Pension & Public Grievances

[B] Budget

- i. Preparation of yearly budget (both SOPD and Establishment)
- ii. Submission of proposal for additional fund as per requirement for salary, implementation of scheme, etc
- iii. Distribution of budget amongst Directorate, District Sports Offices, and NCC offices

[C] Accounts & Audit

- i. Matter relating preparation of pay bills
- ii. Matter relating to payment to various firms, vendors, etc
- iii. Matter relating to deduction of taxes as per rule
- iv. Disposal of audit matters
- v. To reconcile the expenditures with AG's office

- vi. Maintenance of Cash Book, Bill Register, Acquittance Roll, etc
- vi. Maintenance of payment related documents, vouchers, etc
- [D] Games/Sports, Development of infrastructure and Grants-in-Aid**
 - i. Holding of Sports Competitions/Tournaments at State and District levels
 - ii. Holding of Coaching Camps
 - iii. Sending of teams to various National/International Level Sports Competitions in Olympic disciplines/events
 - iv. Creation of new stadia, repairing/renovation/development of existing sports infrastructure of the State
 - v. Implementation of various sports-related schemes
 - vi. Sending of teams/troops to participate in National Youth Festival
 - vii. Implementation of various sports related schemes/activities, as directed by Ministry of Youth Affairs & Sports, Govt of India
 - viii. Providing financial assistance/sports goods to Sports Clubs/Associations/Organizations, etc
 - ix. Providing of financial assistance to eligible sportspersons of the State
- [E] National Cadet Corps (NCC)**
 - i. NCC Awards
 - ii. Providing of fund for holding of NCC Camps
- [F] National Service Scheme (NSS)**
 - i. Receipt of fund from Govt of India
 - ii. Matter related to preparation of NSS accounts, monitoring of accounts and submission of utilization certificate
 - iii. Release of fund to the University/+2 Councils
 - iv. Conferring of State NSS Awards
 - v. Monitoring of NSS Activities across the State
- [G] Bharat Scouts & Guides**
 - Providing of salary to the employees of Bharat Scouts & Guides
- [H] Issue & Receipt**
 - i. Issue/despatch of letters/documents to the concerned recipients through post/by hand
 - ii. Receipt of letter/documents received directly by petitioner/by post etc

CHAPTER-II

The powers and duties of officers and employees

[A] Shri Nibedan Das Patowary, ACS, Director

- i. Overall in charge of the Directorate and supervision of matters relating to its subordinate offices
- ii. Administrative approval for implementation of schemes/works, issuance of work orders.
- iii. Overall supervision of works subjects of various branches/subordinate offices
- iv. Any other matters that may be assigned by the Government/higher authorities as and when situation demands.

[B] Shri Partha Pegu, ACS, Joint Director

- i. Matter relating to holding of tournaments, coaching camps, etc
- ii. Matter relating to preparation of yearly budget (both SOPD and Establishment)

- iii. Matter relating to creation of new sports infrastructure/repairing & renovation/development of existing sports infrastructures, etc
- iv. Any other sports-related schemes/activities
- v. Matter relating to Sports Talent Search Scholarship
- vi. Matter relating to Financial Assistance to Sports Association, Clubs, etc
- vii. Matter relating to providing of Sports Goods to Sports Association, Clubs, etc
- viii. Any other works that may be assigned by the Director from time to time

[C] Smt Antara Gogoi, ACS, Deputy Director

- i. Matter relating to establishment matters of headquarters and sub-ordinate offices
- ii. Matter relating to NCC, NSS.
- iii. Matter relating to disposal of High Court Cases
- iv. Matter relating to Pension & Public Grievances
- v. Matter relating to Bharat Scouts & Guides
- iv. Any other works that may be assigned by the Director from time to time

[D] Shri Ananta Saikia, AFS, Finance & Accounts Officer

- i. Entire financial matters of this Directorate and its subordinate offices
- ii. Budgetary matters of this Directorate and subordinate offices
- iii. Vetting of each and every payment related matter
- iv. Any other works that may be assigned by the Director from time to time

[E] Shri Nabajyoti Basumatary, Assistant Director

- i. Matter relating to holding of tournaments, coaching camp, etc (through Joint Director)
- ii. Matters relating to creation of new sports infrastructure/repairing & renovation/development of existing sports infrastructures, etc., (through Joint Director)
- iv. Any other sports related schemes/activities (through Joint Director)
- v. Matter relating to Sports Talent Search Scholarship (through Joint Director)
- vi. Any other works that may be assigned by the Director from time to time.

[F] Shri Satyabrata Gogoi, Assistant Director

- i. Establishment matter (through Deputy Director)
- ii. Matter relating to NCC & NSS (through Deputy Director)
- iii. State Public Information Officer of this Directorate
- iv. Matter relating to creation of new sports infrastructure/repairing & renovation/development of existing sports infrastructures, etc (through Joint Director)
- v. Matter relating to Financial Assistance to Sports Association, Clubs, etc., (through Joint Director)
- vi. Matter relating to preparation of yearly budget (both SOPD and Establishment) (through Joint Director)
- vii. Matter relating to Pension & Public Grievances (through Deputy Director)
- viii. Any other works that may be assigned by the Director from time to time

[G] Shri Nirmal Kumar Deka, Superintendent

- i. General Supervision and assessment of works of the Office
- ii. Supervision of Punctuality and Discipline of Staff of this Directorate and their official allotted works
- iii. Celebration/Observation of National/State Day
- iv. Any other works assigned by the Director from time to time

[H] Shri Bidhan Das, Deputy State Liaison Officer

- i. Liaison with Govt Departments in various matters of this Directorate
- ii. Any other works assigned by the Director from time to time

[I] Md Omar Faruk, Internal Auditor

- i. Matters relating to disposal of Audit Objection
- ii. Any other works that may be assigned by the Director from time to time

CHAPTER-III

Procedure followed in the decision making process including channels of supervision and accountability

In general, the files are processed at branch level, and the dealing assistants concerned of each branch put up the files through Deputy State Liaison Officer/Assistant Directors/Deputy Director/ Finance & Accounts Officer/Joint Director/Director as per requirement of the files. Files requiring decision/approval except routine works and for correspondence with higher authorities must come to the Director for approval.

CHAPTER-IV

The norms set by it for the discharge of its functions

Efforts are made to deal with the cases as expeditiously as possible in accordance with the Rules, Regulations and other instructions issued by the Government from time to time.

CHAPTER-V

The Rules, Regulations, Instructions, Manuals and Records, held by it or under its control or used by its employees for discharging its functions

The branches discharge its functions in accordance with Rules, Regulations, Instructions, Manuals, etc issued by the Government from time to time.

There are some office Memoranda/Notifications/ Circulars, which are also followed in disposal of the cases.

CHAPTER-VI

A Statement of the categories of documents that are held by it or under its control

The documents held by the concerned branches including relevant files as per file index on the subjects dealt with are kept in the branches concerned.

CHAPTER-VII

The particulars of any arrangement that exist for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof

Arrangements are done as per guidelines of the Government or locally in consultation with competent authorities and stakeholders, as the case may be.

CHAPTER-VIII

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 meeting are accessible for public

The following bodies have been constituted as per Government guidelines with required manpower:

1. Sports Authority of Assam
2. Board of Sports of Assam
3. State Level Advisory Committee (SLAC) for Students & Youth Welfare, Assam.

CHAPTER-IX

A directory of its officers and employees

CHAPTERS-II & X may be referred to.

CHAPTER-X

The monthly remuneration received by each of its employees including the system of compensation as provided in its regulations

The Officers and the employees under the establishment of Directorate of Sports & Youth Welfare, Assam, are being paid monthly salary as per the norms of the State Government of Assam. Details are placed below:

Sl Nos	Name of the officers and employees	Designations	Present Salary Pay band & Grade pay (As per ROP Rules, 2017)
1	Shri Nibedan Das Patowary, ACS	Director	PB-30000-110000, GP-17500
2	Smt Antara Gogoi, ACS	Deputy Director	PB-30000-110000, GP-13300
3	Shri Ananta Saikia, AFS	Finance & Accounts Officer	PB-30000-110000, GP-12700
4	Shri Navajyoti Basumatary	Assistant Director	PB-30000-110000, GP-12700
5	Shri Satyabrata Gogoi	Assistant Director	PB-30000-110000, GP-12700
6	Shri Nirmal Kumar Deka	Superintendent	PB-22000-97000, GP-10300
7	Shri Bidhan Das	Deputy State Liaison Officer	PB-22000-97000, GP-9700
8	Omar Faruk	Internal Auditor	PB-22000-97000, GP-9100
9	Shri Tarun Saikia	Senior Mountaineering Instructor	PB-14000-60500, GP-8700
10	Smt Sabita Deka	Senior Assistant	PB-14000-60500, GP-8000
11	Shri Dilip Kr Sarma	Senior Assistant	PB-14000-60500, GP-8000

12	Shri Jitul Konwar	Senior Assistant	PB-14000-60500, GP-8000
13	Shri Ranjan Das	Accountant	PB-14000-60500, GP-8000
14	Mansur Haque	Stenographer	PB-14000-60500, GP-7400
15	Shri Navadwip Das	Junior Assistant	PB-14000-60500, GP-6200
16	Shri Arjun Chetri	Junior Assistant	PB-14000-60500, GP-6200
17	Smt Geeta Chetri Pathak	Junior Assistant	PB-14000-60500, GP-6200
18	Shri Chinmoy Borah	Junior Assistant	PB-14000-60500, GP-6200
19	Smt Himashree Pathak	Junior Assistant	PB-14000-60500, GP-6200
20	Shri Anup Kr Das	Junior Assistant	PB-14000-60500, GP-6200
21	Smt Malabika Daimari	Junior Assistant	PB-14000-60500, GP-6200
22	Shri Jibanjyoti Buragohain	Junior Assistant	PB-14000-60500, GP-6200
23	Shri Paudeireituing Mpenme	Junior Assistant	PB-14000-60500, GP-6200
24	Shri Phatik Das	Driver	PB-14000-60500, GP-5200
25	Shri Babrubahan Hazarika	Driver	PB-14000-60500, GP-5200
26	Shri Fazal Haque	Driver	PB-14000-60500, GP-5200
27	Shri Ranjit Das	Driver	PB-14000-60500, GP-5200
28	Shri Hemanta Dutta	Driver	PB-14000-60500, GP-5200
29	Shri Pramod Das	Driver	PB-14000-60500, GP-5200
30	Shri Jitendra Mazumdar	Driver	PB-14000-60500, GP-5200
31	Shri Prabhat Barman	Drufty	PB-12000-52000, GP-4400
32	Shri Paresh Ch Kalita	Peon	PB-12000-52000, GP-3900
33	Chowkat Ali	Peon	PB-12000-52000, GP-3900
34	Shri Dipak Rabha	Peon	PB-12000-52000, GP-3900
35	Smti Sushila Deka Rajbongshi	Peon	PB-12000-52000, GP-3900
36	Shri Jayswar Sarma	Chowkidar	PB-12000-52000, GP-3900
37	Shri Sanjay Kr Haloi	Peon	PB-12000-52000, GP-3900
38	Shri Anup Talukdar	Peon	PB-12000-52000, GP-3900

39	Smt Rajlaxmi Sinha	Peon	PB-12000-52000, GP-3900
40	Shri Pradeep Kr Balmiki	Peon	PB-12000-52000, GP-3900
41	Shri Saurav Kr Sarmah	Peon	PB-12000-52000, GP-3900
42	Shri Sanju Chetri	Chowkidar	PB-12000-52000, GP-3900
43	Shri Prasanta Brahma	Peon	PB-12000-52000, GP-3900
44	Shri Sailen Sarmah	Laskar	PB-12000-52000, GP-3900

CHAPTER-XI

The budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditures and report on disbursements made

Budget under different Heads of Accounts for each financial year is submitted to the Government, and based on the budgetary provision, the schemes are implemented, subject to approval of the Government.

CHAPTER-XII

The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes

Different Sports competitions, Coaching Camps under different age groups including other programmes are held as per guidelines issued by the Government from time to time.

CHAPTER-XIII

Particulars of recipients of concessions, permits or authorizations

Permits or authorizations are granted by branches concerned in case of programmes.

CHAPTER-XIV

Details in respect of the information available to or held by it reduced in an electronic form

The website of Directorate, i.e. dsyw.assam.gov.in(,) may be visited to this effect.

CHAPTER-XV

The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, is mentioned for public use

Citizens can obtain information during office hours from the concerned officers/branches.

No library or reading room is maintained for use by public.

CHAPTER-XVI

The names, designations, and other particulars of the public information officers are given below:

1. Sri Partha Pegu, ACS
Joint Secretary to the Government of Assam
Sports & Youth Welfare Department
& Joint Director, Sports & Youth Welfare, Assam- **1st Appellate Authority**
2. Sri Satyabrata Gogoi
Assistant Director
Sports & Youth Welfare, Assam- **State Public Information Officer (SPIO)**
3. Shri Bidhan Das
Deputy State Liaison Officer (DSLO)
Sports & Youth Welfare, Assam- **Assistant Public Information Officer (APIO)**

CHAPTER-XVII

Priorities have always been given in implementation of the guidelines issued by the Ministry of Youth Affairs & Sports, Department of Sports, Government of India, as well as that of the Government of Assam.

Any suggestion on any omission and commission in preparation and publication of the guidelines is solicited.


Director

Sports & Youth Welfare, **Assam**