

POINT WISE REPLY OF SECTION 4.1 OF RIGHT TO INFORMATION ACT, 2005

S.No.	Particulars	Reply
1.	The Particulars of the organization, functions and duties	The Directorate of Sports of A&N Administration deals matters related to all Sports functions, construction of Stadium, development of Play field and having facilities of different Sports/fitness equipments and their Coaches under the jurisdiction of Sports deptt. A & N Administration. There is a Stadium, one Multipurpose indoor sports hall, one out door Basket ball court, one out door Cycling Vellodrome, one out door 50 mtr. Swimming Pool, one out door Tennis Court, one Squash Court, one Billiard hall, one Fitness cum conditioning hall within the Netaji Stadium Sports Complex and also having a Water Sports training centre run by Sports Authority of India at Sippighat, South Andaman. There are six mini stadiums at Car Nicobar, Little Andaman, Wimberlygunj, Rangat, Diglipur, & Campbell Bay. This Department is also dealing with all Administrative and Planning works.
	The Powers and duties of its officer and employees.	All the matters related to Sports and Youth Affairs, A & N Administration. - The Director of SYA is designated as Joint Secretary - Filling up of post Group 'B' & 'C' of A & N Administration. - Confirmation of staffs in various posts of the A & N Administration. - Movable and immovable properties of the staffs. - Renewal of various posts of the A & N Administration. - Creation of various posts of the A & N Administration. - Amendment and framing of Recruitment Rules of the Government employees of A & N Administration. - Court Cases relating to this department, A & N Administration. - Advances/increment/Pay Scale/Selection of the staff of this Department. - Progress report of Sports department. - Expenditure Sanction of estimate, Schemes & Project. - Various Departmental Advances. - Duty-cum-tour of the officers. - Allocation of fund under plan and Non-plan. - RTI Matters. - Public Grievances relating to the Sports Dept., A & N Administration. - Disciplinary Proceeding of Group C official relating to this deptt, A & N Administration. - Sanction of various kind of leave to this staff of this Department. - Placement of staff for various training under A&N Administration. - Permission grant for higher education. -Achievements report -Dealing of Official language. -Field visit reports

		<ul style="list-style-type: none"> -Maintained of PBR. -Coaching -Implementation of centrally sponsored schemes like-PYKKA and NSS -Cash prize to the Sports person -Grant-in-aid -State Youth Award Scheme -Management and maintenance of IT infrastructure of the department - Implementation of various IT initiatives at the departmental level - Data entry works in the application software - Providing training to departmental staff on various application software -All works related to State Sports Council
3.	The Procedure followed in the decision-making, process including channels of supervision and accountability.	The Procedure followed in the decision making process is as prescribed in the A & N Administration, Manual of Office Procedure, by Administrative Reforms Wing, Secretariat followed as amended from time to time.
4.	The norms set by it for the discharge of its functions.	As per the A & N Administration, Manual of Office Procedure, by Administrative Reforms Wing, Secretariat.
5.	The rules, regulations, instruction, manuals and records, held by it or under its control or used by its employees for discharging its functions.	<ul style="list-style-type: none"> Cash award Rules State Youth Award Rules. Grant-in-aid under A&N Administration's notified Gazette. RTI Act, 2005. Manual of Office Procedure- Administrative Reforms Wing, Secretariat. Central Government Rules – Swamy's Publication. General Financial Rules
6.	A statement of the categories of documents that are held by it or under its control.	The service records like- Personnel File, Leave Accounts, Service Books, APARs, PBR, Ledger are maintained in this department. Director (Sports) is empowered to take decisions which are under the ambit of the HOD.
7.	The Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.	All the policies framed by the (Ministry of Human Resource & Development) Ministry of Sports and Youth Affairs, Government of India, New Delhi as and when directed by Ministry to the A & N Administration.
8.	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those Boards, Councils Committees and other bodies are open to the public or the minutes of such meetings are accessible for public.	No such committees are formed. As the Sports Department is under the control of A & N Administration and any information accessible to public are published through Government Press in the Local Daily Newspaper- 'The Daily Telegram' and also announced through All India Radio, Port Blair News.

9.	A directory of its officers and employees	Officers of Department of Sports. 1. Shri.Lucas Robert,Director (Sports). → 2 Dr.U.N Choudhary, Assistant Director (Sports) → 3. Shri Kanta Rao, Assistant Director (Sports) →		<u>Ph. No.</u> 232637 231463 243394	<u>Fax</u> 232637 231463 --
10.	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.	The officers and Employees of this Department are Central Government Employees and are receiving salaries as prescribed by the Government of India. There no system of any other compensation or remuneration. This is being maintained in the Cash Section of the Sports Department, A & N Administration.			
11.	The Budget allocated to each of its agency, indicting the particulars of all plans proposed, expenditures and reports on disbursement made.	The Budget is allocated under A & N Administration for their salaries, Other expenses etc. in different heads as per the proposed budget estimate of the Financial year under the Education Sector. This is being maintained by this Department.			
12.	The manner of execution of subsidy programmes including the amounts allocated and details of beneficiaries of such programmes.	-NA-			
13.	Particulars of recipients of concessions, permits or authorizations granted by it.	-NA-			
14.	Details in respect of the information, available to or held by it, reduced in an electronic form.	-NA-			
15.	The Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	The information regarding this branch can be obtained during office hours 0830 hrs-1300 hrs and 1330-1700 hrs on every working day.			
16.	The names and designations and other particulars of the Public Information Officers.	Shri.Lucas Robert, Director (Sports) is addressed as the Public Information Officer in the RTI Matters.			
17.	Such other information as may be prescribed and thereafter update these publications every year.	-Nil-			