

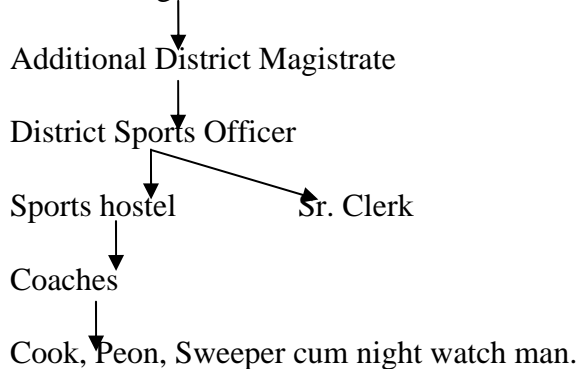
**RIGHT TO INFORMATION ACT 2005**  
**SPORTS SECTION, COLLECTORATE, SAMBALPUR**

**Manual – 1**

**Particulars of organization, functions and duties**  
**(Section 4(1) (b)(i))**

1. Aims and objectives of the organization :  
To promote sports and games in the district and implement various schemes of Govt.
2. Mission / Vision :  
To improve the performance of Sports person and establish the District as one of the leading sports district in the State.
3. Brief history and back ground for its establishment :  
With a view to broad base sports activities, the district level post of D.S.O. was created in the year 1975 and since then has been functioning as an integral part of District Administration.

4. Organization charges :  
District Magistrate & Collector



5. Allocation of Business :

- a. To organize Block/Dist. Level Sports competition.
- b. To aid Dist. Level Sports Association.
- c. To create and develop infrastructure at Rural areas as well as Dist. Headquarter.
- d. To recommend small sports association for financial assistance.
- e. To organize youth activities.
- f. To conduct talent scouting for admission of talents in Sport Hostels.

6. Duties to be performed to achieve the mission :

- a. To keep close liaison with Panchayat and Block functionaries/

Educational institutions / Sports clubs / NGOs. Etc. and involve them in Programme / activities.

b. Timely execution of various programmes.

7. Details of Services rendered.

a. To create mass awareness and bread base sports and games in the dist.

b. Provided opportunity to rural and urban talents for admission into sports hostels.

c. Provided sports talent scholarship forms of State Govt./ SAI and recommended their names for availing the same.

d. Recommended Small sports associations for financial assistance.

e. Recommend the names for sports pension etc.

8. Citizens interaction :

Maintain cordial relationship with public.

9. Postal address of the main Office attached / subordinate office / field units etc.

Collectorate, At/Po-Sambalpur Dist.-Sambalpur

10. Map of office location :

Dist. Sports Office is functioning in 2<sup>nd</sup> floor of the collectorate building .

11. Working hours both for office and public :

Office working hours æ 10 A.M. to 5 P.M.

12. Public interaction, if any :

Inter action with public during outdoor sports programmes and also for disposal for routine work.

13. Grievance redress mechanism :

Grievances are heard during office hour and to disposed of which are within the jurisdiction of D.S.O. and rest are forwarded to higher authorities for needful action.

## **Manual - 2**

Powers and duties of officers and employees

[Section æ 4(1) (b) (ii) ]

**powers and duties of officers and staff**

Sl. No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	Gangadhar Behera, D.S.O	Head of the office	Drawing and disbursing	To ensure and function for the promotion of sports and games in the Dist.	P.I.O.	To actively involve in all sports related activities as a facilitator. Being the nodal officer for sports & Youths Deptt. In the district the D.S.O. implements all to schemes/programmes polices/ activities e.g. Rural Sports, women sports, talent scouting, youth festival and other youth activities etc. coaching camps. He also keeps liaison with Dist. Ath. Assn. And other sport clubs/ organization, forwards/ recommends applications of or scholarship, financial assistance to sports organization, sports pension, sports and youth Awards etc.
2	G.D.Behera I/C Football Coach	Football Coach		Coach		I/C sports hostel and Football coaching and to assist D.S.O. to conduct various sports and youth Programme
4	A.K.Mishra	Dealing Assistant				Perform duties in regards of maintenance of all files records and

						accounts .To process files and put off to officer for further action.
--	--	--	--	--	--	---

### Manual - 3

Procedure followed in decision & making process

[Section 4(1) (b) (iii)]

The procedure can be described both in narrative form and through Flow Process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

#### Flow process chart for Official Transactions

Sl. No.	Activity	Level of action	Time frame
1.	Receipt of Daks in shape of (a) directions / instructions of deptt. and other general correspondents are examined and processed at District Sports Office Level and put up to A.D.M./Collector for approval and disposal.	Sr. Clerk Dist. Sports Officer A.D.M./ Collector	1-2 days 1-2 days 1-2 days

### Manual - 4

Norms set for the discharge of function

[Section 4(1) (b) (iv)]

Sl. No.	Activity	Time frame / Norm	Remarks
1.	Sports programmes	As per time schedule given by Deptt. / Directorate	Sticks to the time and norms
2.	Youth programmes	-do-	
3.	Other activities	In scheduled time.	

### Manual - 5

Rules, regulations, instructions, manuals and records for discharging functions

[Section 4(1) (b) (v)]

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

List of regulations, instructions, manuals and records

Sl. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications
Manuals, rules, acts, regulation and other similar guidelines are framed at the Deptt./Directorate level, circular received in this regard are followed and implemented by District Sports Office.				

### **Manual - 6**

**A statement of the categories of documents that are held by it for under its control**

**[Section 4(1) (b) (vi)]**

**Details of the records available may be made in a statement forum, wing wise, unit wise, branch wise and it may be got tabulated, indexed and atalogued. (an illustrative list is given below)**

Sl. No.	Nature of Record	Details of information available	Unit/section where available	Retention period, where available
1.	Receipt Register	Entry of all Letters received	Sports section	
2.	Issue register	Issue of letter to proper quarters	Sport section	
3.	Stamp account	Maintenance of stamp account of sport section	Sports section	
4.	Stock register	Entry of stationary, sports goods and other	Sports section	

		materials.		
5.	Guard files	Important order, circulars maintain.	Sport section	

## Manual – 7

Particulars of any arrangement that exists for consolation with or representation by the members of the public in relation to the formulation of its policy of implementation.

[Section 4(1) (b) (vii)]

Details of consultative committees and other bodies with which consultation are held.

Sl. No.	Name and address of the consultative	Constitution of the committee/body.	Role and responsibility	Frequency of meetings
1.	District sports & Youth Services Advisory Committee ,Sambalpur.	9 members committee headed by collection.	To recommend for Sports grand's	
2.	Dist. Level committee for Inter School Competition	-do-	To organize the Dist. Level Inter school Competition	
3.	Dist. Level Executive Committee for Rural/women's sports competition (PYKKA)	-do-	To organize the Rural/Women's Sports Competition	
4.	Dist. Level Committee for Youth Awards	-do-	Recommend for Youth Awards	
5.	Dist. Level Executive Committee for implementation of PYKKA scheme in Rural Area of the District	-do-		
6.	Dist. Level executive for Development of play field in state plan	-do-		

## Manual – 8

**A statement of boards, council, committees and other bodies constituted.**

**[Section 4(1) (b) (viii)]**

**List of boards, councils, committees etc.**

Sl. No.	Name and address of the body	Main functions of the body	Constitution on the body	Date of constitution	Date upto which valid	Whether meetings open to public.	Whether minutes accessible to public.	Frequency of meetings	Remarks
No bodies constituted other than the committees enlisted in Manual-7									

**Manual - 9**

**Directory of Officers and employees**

**[Section 4(1) (b) (ix)]**

**Directory**

Sl. No.	Name and designation	Office phone No.	E-mail address
1.	Sj.Hemant Kumar Dash District Magistrate and Collector	<b>06632400222</b>	<b>dm-sambalpur@nic.in</b>
2.	Sj.Harihar Mallick Additional District Magistrate, Sambalpur	<b>06632410386</b>	

<b>3.</b>	Sj.Gangadhar Behera District Sports Officer, Sambalpur	<b>943739266</b> <b>2</b>	
<b>4.</b>	Sj. Gangadhar Behera I/C-Sports Hostel & Football Coach		
<b>5.</b>	Sj.A.K. Mishra Sr.Clerk	<b>943722052</b> <b>4</b>	

### **Manual - 10**

**The monthly remuneration received by each of the Officer and employees.**

[Section 4(1) (b) (x)]

Sl. No.	Name and designation	Pay scale / monthly remuneration
<b>1.</b>	Sj.Gangadhar Behera District Sports Officer, Sambalpur	<b>9300-34800/-</b>
<b>2.</b>	Sj. Gangadhar Behera I/C-Sports Hostel & Football Coach	<b>9300-34800/-</b>
<b>3.</b>	Sj.A.K. Mishra Sr.Clerk	<b>5200-20200/-</b>

### **Manual - 11**

**The budget allocated to each agency**

**[Section 4(1) (b) (xi)]**

**Non-plan Budget**

Sl.No	Major Head	Activities to be performed	Sanctioned Budget 2010-11	Budget Estimate	Revised Estimate	Expenditure for last year
1.	D.No. 15 2204 Sports and Youth services	Pay	4,13,950/-	4,13,950/-	4,13,950/-	4,13,830/-
		Arrear Pay	73,423/-	73,423/-	73,423/-	73,420/-
		D.A	1,79,770/-	1,79,770/-	1,79,770/-	1,79,680/-
		H.R.A	14,716/-	14,716/-	14,716/-	14,716/-
		O.A	415/-	415/-	415/-	415/-
		R.C.M.	7500/-	7500/-	7500/-	7500/-
		T.E	6000/-	6000/-	6000/-	6000/-
		O. Contingency	5000/-	5000/-	5000/-	5000/-
		Stipend	1,02,6000/-	1,02,6000/-	1,02,6000/-	993675/-
		Salary for N.M.R. and D.L.R.	91,000/-	91,000/-	91,000/-	88,750/-
		Hostel Contingency	33,000/-	33,000/-	33,000/-	33,000/-

## Planed Budget

Sl. No.	Name of the plan scheme	Activities to be undertaken	Date of Commencement	Expected date for completion	Amount sanctioned	Amount disbursed / spent
1.	Sports Competition	Rural sports women sports coaching camps	Placement of funds to districts are made by Directorate separately.			
2.	N.I. other Youth Activities	Youth Festival and other youth activities				
3.	Infrastructure		Allocation funds are made to concerned executing agency directly by Deptt./ Directorate.			

### Manual - 12

#### The manner of execution of subsidy program

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

#### List of institution given subsidy

Sl.	Name	Purpos	No. of	Amou	Previou	Previous
-----	------	--------	--------	------	---------	----------

No.	Name and address of the institution	Purpose for which subsidy provided	Beneficiaries	Amount of subsidy	Years of utilization / progress	Years of achievements
No subsidy scheme on sports is in operation.						

### List of individuals given subsidy

Sl. No.	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No. of times subsidy given in past with purpose
Does not arise					

## Manual - 13

### Particulars of recipients of concessions, permits or authorizations granted.

[Section 4(1) (b) (xiii)]

### List of beneficiaries

Sl. No.	Name and address of the beneficiary	Nature of concession / permit / authorization provided	Purpose for which granted	Scheme of criterion for selection	No. of similar concession given in past with purpose
No such schemes are dealt in sports section					

## Manual – 14

### Information available in an electronic form

[Section 4(1) (b) (xiv)]

#### Details of information

Sl. No.	Activities for which electronic data	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base.
Not yet maintained by sports section.				

## Manual - 15

### Particulars of facilities available to citizens for obtaining information

[Section 4(1) (b) (xv)]

#### Facilities available for obtaining information

Sl. No.	Facility available	Nature of information available	Working hours
1.	Information counter	-	-
2.	Website	Website	10A.M. to 5 P.M.
3.	Library	-	-
4.	Notice board	Public notice	10A.M. to 5

			P.M.
--	--	--	------

## Manual - 16

Name designation and other particulars of public information officers

[Section 4(1) (b) (xvi)]

List of public information officers

Sl. No.	Designation of the officer designated as PIO	Postal address	Telephone No.	e-mail address	Demarcation of Area/Activities, if more than one PIO is there
1.	Sri Hemanta Kumar Dash I.A.S. District Magistrate And Collector, Sambalpur	Collectorate, Sambalpur	0663-240022	dm-sambalpur@nic.in	-

### List of Assistant public information officers

Sl. No.	Designation of the officer designated as Asst. PIO	Postal address	Telephone No.	e-mail address
1.	Sj.Gangadhar Meher, I/C. Dist. Sports Officer	District Sports Office, Sambalpur	9437392662	NIL

### First appellate authority within the department

Sl. No.	Designation of the officer designated as first appellate authority	Postal address	Telephone No.	e-mail address	Demarcation of Area/Activities, if more than one appellate authority is there
1.	Sri Harihar Mallick, O.A.S.(I) Sr. Additional District Magistrate, Sambalpur	A.D.M., Sambalpur	2410386		

### Manual - 17

#### Other information as may be prescribed

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

All other information as may be prescribed for dissemination shall be collected, tabulated. Compiled, collected and provided in the form of manual from time to time.