

PROACTIVE DISCLOSURE u/s 4(1)b OF RIGHT TO INFORMATION ACT-2005 OF DISTRICTS SPORTS SECTION, GANJAM:CHATRAPUR

1. Particulars of the organization, function and duties:

The Dist. Sports Office, Ganjam is functioning as one of the sections of the Ganjam Collectorate since from 1983-84. It is controlled by Heads of Department-Directorate of Sports & Youth Services, Govt. of Orissa, Bhubaneswar. . After bifurcation of Sports from Sports & Culture department the Directorate started functioning as separate Directorate. After amalgamation of Youth Services in Sports, the Sports Office is also dealing with youth affairs matters in the District. Now it is functioning in its own building inside Chatrapur stadium, Chatrapur. There is another establishment of sports at Berhampur stadium. There is one sports Hostel at Berhampur stadium and one Coach posted at sports Hostel is In charge of the Sports hostel. There is no specific sanction of posts for Coaches in the district. The stipend of inmates of Sports Hostel is being drawn at the Directorate of Sports & Y.S., Bhubaneswar. One post of Accountant and one post of Peon has been created by Govt. vide Order No.720/SC dated 29.1.06.

Function:-It deals with matters related to sports & Youth services.2.It deals with matters of sports grant/ Youth grant to various Voluntary organizations.3.It functions as per guidelines of various sports schemes for promotion of sports and games in the district.

2. Powers and duties of Officers and employees:

The Dist. Sports Officer is the principal officer of Sports & Youth Services Deptt. Of Govt of Orissa. He functions under the control of Collector of the district. The D.S.O. acts as a liaison Officer in between Dist. Athletic association and Dist. Administration/Sports & Y.S. Deptt., Orissa. The Coaches posted at Sports Hostel look into proper coaching in concerned sports events, to the inmates of the Hostel. Besides the Coaches assist the D.S.O. in conducting various sports competitions in the District.

3. Procedure followed in decision making process including channels of supervision and accountability:

Generally there are separate guidelines for implementation of various schemes. As per the guide lines of the concerned schemes due procedure is followed.

4. Set norms for discharge of its functions:

The D.S.O as Officer in charge of the section pursues for proper implementation of various decisions taken at the Dist. Level relating promotion of sports and youth activities.

5.Rules, Regulations, Instructions, Manuals and Records.

Following records are being maintained in the Office of Dist. Sports Officer.

- 1. Issue register of letters– As per ORM-1964*
- 2. File Register-- As per ORM-19*
- 3. Receipt of letters register – As per ORM-1964.*
- 4. Files relating various sports competitions/Sports infrastructures/Youth& Sports grants etc.*

Contd.P-2.

Since the salary, T.E. etc. relating the section is dealt in the Establishment section of the Collectorate following records are maintained in Estt. Section. 1.Bill register,2. Book of drawl;3. Pay acquaintance register & 4.Contingent register are maintained in Estt. Section.

Cash Book is maintained in Nizarat section of the Collectorate.

6. Categories of documents in control of the authority.

The following categories of documents are available in the Office of the LAO & CA (NH), Ganjam, Chatrapur.

- I. Grants to various voluntary organizations for promotion of sports.
- II. Grants to –Do- relating youth grants.
- III. Grants related to development of Sports infrastructures.
- IV. Grants related to '**Panchayat Yuva Krida aur Khel Abhiyan**' centers opened in the district.

7. Arrangement for consultation with public in relation to formulation of policy and its implementation.

On implementation of 'Panchayat Yuva Krida aur Khel Abhiyan' scheme short called as "PYKKA' there is a separate Dist. Level Executive committee under the Chairmanship of President of the Zila perished. There are other public representatives like Sarpanchas, Block Chairpersons who act as members of the above committee. So while taking decisions in implementing the scheme their views and suggestions are taken into consideration of the Committee.

8. Boards, Councils, Committees of the Deptt. and whether their meetings are open to public and its minutes accessible thereof.

Not applicable to this office.

9. Directory of Officers and employees of the Deptt.

Sl. No.	Name, Designation&.H.Qrs.	Office Phone No.	E-Mail address..
1.	Gadadhara Rath, Sr. Dist. Sports Officer, - Chatrapur.	06811-262649	--
2.	Akhya Ku. Pattanaik, Jr. Coach, Berhampur.	-	--
3.	Sachindra Ku. Majhi, Jr. Coach. Berhampur.	-	--
4.	Nirod Ku. Sahu, Peon. Chatrapur.	06811-262649	--

10. Monthly remuneration and system of compensation as received by the Officers and employees.- The Officers and employees working in this office are being paid salaries etc.and records maintained in establishment section of Collectorate, Ganjam.

Monthly remuneration received by each of the Officers& employees including system of compensations provided in the regulation.

Sl.No.	Name & Designation.	Pay Band	Grade pay.
1.	Gadadhara Rath, Sr. Dist. Sports Officer, Ganjam	Old scale(Pre revised) (5,900-200-9,700)	----
2.	Akhya Ku. Pattanaik, Jr. Coach.	(9,300-34,800)	Rs.4,200/-
3.	Sachindra Ku. Majhi, Jr. Coach.	-DO-	-Do-
4.	Nirod Ku. Sahu, Peon.	(4,440-7,440)	Rs.1400/-

11. Budget allocated for each of its agency indicative of particulars of all plans, proposed expenditures and reports on disbursement. Generally budget for various sports competitions/development of sports infrastructures etc. are prepared and finalized at the State level by the Directorate of sports & Youth Services, Orissa, Bhubaneswar According to budget allocation various schemes are worked out at Dist. Level.

12. Manner of execution of subsidy programmes and amount allocated and details of the beneficiaries.-Nothing to comply.

13. Receipts of concessions, permits or authorisation granted.-Nothing to comply.

14. Information on Electronic form.-No such facilities available in this office.

15. Facilities to Citizen for obtaining information.

There are facilities under provisions of ORM and RTI Act-2005 to obtain the Certified copy of records to the Citizens.

16. Details of Public Information Officers.

*I.*The P.I.O, Ganjam Collectorate, Chatrapur who monitors the RTI Act-05 to facilitate the public for obtaining records relating to this office under this Act.

*II.*Public can also avail certified copies of the documents from this office under the provisions of the ORM-1964 on applying to proper authorities.

17. Such other information as may be prescribed.-Nothing to comply.

**Dist. Sports Officer,
Ganjam.**