

Manual - II
Powers and duties of its officers and employees
(Section 4 (1) (b) (ii))

SPORTS SECTION

Main function of the Sports Section

- ❖ To promote Sports & Games in the District and implement various schemes of Govt.
- ❖ To organize Block / Dist. Level Sports Competition.
- ❖ To aid Dist. Level Sports Association.
- ❖ To create and develop infrastructure at Rural areas as well as Dist. Headquarter.
- ❖ To recommend Small Sports Association for Financial Assistance.
- ❖ To organize youth activities.
- ❖ To conduct talent scouting for admission of talent in sports hostels.

Sl. No	Name & Designation of Post	Power				Duties
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1	Sri Rajkamal Mandal, District Sports Officer			Being the Nodal Officer for Sports & Youth Services Deptt. in the District the D.S.O. implement all the scheme / programmes policies / activities. e.g. PYKKA, Women Sports, Talent Scouting, Youth Festival and Other Youth activities etc. He also keep liaison Dist. Athletic Association and other Sports Club / Organisation, Forwards / Recommend application for Scholarship. Financial Assistance to Sports Pension, Sports and Youth Awards etc.		Scrutinizing and examining the proposals and endorsed before ADM / Collector

2	Smt. Jharana Samal, Jr. Clerk				Maintained file and records, process files and records to D.S.O.
3	Kailash Chandra Jena, Peon				Distribution of Letters to different offices and help in office work

Manual - III

The procedure followed in the decision making process, including channels of supervision and accountability :

(Section 4 (1) (b) (iii)

DISTRICT SPORTS SECTION

Sl. No.	Activity	Level of Action	Time Frame
1	To receipts of Daks in shape of direction / instruction of Deptt. and other general correspondence are examined and processed of D.S.O.	Jr. Clerk	1 to 3 days
2	Examination of the file and subsequent endorsement to A.D.M.	DSO	2 days
3	To approved / reject or endorse the file to the Collector.	A.D.M.	3 days
4	To approved the proposal	Collector	2 days

Manual - IV

The norms set by it for the discharge of its functions ;

(Section 4 (1) (b) (iv)

DISTRICT. SPORTS SECTION

Sl. No.	Activity	Time frame / Norm	Remarks
1	Diary of letter	3 minutes per letter	
2	Typing Job	30 pages per day	
3	Writing of notes and drafts	Depends upon the nature and gravity of the letter	
4	Serutinisation of proposal	Depends upon the nature of the proposal	

Manual - V

The rules, regulations, instructions, manuals and records used for discharging functions ;

(Section 4 (1) (b) (v)

DISTRICT SPORTS SECTION

Sl. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications
1	Rules framed / Circular issued by the Sports & Youth Service Department / Directorate from time to time.			

Manual - VI

*A statement of the categories of documents held by it or under its control;
(Section 4 (1) (b) (vi))*

DISTRICT SPORTS SECTION

Sl. No.	Nature of Record	Details of Information available	Unit / Section where available	Retention period, where available
1	Index Register	Entry all the number and collection	Sports Section	
2	Log Book	Entry all letters	Sports Section	
3	Stock Register Vol-I & II	Entry of Stationery, Sports goods and other materials	Sports Section	
4	Guard File	Important Order and Circular	Sports Section	

Manual - VII

*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;
(Section 4 (1) (b) (vii))*

DISTRICT SPORTS SECTION

Sl. No.	Name & Address of the Consultative Committees / Bodies	Constitution of the Committee / Body	Role & Responsibility	Frequency of meeting.
1	Dist. Sports Y.S. Advisory Committee, Kendrapara	9 Members Committee headed by the Collector		Once in a year
2	Dist. Level Committee for Inter-school Competition.	-do-		-do-
3	Dist. Level Committee for PYKKA Rural Sports Competition.	-do-		-do-
4	Dist. Level Committee for Youth Awards.	-do-		-do-

Manual – 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 meetings are accessible for public ;
(Section 4 (1) (b) (viii))*

DISTRICT SPORTS SECTION

No such provision for formation of such committees or councils.

Manual – IX

*Directory of its officers and employees ;
(Section 4 (1) (b) (ix))*

DISTRICT SPORTS SECTION

Sl. No.	Name and Designation	Office Phone No.	E-mail address
1	Sri Rajkamal Mandal, District Sports Officer	06727-232602	
2	Smt. Jharana Samal, Jr. Clerk	06727-232602	
3	Kailash Chandra Jena, Peon	06727-232602	

Manual – x

*The monthly remuneration received by each of officers and employees, including the system of compensation as provided in its regulations ;
(Section 4 (1) (b) (x))*

DISTRICT SPORTS SECTION

Sl. No.	Name of the Employees with Designation	Scale of Pay	P.B. / Gr. Pay	Total Remuneration
1	2	3	4	5
1	Sri Rajkamal Mandal, District Sports Officer, Kendrapara	9300-34800	PB-2 / 4200	35,939.00

Manual – xi

*The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
(Section 4 (1) (b) (xi))*

DISTRICT SPORTS SECTION

NON PLAN BUDGET

Major Head	Activities to be performed	Sanctioned budget	Budget estimate For the Year 2011-12	Revised estimate For the Year 2011-12	Expenditure for the last year till 2010-11
1	2	3	4	5	6
15-2204-Sports Estt.	Pay + DP	158640.00	317280.00	350000.00	336056.00
	Arrear Pay	-	-	-	47,213.00
	DA	71388.00	157104.00	174000.00	141635.00
	HRA	7932.00	15870.00	17800.00	14140.00
	TE	2000.00	3000.00	4000.00	2074.00
	RCM	1000.00	3000.00	4000.00	1981.00
	OC	2000.00	3000.00	4000.00	2992.00

Manual – xii

*The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes ;
(Section 4 (1) (b) (xii)*

DISTRICT SPORTS SECTION

Nothing to comply

Manual – xiii

*Particulars of recipients of concessions, permits or authorizations granted by it ;
(Section 4 (1) (b) (xiii)*

Nothing to comply

Manual –xiv

*Information available in an Electronic form
(Section 4 (1) (b) (xiv)*

Some information is available in Official Website of Kendrapara District (www.kendrapara.nic.in)

Manual – xv

*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 ;
(Section 4 (1) (b) (xv)*

SPORTS SECTION

Only certify copies of any Records can be available through District Record Room.

Manual – xvi

*The names, designations and other particulars of the Public Information Officers :
(Section 4 (1) (b) (xvi)*

FIRST APPELLATE AUTHORITY

Sl. No.	Name & 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 Ashok Kumar Panda, OAS (S) Addl. District Magistrate, Kendrapara.	Collectorate, Kendrapara	06727-232601		For Collectorate, Kendrapara

PUBLIC INFORMATION OFFICER

Sl. No.	Name & 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	Manjulata Mallik, OAS-I (JB) Dy. Collector, Election.	Collectorate, Kendrapara	06727-232701		For Collectorate, Kendrapara

ASST. PUBLIC INFORMATION OFFICER

Sl. No.	Name & Designation of the Officer designated as APIO	Postal Address	Telephone No.	e-mail address	Demarcation of area / Activities, if more than one PIO is there.
1	Smt.Jharana Samal, J.C.	Collectorate, Kendrapara	06727-232602		For Collectorate, Kendrapara

Manual – xvii

*Other information as may be prescribed
(Section 4 (1) (b) (xvii)*

Nothing to Comply.