

RIGHT TO INFORMATION OF CITIZENS
MANUAL OF DIRECTORATE OF SPORTS AND YOUTH AFFAIRS:::
MEGHALAYA

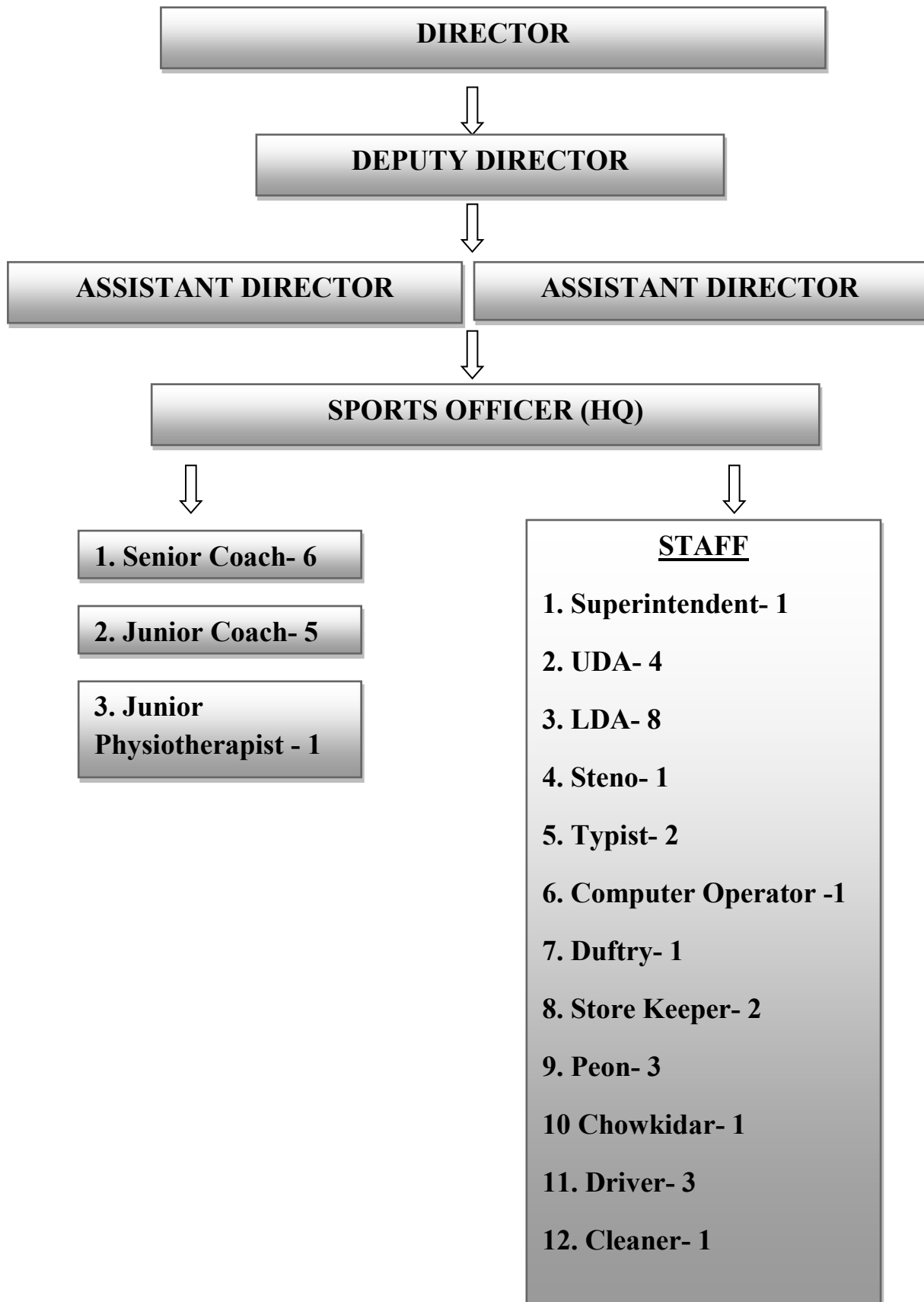
CHAPTER 1

Introduction

Sports and Youth Affairs Department

1. **Introduction:** The government of Meghalaya vide notification No.EDN-177/83/80 dated 18th March, 1985 had set up a separate Directorate of Sports and Youth Affairs with headquarter at Shillong for administrative convenience and in the interest of Public Service.
2. **Objective:** -Achieving excellence in Sports and nurturing of talents through training, coaching camp and conduct of sports competition from the grassroot to the State and National Level.
3. **Office organizational set up:-**
 1. Director
 2. Deputy Director
 3. Assistant Director I
 4. Assistant Director II
 5. Sports Officer (Hqr)
 6. District Sports Officers(All 12 District)
 7. Senior Coaches (at Directorate of Sports & Youth Affairs)
 8. Junior Coaches (at Directorate of Sports & Youth Affairs and District)
 9. Superintendent (at Directorate of Sports & Youth Affairs)
 10. Upper Division Assistant
 11. Lower Division Assistant
 12. Peon
 13. Driver
 14. Chowkidar
 15. Dufftry

at Directorate of Sports & Youth Affairs
and District



CHAPTER 2(MANUAL -1)

Particulars of Organization, Functions and Duties

The Directorate of Sports and Youth Affairs was created in the year 1985, bifurcated from the Sports Cell of the DPI to accelerate faster development and promotion of Sports and Games and youth development alongside the creation of necessary sports infrastructure required for grooming, nurturing and channelizing the young potentials for full realization of young individual potential and thereby contributing to human resources – development, of the state and becoming the assets to the society. Sports contribute to the personal development, especially youth development, community development, health and wellbeing and developed the overall personality of the individuals. Sports and Youth activities aim at honing the skills of young athletes, sport talent at the grassroots level, provide support for grooming and nurturing promising children. The Directorate organized Sports and Youth activities from the Block, District Level, State-Level for further participation at the State, Regional, Zonal, National Level and International level with an aim to encourage the Athletes and Youths of the state to achieve their goal be it Sports or Youth activities. Many projects have been taken up all over the state and many ongoing project are under construction which is expected to give more impetus for its infrastructure requirements.

Besides promoting sports and games in the State, the Directorate also provides grants to Meghalaya State Olympic Association, State Sports Association, District Sports Association, Sub Divisional and many clubs and Educational Institutions and NGOs to organize Sports competitions throughout the state. State championship is organized by State Associations for which liberal grants are being extended.

The District Sports Officers promote sports activities and youth affairs in the District. They regularly organize various competitions/tournaments from Block level till the District level and spotted talented athletes and further impart coaching camp on a daily basis in all the Districts. Intensive coaching is always taken up before participation in major competitions/tournaments outside the state.

The Directorate of Sports and Youth Affairs also take up programs to empower the youths, inculcate leadership quantities, exchange culture and traditions and participation at National integral camps. Programmes like Youth Exchange program, Youth festival, youth camps, debate, quiz, extempore, entrepreneurship programmes etc. are activities to broaden the mental horizon and empowerment of the youth in the state.

The scheme YESS! Meghalaya is a holistic initiative established to connect with the Youth of the State. The scheme remains open to all Youth organization in a structured format available online

Promotion of Adventure is another dimension of youth development where State Association is encouraged to take up adventure activities in the State as well as participation in competitions outside the state.

Cash Award: The scheme aims to incentivize and recognize the achievements of outstanding sportsperson, encourage athletes for higher achievements and attracting the younger generation to take up sports.

Sports Scholarship: the Sports Scholarship aims to provide financial supports and other benefits to eligible sportsperson to encourage and motivate them to achieve laurels for the State and Nation and also act as inspiring role models for younger generation to take up sports.

Grassroots Centres : Scheme under Mission Football have set up Grassroots Coaching centres across the state . The objective of this initiative is to develop the sport of football. Grassroots Coaching Centres are set up to impart coaching to the young players between the age group of 6-12 years old both boys and girls.

CHAPTER 3 (MANUAL- 2)

Power and Duties of Officers and Employees

A. Director: The Director exercises all powers as delegated in its day to day functioning to all other officers and supports staff who are working under the supervision and order of the Director.

The following plans and programmes are being implemented by the Directorate of Sports and Youth Affairs.

1. Budgeting for the Directorate and the District Offices.
2. Preparing of Governor's address/Finance Ministers/Independence Day/Republic Day speeches.
3. Achievement Reports/Review of various schemes, all establishment matters, retention and creation of posts, Allotment of funds to District Offices, Audit Reports and attendance to objections.
4. Construction of Indoor/Outdoor stadium and development of existing of playfields/courts/pools etc.
5. Assistance of grants for conduct of tournaments to State/District/Sub-Division and other clubs and institutions.
6. Assistance of grant for procurement of Sports materials to various clubs, Associations etc.
7. Financial Assistance and participation of State teams outside the state including imparting of coaching/trainings.
8. Conduct of various Inter Schools Tournaments and Youth Affairs related Programmes like Youth Exchange Programme, National integration camps, Youth Festivals, Debate Quiz, Extempore etc.
9. Grants are also extended NGOs/Organization taking up youth development and empowerment programmes.
10. Organizing coaching camps all over the state and deputation of available coaches to Association/Institutions.
11. Grants to the State Sports Council of Meghalaya for taking up for creation of infrastructure like Indoor/Outdoor stadiums, etc.
12. Grants are also given to Association/Clubs/Institutions for improvement of existing playfields/Courts etc.
13. Grants for procurement of sports materials to schools/clubs/associations.

14. Grants for taking up Adventure sports, trekking, caving explorations etc.
15. Fund to Deputy Commissioners under Chief Minister Youth Development Schemes (CMYDS) to take up program depending on local based needs.
16. Fund to each Legislative Assembly Constituency is also released to all Deputy Commissioners to implement programme approved by the Govt under the Intensive Youth Development Programmes (ISYDP) schemes.
17. Schemes and proposals under NEC/SCA schemes is taken up through the Department of Sports and Youth Affairs and Planning Department.
18. Networking with the Govt of India, Ministry of Youth Affairs and Sports & SAI to undertake programme of various schemes which are taken up on an annual basis.
19. Eligible candidates are being provided with financial assistance by the Department for undergoing studies in Physical Education, Diploma in coaching in various institute across the country.

B. Deputy Director : He/She may function under overall supervision of the Director, with the specific task of implementation of Khelo India Scheme in the state and also designated as Nodal Officer for Khelo India Scheme.

C. Assistant Directors: He/She may function under overall supervision of the Director. He is the Nodal Officer designated as Public Information Officer under the Right to Information Act and receive application for information from member of the public and provides information as sought for Co-ordinates the function and programme of the Directorate including Planning for programmes, budgeting and assist the Director on all matters pertaining to administration, monitoring etc at the Directorate Level. Ensures the programmes are implemented with accountability at administration, monitoring etc. Ensures that programme are implemented at District level by District Sports Officers and various clubs/Associations that are receiving grants from the Directorate of Sports and Youth Affairs.

D. Sports Officer: Functions under the overall supervision of the Director specific tasks to monitor sports programmes, coaching, training and tournaments are assigned. Assists the Director in the planning, implementation and monitoring of programmes under the Directorate of Sports. He/She is also a designated Assistant Public Information Officer under the Right to Information Act.

E. Coaches (Junior and Senior Coaches)

1. To impart coaching in their respective specialized discipline sports.
2. To officiate in various sports competition organized by the Directorate of Sports & Youth Affairs and District Sports Offices.
3. Coaching /Accompanying state teams for Regional and National Competitions

F. Superintendent :-Over all supervision of the assistants under his/her control.

G. Upper Division Assistant :-

The U.D.A will look after the different subjects as per distribution of works:-

- a) Sports & Physical Education.
- b) Youth Welfare Schemes
- c) Accounts & Establishments matters.
- d) Budgeting/Planning & Grant-in-aid
- e) Preparation of Budget Speech/Finance Minister Budget Speech/Republic Day/Independence Day Speeches

H. Lower Division Assistant:

L.D.A. will assist each of the above U.D.A as per distribution of work

I. Steno:- (Grade III)

J. Typist :- To assist Director in all matters in typing of all correspondences

K. Grade – IV :-

Driver – Attached with Officers of the Deptt.

Dufftry – Assist the office in any matter required.

Peon – Attached with Officers of the Deptt

CHAPTER-4 (MANUAL-3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.

- 1) Grant-in-aid Rules
- 2) Delegation of Financial Power Rules.
- 3) Draft Service Rules of Sports and Youth Affairs
- 4) Article of the Association of the State Sports Council, Meghalaya.
- 5) Meghalaya Civil Service (Pension) Rules
- 6) Meghalaya Civil Services (GPF) Rules
- 7) FRs & SRs
- 8) T.A. Rules

CHAPTER-5(MANUAL-4)

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

There is no such provision to seek consultation/participation of public or its representatives for formulation of policies, but if there is any representation receive by the Directorate of Sports, such representations are dealt in a normal course with the approval of Director of Sports and Youth Affairs or Sports & Youth Affairs Department.

CHAPTER-6 (MANUAL-5)

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

All Category of Documents are held by the Department of Sports and Youth Affairs

Sl No	Category of Document	Name of the Document and its introduction	Procedure to obtain the Document	Held By/Under control of
1.	-Tournaments/Competitions -Constructions of infrastructure -Grants in Aid -Youth Affairs -CMYDS/ISYDP schemes -NEC/SCA schemes -Khelo India Schemes -Coaching camp - Programmes by District Sports Officers - National Sports Day Award/ Cash Incentives to sports Person	Provide information on different activities of the Directorate.	Keeping in Record regarding all Documents	Director Sports and Youth Affairs

CHAPTER-7 (MANUAL-6)

A Statement of Boards, Council, Committees and other Bodies constituted as its part

Sl No	Name of Committee	Members	Functions
1.	Departmental Promotion Committee	<ul style="list-style-type: none">- Chief Secretary- Principal Secretary/Commissioner & Secretary/Secretary to the Govt. of Meghalaya, Sports & Youth Affairs Department.- Principal Secretary/Commissioner & Secretary/Secretary to the Govt. of Meghalaya, Personnel and A.R. (A) Department.- Principal Secretary/Commissioner & Secretary/Secretary to the Govt. of Meghalaya, Finance Department.- Director, Sports and Youth Affairs, Meghalaya, Shillong.	To recommend for promotion of officers under Senior Grade, Grade I/Grade II Senior.

2.	Departmental Promotion Committee	<ul style="list-style-type: none"> - Principal Secretary/Commissioner & Secretary/Secretary to the Govt. of Meghalaya, Sports & Youth Affairs Department. - Principal Secretary/Commissioner & Secretary/Secretary to the Govt. of Meghalaya, Personnel and A.R. (B) Department or his representative. - Principal Secretary/Commissioner & Secretary/Secretary to the Govt. of Meghalaya, Finance Department or his representative. - Director, Sports and Youth Affairs, Meghalaya, Shillong. 	To recommend for promotion of Coaches/PTIs
3.	Tender Committee	<ul style="list-style-type: none"> - Commissioner and Secretary to the Govt. of Meghalaya Sports and Youth Affairs - Deputy Secretary to the Govt. of Meghalaya, Law Department. - Joint Secretary to the Govt. of Meghalaya, Finance (E) Department - Director of Sports & Youth Affairs, Meghalaya, Shillong. - Financial Adviser Sports & Youth Affairs Department. - Chief Engineer State Sports Council of Meghalaya. - Finance & Accounts Officer, Directorate of Sports & Youth Affairs. 	To grand tenders and recommendation thereof.

CHAPTER-8 (MANUAL-7)

Right to Information (P.I.Os & A.P.I.O of Directorate & District Level)

Sl No	Name	Designation	Contact Number	Address
1	Shri.D.D.Shira (MCS)	Director, Sports & Youth Affairs & Appellate Authority	9856078607	J.N.Stadium Polo Ground, Shillong
2	Shri P.B.War Nongbri	Assistant Director & Public Information Officer	8787505878	J.N.Stadium Polo Ground, Shillong
3	Shri. K. Passah	Assistant Director & I/c District Sports Officer, West Jaintia Hills District, Jowai & Public Information Officer	9774061320	J.N.Stadium Polo Ground, Shillong
4	Smti D M Khonglam	Sports Officer(Hdq) & Assistant Public Information Officer	8787446497	J.N.Stadium Polo Ground, Shillong

The Names, designation and other particulars of the Public Information Officers and Assistant Public Information Officers.

I. State Level

Sl. No.	Name	Designation	Phone No.	Address
1	Shri B. Syiem	Chief Engineer, State Sports Council & Public Information Officer	9436102314	Lumsophoh, Nongthymmai, Shillong-14.
2	Smti A. Syiemiong	Project Engineer & Assistant Public Information Officer	8794425997	Lumsophoh, Nongthymmai, Shillong-14.

I. District Level

Sl. No.	Name	Designation	Phone No.	Address
1.	Shri O.B. Mawthoh	District Sports Officer, East Khasi Hills District, Shillong & Public Information Officer	9774565791	J.N Stadium, Polo Ground, Shillong
	Shri K. Marbaniang	Physical Training Instructor (PTI) O/o the DSO East Khasi Hills District, Shillong & Asstt. Public Information Officer	8575262689	-do-
2.	Shri K. Passah	Assistant Director & I/c District Sports Officer, West Jaintia Hills District, Jowai & Public Information Officer	9774370848	West Jaintia Hills District
	Smti P. D. Lyndem	Physical Training Instructor (PTI) O/o the West Jaintia Hills District, Jowai & Asstt. Public Information Officer	9402310523	-do-
3.	Shri B. Nongbet	Senior Coach & I/c District Sports Officer, Ri-Bhoi District Nongpoh & Public Information Officer	9436126860	Ri-Bhoi District
	Smti R. Lyndem	Physical Training Instructor (PTI) O/o the Ri-Bhoi District, Nongpoh & Asstt. Public Information Officer	7085941454	-do-
4.	Shri D. Syngkon	District Sports Officer, South West Khasi Hills District, Mawkyrwat & Public Information Officer	8787314392	South West Khasi Hills District
	Shri E. Syiemlieh	Senior Coach & I/c Physical Training Instructor (PTI) O/o	7085084819	-do-

Sl. No.	Name	Designation	Phone No.	Address
		the South West Khasi Hills District, Mawkyrwat Asstt. Public Information Officer		
5.	Shri S. M. Marak	District Sports Officer, West Garo Hills District, Tura & Public Information Officer	8974488358	West Garo Hills District
	Shri C.D. Shira	Physical Training Instructor (PTI) O/o the West Garo Hills District, Tura & Asstt. Public Information Officer	8794872858	-do-
6.	Shri M. Marak	Senior Coach & I/c District Sports Officer, South Garo Hills District, Baghmara & Public Information Officer	8416070507	South Garo Hills District
	Shri A. Momin	Physical Training Instructor (PTI) O/o the South Garo Hills District Baghmara & Asstt. Public Information Officer	8014235662	-do-

7.	Smti B. Syiem	Senior Coach & I/c District Sports Officer, West Khasi Hills District, Nongstoin/Eastern West Khasi Hills Mairang. &Public Information Officer	9436100795	West Khasi Hills District
	Smti V. Shylla	Physical Training Instructor (PTI) O/o the West Khasi Hills District, Nongstoin & Asstt. Public Information Officer	8257069427	-do-
8.	Smti S. Rapsang	Senior Coach & I/c District Sports Officer, East Jaintia Hills District, Khliehriat	8787372508	East Jaintia Hills District
	Shri R.M. Swett	Physical Training Instructor (PTI) O/o the East Jaintia Hills District, Khliehriat & Asstt. Public Information Officer	9362704687	-do-
9.	Smti B.G. Momin	District Sports Officer, East Garo Hills District, Williamnagar &Public Information Officer	7005085026	East Garo Hills District
	Smti B.M. Sangma	Physical Training Instructor (PTI) O/o the East Garo Hills District, Williamnagar & Asstt. Public Information Officer	9485086057	-do-
10	Smti S.M. Marak	District Sports Officer, South West Garo Hills District Ampati & Public Information Officer	8416070507	South West Garo Hills District
	Shri T. T. Sangma	Physical Training Instructor (PTI) O/o North Garo Hills District & Asstt. Public Information Officer	8837311738	-do-
11	Smti L.F. Syiem	Senior Coach & I/c District Sports Officer, North Garo Hills District Resubelpara & Public Information Officer	7005667020	North Garo Hills District
	Shri A. Sangma	Physical Training Instructor (PTI) O/o North Garo Hills District Resubelpara & Asstt. Public Information Officer	9366747895	-do-

CHAPTER-9 (MANUAL-8)

Procedure followed in decision making process

Subject on which the decision is to be taken	The department follows the procedures indicated in the rules where the file is process further by the staff of the department and putting it up to higher authority for final orders.
Guideline/Direction if any	
Designation of officer involve in decision making process	The officer involved in the decision making process within the department as per hierarchy stated in the organization pattern of the department.
Contact information of the above mention officers	Particulars as per Directory
If not satisfied by the decision ,where and how to appeal	To be review by the Department

CHAPTER -10 (MANUAL-9)**Directory of Officers and Employees of the Directorate of Sports & Youth Affairs**

SL NO.	NAME	DESIGNATION	CONTACT NO.
DIRECTORATE OF SPORTS & YOUTH AFFAIRS			
1.	Shri. D.D Shira, MCS	Director	9856078607
2.	Vacant	Deputy Director	
3.	Shri P.B. War Nongbri	Assistant Director- I & Public Information Officer.	8974010318
4.	Shri K. Passah	Assistant Director - II	9774370848
5.	Smti D. M. Khonglam	Sports Officer (Hqr)& Assistant Public Information Officer.	8787446497
6.	Smti D. Tham	Superintendent	9612605408
7.	Smti E.F. Jyrwa	Upper Division Assistant	7085960126
8.	Shri J. War Tariang	Upper Division Assistant	
9.	Shri Imran Ch. Sangma	Lower Division Assistant	7005861570
10.	Shri L.B. Swett	Lower Division Assistants	9436795096
11.	Shri U. Koch	Lower Division Assistant	7005365514
12.	Shri G.B. Lyndem	Lower Division Assistant	9485325114
13.	Smti P.J. Diengdoh	Lower Division Assistant	9774992338
14.	Shri. Edmund E Hek	Lower Division Assistant	8787789573
15.	Shri. Rudie V G Momin	Lower Division Assistant	9383245268
16.	Shri N. Syiem	Computer Operator	7005423707
17.	Smti L.C. Nongrum	Steno	7005144730
18.	Smti S. Rapsang	Senior Coach, Directorate of Sports & Youth Affairs & I/c District Sports Officer, East Jaintia Hills District	8787372508
19.	Smti B. Syiem	Senior Coach, Directorate of Sports & Youth Affairs & I/c District Sports Officer, West Khasi Hills District & Eastern West Khasi Hills District	9436100795
20.	Shri Mongera Marak	Senior Coach & I/c District Sports Officer, South Garo Hills District	8416070507
21.	Shri B. L Nongbet	Senior Coach & I/c District Sports Officer, Ri-Bhoi District	9436126860

22.	Smti L. F. syiem	Senior Coach & I/c District Sports Officer, North Garo Hills District	7005667002
23.	Smti D. Marwein	Senior Coach, Directorate of Sports & Youth Affairs	9402502319
24.	SmtiY.Hynniewta	Junior Coach, Directorate of Sports & Youth Affairs	8794435276
25.	Smti B. Dhar	Junior Coach, Directorate of Sports & Youth Affairs	7085061713
26.	Shri K.P. Syiemlieh	Junior Coach, Directorate of Sports & Youth Affairs	8787441676
27.	Smti Eraneclles Syiem	Junior Coach, , Directorate of Sports & Youth Affairs	
28.	Shri B. Singh	Duftry	9436103230
29.	Shri D. Pyrbot	Typist	9863489411
30.	Shri R. Rumnong	Peon	
31.	Smti L.Thangkhiew	Peon	8794418448
32.	Smti B. Sohlang	Cleaner	9436118797

CHAPTER-11 (MANUAL-10)

The Monthly Remuneration received by each of its Officers and employees, including the system of compensation as provided in Regulations

1.	Director Sports and Youth Affairs	Level- 21
2.	Deputy Director	Level- 18
3.	Assistant Director	Level- 17
4.	Sports Officer (hdq)	Level- 14
5.	District Sports Officers	Level- 14
6.	Senior Coaches	Level- 12
7.	Junior Coaches	Level- 11
8.	Physical Training Instructors	Level- 11
9.	Superintendent	Level- 12
10.	Upper Division Assistant	Level- 10
11.	Lower Division Assistant	Level- 6
12.	Driver	Level- 3
13.	Dufftry	Level- 2
14.	Peon	Level- 1

CHAPTER -12(MANUAL - 11)

The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)

BUDGET DETAILS FOR FINANCIAL YEAR 2025-2026 (DSYA)

Sl No.	Particulars	Amount
1	Salaries (Component)	` 5,75,00,000/-
2	State Schemes & G.I.A Salaries	` 1,63,26,16,000/-
3	Capital Outlay Sports (SS)	` 2,36,00,00,000/-
	Grand Total	` 4,05,01,16,000/-

CHAPTER -13

The Manner of Execution of Subsidy Programmes

-NIL-

CHAPTER-14 (MANUAL-13)

Particulars of Recipients of concession, permits or authorization granted by it

Details are maintained and available in the Directorate of Sports and Youth Affairs which has been notified as Public Authority for the purpose of Right to Information Act.

CHAPTER- 15 (MANUAL-14)

Norms set by it for the discharge of its functions

The Directorate of Sports and Youth Affairs execute all various activities and programmes related of the Department. Implementation of Schemes and programmes are provided timely by the Department.

CHAPTER-16 (MANUAL-15)

Information available in an electronic form

16.1 Please provide the details of the information related to various Schemes which are available in the Electronic format: presently not available.

Or may visit to our Website - www.megsports.gov.in

CHAPTER-17 (MANUAL-16)

Particulars of the facilities available to citizens for obtaining Information

The Department is easily accessible to the public. Information is available to all citizens for any queries which may seek from the office during working hours.

CHAPTER-18 (MANUAL-17)

Other Useful Information

The Department is easily accessible to the public, for any queries of information will be available to the citizens during working hours.

18.1 Frequently Asked questions and their Answers by the Public: Nil

18.2 Related to seeking Information:

- a) Application form: As prescribed by the Government of Meghalaya
- b) Fee: As prescribed by the Government of Meghalaya
- c) How to write a precise Information Request: The Public Information Officer an Assistant Public Information Officer would appreciate the Information seeker writing, precise, Information specific request detailing the subject, the information would serve in respect of such information seeker.
- d) Right of the citizen in case of Denial of Information and Procedure to Appeal: In case the Information sought for is denied by the Public Information Officer and Assistant Public Information Officer there is a statutory right to appeal to the Appellate Authority who in the instant case is the Department of Sports and Youth Affairs, under circumstances when the Appellate Authority too denies information the aggrieved party can represent with the State Right to Information Commission.

18.3 With relation to training imparted to Public by Public Authority: Not Applicable

18.4 With relation to training imparted to Public by Public Authority: Not Applicable

18.5 With relation to registration process: Not Applicable

18.6 With relation to collection of Tax by Public Authority(Municipal Cooperation, Trade Tax ,Entertainment Tax etc): Not applicable

18.7 With relation to issuing new connection Electricity/Water supply, temporary and permanent disconnection etc, (This will be applicable to local bodies like Municipal Cooperation/Municipalities/UPCL): Not applicable

18.8 Details of any other Public services provided by the Public Authority: Nil