

F. No. K-11021/4/2020-NSS
Govt. of India
Ministry of Youth Affairs & Sports
Department of Youth Affairs
(NSS Section)

Shastri Bhawan, New Delhi
Dated the 5th April, 2021

OFFICE MEMORANDUM

Sub: Audit of Proactive Disclosure under the RTI Act, 2005 of Ministry of Youth Affairs & Sports – reg.

The undersigned is directed to refer to the RTI Section's O.M. No. 1/6/2020-RTI/PG dated 07.01.2021 on the above mentioned subject and to say that the requisite information in r/o of National Service Scheme, a subordinate office under this Ministry as per the CIC format is attached herewith for information and necessary action.

Encl: as above


(Ravi Kumar Sinha)
Under Secretary to the Govt. of India
Tel No. 011-23071318

To

US (RTI/PG), MoYAS

A Framework for Transparency Audit

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guidelines for record management, so that the information could be easily stored and retained, the sub-sections b, c, and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1 -Organisation and function, 2 - Budget and programmes, 3 - Publicity and public interface, 4 - Governance, 5 - Information as prescribed and 6 - Information disclosed on own initiative.

I. Organization and Function

S.No.	Item	Details of disclosure	Remarks (Reference Points/Fully met/Partially met/not met –Not applicable will be treated as fully met/ partially met)
1.1.	Particulars of its Organization, function and duties [Section 4(1) (b) (i)]	(i) Name and address of the Organisation	National Service Scheme
		(ii) Head of the Organisation	Director, Directorate of NSS
		(iii) Vision, Mission and Key Objectives	Annexure I
		(iv) Function and duties	Annexure II
		(v) Organisation chart	Annexure III
		(vi) Any other details- the genesis, inception, formation of the department and the HoDs from time to time as well as the Committees/Commissions constituted from time to time have been dealt.	Committees will be constituted whenever required with the approval of the competent authority.
1.2	Power and Duties of its Officers and employees [Section 4(1) (b) (ii)]	(i) Power and duties of Officers (Administrative, financial and judicial)	Duties to the Officers and officials are assigned by Assistant Programme Adviser, APA in consultation with Director, Directorate of NSS.
		(ii) Power and Duties of other employees	-
		(iii) Rules / Orders under which powers and duty are derived and	-
		(iv) Exercised	-
		(v) Work allocation	Annexure IV
1.3	Procedure followed in decision making process	(i) Process of decision making Identify key decision making points	Submitted to the Director for approval

	[Section 4(1) (b) (iii)]	(ii) Final decision making authority (iii) Related provisions, acts, rules etc. (iv) Time limit for taking a decision, if any (v) Channels of supervision and accountability	Director, Directorate of NSS/ Joint Secretary (YA), MoYAS - Min 10 days to Max 30 days (Approx.)
1.4	Norms for discharge of functions [Section 4(1) (b) (iv)]	(i) Nature of functions/services offered (ii) Norms/Standards for functions/service delivery (iii) Process by which these services can be accessed (iv) Time limit for achieving the targets (v) Process of redress of grievances	Concerned Department or Section Heads Supervise Annexure II NSS Manual NSS Manual Min 10 days to Max 30 days (Approx.) Min 10 days to Max 30 days (Approx.)
1.5	Rules, regulations, instruction manuals and records for discharging functions [Section 4(1) (b) (v)]	(i) Title and nature of the record /manual /instruction. (ii) List of Rules, regulations, instructions manual and records (iii) Acts/Rules manuals etc. (iv) Transfer policy and transfer orders	NSS Manual Orders issued by the Govt of India, DoPT orders, Swamy's Manuals, etc., NSS Manual Rotational Transfer Policy for Group A and Group B (Gazetted) instructions No. A. 12015/1/2013-NSS dated 28.01.2014.
1.6	Categories of documents held by the authority under its control [Section 4(1) (b) (vi)]	(i) Categories of documents (ii) Custodian of documents /categories	Establishment, Civil Works, Service Matters, RTI, Annual Reports, Publications, Routine Files, Financial Report, Details of NSS Award etc., Concerned Head of NSS Regional Directorates, Dte. of NSS and Ministry of Youth Affairs & Sports Annexure V
1.8	Directory of Officers and employees [Section 4(1) (b) (ix)]	(i) Name and Designation (ii) Telephone, fax and email ID	

1.9	Monthly remuneration received by Officers & employees including system of compensation [Section 4(1)(b)(x)]	(i) List of employees with gross monthly remuneration. (ii) System of compensation as provided in its regulations	Annexure V
1.10	Name, Designation and other particulars of public information Officers [Section 4(1)(b)(xvi)]	(i) Name and designation of the public information officers (PIO), Assistant Public Information (s) & Appellate Authority. (ii) Address, telephone numbers and emails ID of each designated Officials	As per DoPT guidelines Public Information Officer (PIO) Assistant Programme Adviser, Directorate of NSS, Appellate Authority Director NSS Assistant Programme Adviser (PIO), Directorate of NSS, 12/11, Jannagar House, New Delhi - 110011. Phone - 011 - 23073324/ 23384513 Director NSS (Appellate Authority), Room No. 502 B Wing, Shastri Bhawan, New Delhi - 110001. Phone - 011- 23073302 Annexure V
1.11	No. of employees against whom Disciplinary action has been proposed/taken. Section 4(2)	No. of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings (ii) Finalized for Minor penalty or major penalty proceedings	
1.12	Programme to advance understanding of RTI (Section 26)	(i) Educational Programmes (ii) Efforts to encourage public authority to participate in these Programme (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	Nil Nil Nil Yes

1.13	Transfer Policy and Transfer Orders [F.No.1/6/2011-IR dt.15.4.2013]	Rotational Transfer Policy for Group A and Group B (Gazetted) instructions No. A. 12015/1/2013-NSS dated 28.01.2014.
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2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	B.E. 172.00 crore (2020-21)
		(ii) Budget for each agency and plan & programmes	As per the proposals approved by the finance committee
		(iii) Proposed expenditures	Actuals
		(iv) Revised budget for each agency, if any	R.E. 72.98 crore (2020-21)
		(v) Report on disbursements made and place where the related reports are available	All reports are available website of NSS and MoYAS
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Not Applicable
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	Not Applicable
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	Not Applicable

2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Not Applicable
		(ii) Objective of the programme	Not Applicable
		(iii) Procedure to avail benefits	Not Applicable
		(iv) Duration of the programme/ scheme	Not Applicable
		(v) Physical and financial targets of the programme	Not Applicable
		(vi) Nature/ scale of subsidy /amount allotted	Not Applicable
		(vii) Eligibility criteria for grant of subsidy	Not Applicable
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Not Applicable
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	Not Applicable
2.6	CAG & PAC paras [F. No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Not Applicable

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-JR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens (ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any (ii) Detailed project reports (DPRs) (iii) Concession agreements. (iv) Operation and maintenance manuals (v) Other documents generated as part of the implementation of the PPP (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government (vii) Information relating to outputs and outcomes (viii) The process of the selection of the private sector party (concessionaire etc.) (ix) All payment made under the PPP project	Not Met Not Met Not Applicable Not Applicable Not Applicable Not Applicable Not Applicable Not Applicable Not Applicable Not Applicable Not Applicable
3.2	Are the details of policies / decisions,	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	Not Applicable

	which affect public, informed to them [Section 4(1)(c)]	(i) Policy decisions/ legislations taken in the previous one year (ii) Outline the Public consultation process (iii) Outline the arrangement for consultation before formulation of policy	Not Applicable
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	Not Applicable
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Yes, www.nss.gov.in
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	Yes Available materials uploaded in the NSS Website. Public can download at free of cost. Not Applicable.

4. E. Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [IF No. 1/6/2011-JR dt. 15.4.2013]	(i) English (ii) Vernacular/ Local Language	NSS Manual Nil
4.2	When was the information Manual/Handbook last updated? [IF No. 1/6/2011-JR dt 15.4.2013]	Last date of Annual updation	NSS Manual was last updated in 2006
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information (iii) Location where available	NSS Manual, Details of NSS Awardees and various circulars etc. NSS Manual, Details of NSS Awardees and various circulars etc. www.nss.gov.in
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email)	CPIO, NSS 09:30 AM to 06:00 PM Sh. Kamal Kumar Kar, APA, Directorate of NSS, 12/11, Jamnagar House, New Delhi - 110011. Phone - 011 - 23073324/23384513 Email: paenss@gmail.com Through Grievances cell
4.5	Such other information	(i) Grievance redressal mechanism	

	as may be prescribed under section 4(i) (b)(xvii)	(ii) Details of applications received under RTI and information provided	RTI Applications received till end of February for the year 2020-21 has been disposed.
		(iii) List of completed schemes/ projects/ Programmes	Not Applicable
		(iv) List of schemes/ projects/ programme underway	Not Applicable
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Applicable
		(vi) Annual Report	Not Applicable
		(vii) Frequently Asked Question (FAQs)	Nil
		(viii) Any other information such as a) Citizen's Charter b) Result Framework Document (RFD)	Available in Institute website
		c) Six monthly reports on the	Nil
		d) Performance against the benchmarks set in the Citizen's Charter	Available in Institute website
		(i) Details of applications received and disposed	Nil
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-JR dt. 15.04.2013]	(ii) Details of appeals received and orders issued	RTI Applications received till end of February for the year 2020-21 has been disposed.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Nil

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015 (ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out (iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers (iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers (v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	Annexure VI Nil Not Applicable Not Applicable Not Applicable

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met) Not Applicable
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Not Applicable
6.2	Guidelines for Indian Government Websites (GIOW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	Not Applicable

