राजीव गांधी राष्ट्रीय युवा विकास संस्थान
Rajiv Gandhi National Institute of Youth Development
युवा कार्यक्रम विभाग **/ Department of Youth Affairs**
युवा कार्यक्रम और खेल मंत्रालय, भारत सरकार
Ministry of Youth Affairs & Sports, Government of India
श्रीपेरुम्बुदूर **Sriperumbudur – 602105 /** तमिल नाडु **/Tamil Nadu**

RGNIYD/E-76/2020-21/

दिनांक/ **Date : 20.01.2021**

सेवा में / To
The Under Secretary
Department of Youth Affairs
Ministry of Youth Affairs and Sports
Shastri Bhavan, New Delhi-110001

महोदय /Sir,

विषय/ **Sub : Audit of Proactive Disclosure under the RTI Act, 2005 of Ministry of Youth Affairs & Sports - Reg.**

संदर्भ **/ Ref : Ministry's email dated 14.01.2021.**

With reference to the subject cited above, I am to state that the requisite information regarding the Audit of proactive disclosure under the RTI Act 2005 in respect of RGNIYD Sriperumbudur are furnished in the prescribed format as **Annexure.**

This is issued with the approval of the Competent Authority.

पिन / Pin 602105

भवदीय /**Yours faithfully,**

N. Aghil
20/01/2021

सहायक कुलसचिव/ **Assistant Registrar**

Encl : As above

Annexure

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 - E. Governance , 5 - Information as prescribed and 6 - Information disclosed on own initiative.

1. 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	Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sriperumbudur
		(ii) Head of the Organisation	Director
		(iii) Vision , Mission and Key Objectives	Please refer **Annexure I**
		(iv) Function and duties	Please refer **Annexure II**
		(v) Organisation chart	Please refer **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)	Director has administrative and financial powers.
		(ii) Power and Duties of other employees	As per RGNIYD Act, Statute and Ordinance
		(iii) Rules / Orders under which powers and duty are derived and	As per the approval of the Executive Council and Finance Committee
		(iv) Exercised	Yes

		(v) Work allocation	Work allocation done by the concerned Section / Department Heads / In-charge
1.3	Procedure followed in decision making process [Section 4(1) (b) (iii)]	(i) Process of decision making Identify key decision making points	Submitted to the Director for approval
		(ii) Final decision making authority	Director
		(iii) Related provisions, acts, rules etc.	Major decisions approved by the FC and EC, RGNIYD Act, Ordinance.
		(iv) Time limit for taking a decision, if nay	Min 10 days to Max 30 days (Approx.)
		(v) Channels of supervision and accountability	Concerned Department or Section Heads Supervise
1.4	Norms for discharge of functions [Section 4(1) (b) (iv)]	(i) Nature of functions/services offered	Please refer **Annexure-II**
		(ii) Norms/Standards for functions/service delivery	As per RGNIYD Act, Statute and Ordinance
		(iii) Process by which these services can be accessed	As per RGNIYD Act, Statute and Ordinance
		(iv) Time limit for achieving the targets	Min 10 days to Max 30 days (Approx.)
		(v) Process of redress of grievances	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.	DoPT, Govt. of India
		(ii) List of Rules, regulations, instructions manual and records	Orders issued by the Govt of India, DoPT orders, Swamy's Manuals, etc.,
		(iii) Acts/Rules manuals etc.	RGNIYD Statutes and Acts
		(iv) Transfer policy and transfer orders	As per GOI Guidelines
1.6	Categories of documents held by the authority under its control [Section 4(1) (b) (vi)]	(i) Categories of documents	Establishment, Civil Works, Service Matters, RTI, Annual Reports, Publications, Routine Files, etc.,
		(ii) Custodian of documents /categories	Registrar
1.7	Boards, councils, Committees and other Bodies constituted as	(i) Name of the Boards, Council , Committee etc.	Executive Council, Finance Committee, Building and Works Committee and Academic Council

	part of the Public Authority [Section 4(1) (b) (viii)]	(ii) Composition	As per the RGNIYD Act 2012
		(iii) Dates from which constituted	Time to Time
		(iv) Term/Tenure	Three Years
		(v) Powers and Functions	As per the RGNIYD Act 2012
		(vi) Whether their meetings are open to the public?	Yes
		(vii) Whether the minutes of the meeting are open to the public?	Yes
		(viii) Place where the minutes is open to the public are available?	The minutes of the meeting uploaded in the institute website.
1.8	Directory of Officers and employees [Section 4(1) (b) (ix)]	(i) Name and Designation	Please refer **Annexure-IV**
		(ii) Telephone , fax and email ID	Please refer **Annexure-IV**
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.	Please refer **Annexure - V**
		(ii) System of compensation as provided in its regulations	Yes as per Govt. of India norms
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.	Public Information Officer (PIO) Shri. N. Aghilan Assistant Registrar Appellate Authority Registrar, RGNIYD
		(ii) Address, telephone numbers and emails ID of each designated Officials	Assistant Registrar (PIO) Phone - 044 – 27163127
1.11	No. of employees against whom Disciplinary action has been proposed /	No. of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings	Nil

	taken. Section 4(2)	(ii) Finalized for Minor penalty or major penalty proceedings	01 No
1.12	Programme to advance understanding of RTI (Section 26)	(i) Educational Programmes	Nil
		(ii) Efforts to encourage public authority to participate in these Programme	Nil
		(iii) Training of CPIO/APIO	Nil
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Yes
1.13	Transfer Policy and Transfer Orders [F.No.1/6/2011- IR dt. 15.4.2013]		As per Govt. Of India Guidelines

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	46.24 Cr. (As per the FY 2019-20)
		(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	No
		(v) Report on disbursements made and place where the related reports are available	All reports are available in institute website
2.2	Foreign and domestic	(i) Budget	Not Applicable

	tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(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	(i) Concessions, permits or authorizations granted by public authority	Not Applicable
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria	Not Applicable

	authorizations granted by the public authority [Section 4(1) (b) (xiii)]	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	
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 there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR 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	Not Met
		(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	Not Met
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	Not Met
		(ii) Detailed project reports (DPRs)	Not Met
		(iii) Concession agreements.	Not Met
		(iv) Operation and maintenance manuals	Not Met
		(v) Other documents generated as part of the implementation of	Not Met

		the PPP	
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Met
		(vii) Information relating to outputs and outcomes	Not Met
		(viii) The process of the selection of the private sector party (concessionaire etc.)	Not Met
		(ix) All payment made under the PPP project	Not Met
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	Not Met
		(ii) Outline the Public consultation process	Not Met
		(iii) Outline the arrangement for consultation before formulation of policy	Not Met
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)	www.rgniyd.gov.in and www.facebook.com/rgniyd www.twitter.com/rgniyd
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Gazette Notifications, Statute, Ordinance, Staff Directory, Training programme Events, Announcements, Students hand book, Publications, Annual Reports, etc.,
		(ii) Printed format	Gazette Notifications, Statute, Ordinance, Staff Directory, Training programme Events, Announcements, Students hand book, Publications, Annual Reports, etc.,
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Available materials uploaded in the Institute Website. Public can download at free of cost.
		(ii) At a reasonable cost of the medium	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 [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	RGNIYD Handbook, RGNIYD Act, Ordinance, Statutes and YDI.
		(ii) Vernacular/ Local Language	Nil
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	Updated during 2019-20
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Gazette Notifications, Statute, Ordinance, Staff Directory, Training programme Events, Announcements, Students hand book, Publications, Annual Reports, etc.,
		(ii) Name/ title of the document/record/ other information	Gazette Notifications, Statute, Ordinance, Staff Directory, Training programme Events, Announcements, Students hand book, Publications, Annual Reports, etc.,
		(iii) Location where available	www.rgniyd.gov.in
4.4	Particulars of facilities available to citizen for obtaining information	(i) Name & location of the faculty	Dr. T. Gopinath, PRO, RGNIYD, Sriperumbudur
		(ii) Details of information made available	All Public related Information

	[Section 4(1)(b)(xv)]	(iii) Working hours of the facility	09:30 am to 06:00 pm
		(iv) Contact person & contact details (Phone, fax email)	Dr. T. Gopinath, PRO, RGNIYD, Sriperumbudur, E-mail : gopinath.rgniyd@gov.in
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	Through Grievances cell
		(ii) Details of applications received under RTI and information provided	RTI Applications received till end of the third quarter 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	Outsourced Contracts for all services initially for a period of one Year
		(vi) Annual Report	Published in the institute website
		(vii) Frequently Asked Question (FAQs)	Nil
		(viii) Any other information such as a) Citizen's Charter	Available in Institute website
		b) Result Framework Document (RFD)	Nil
		c) Six monthly reports on the	Available in Institute website
		d) Performance against the benchmarks set in the Citizen's Charter	Nil
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	RTI Applications received till end of the third quarter for the year 2020-21 has been disposed.
		(ii) Details of appeals received and orders issued	Nil
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Answers replied for 09 questions

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	(a) Shri. N. Aghilan, Assistant Registrar (PIO) Registrar, RGNIYD (First Appellate Authority) (b) Shri.A.Velu, Former Assistant Registrar, (PIO) Prof.A. Chandramohan, Former Registrar (First Appellate Authority)
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Nil
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Not Applicable
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Not Applicable
		(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	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)
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 (GIGW) 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**

1.1 Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]
(iii) Vision, Mission and Key objectives

Vision

As the apex national agency for youth development, the Institute strives to develop into a globally recognised and acclaimed centre of academic excellence in the field of youth development, fully responsive to the national agenda for inclusive growth, and the needs and aspirations of young people of the country to realise their potentials to create a just society.

Mission

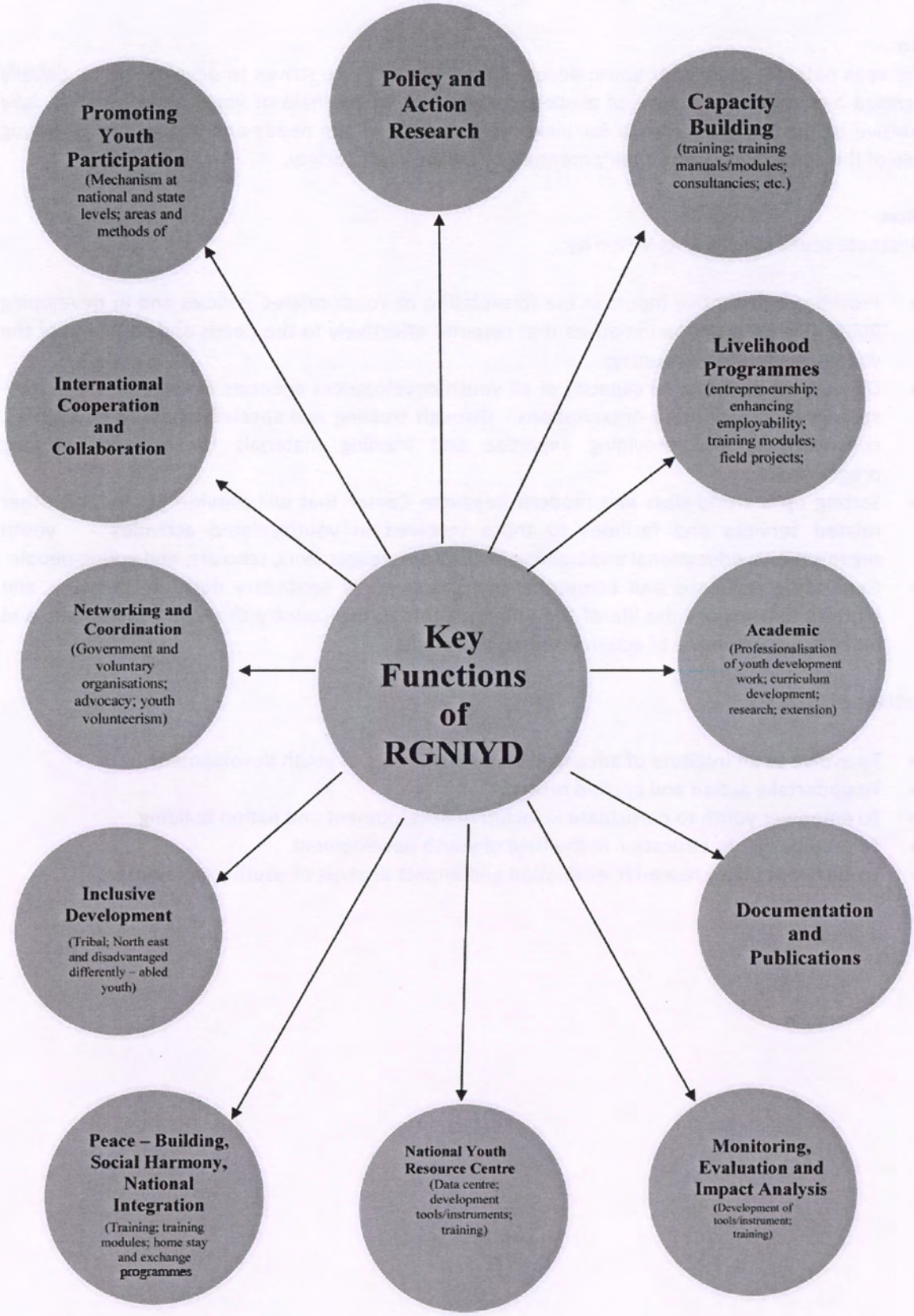
The Institute seeks to realise its Vision by:

- Providing substantive inputs in the formulation of youth-related policies and in developing innovative programme initiatives that respond effectively to the needs and concerns of the young people of the country;
- Developing professional capacity of all youth development agencies in the country - state-sponsored or voluntary organisations - through training and specialised services, such as: consultancies, and providing expertise and training materials for in-house training programmes;
- Setting up a world-class and modern Resource Centre that will provide library and other related services and facilities to those involved in youth-related activities - youth organisations, educational and training institutions, researchers, scholars, and young people
- Generating authentic and comprehensive primary and secondary data on all issues and matters that impact the life of the young people in the country through a systematic and extensive programme of action research and study;

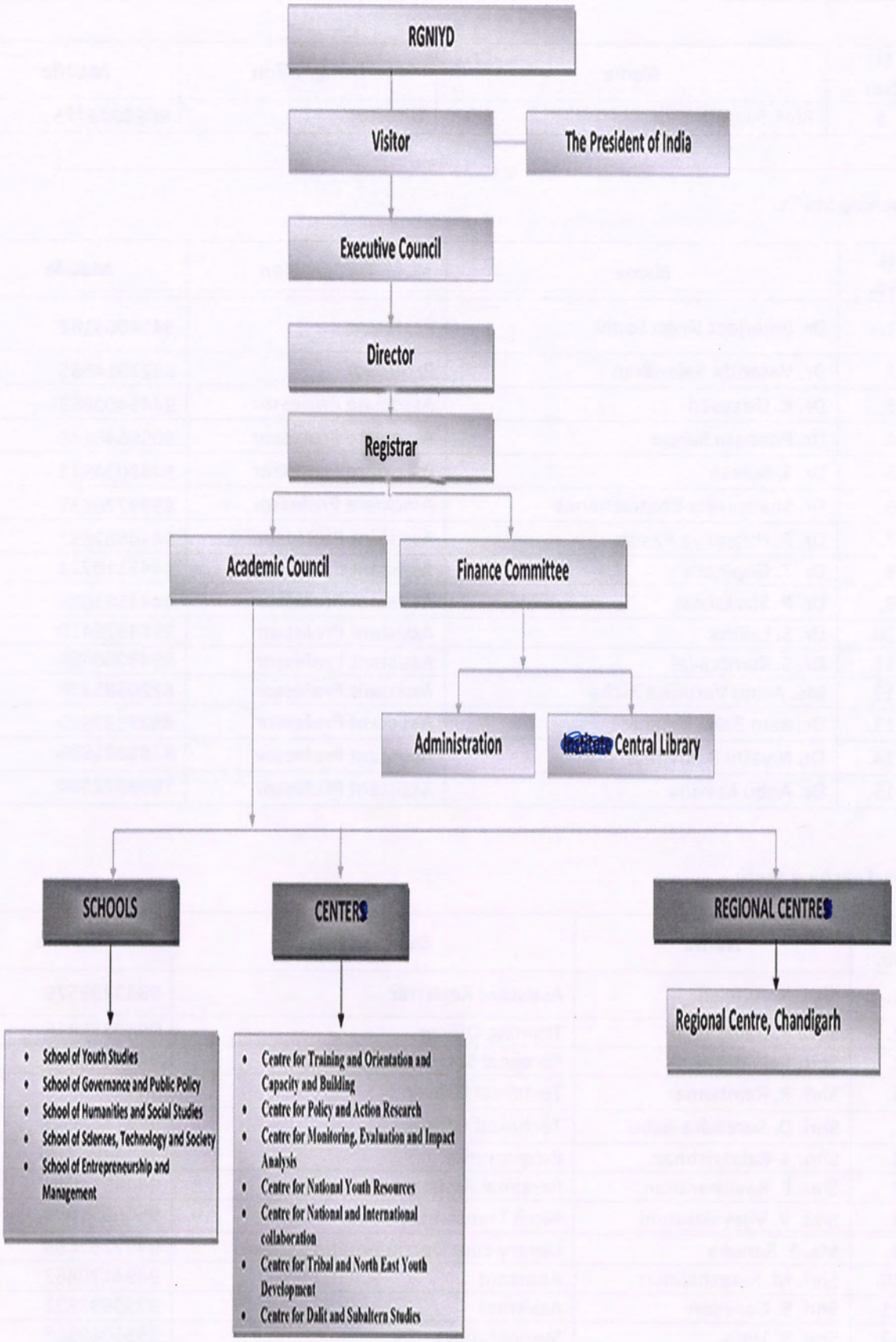
Objectives of RGNIYD

- To evolve as an Institute of advanced study in the field of youth development.
- To undertake action and applied research
- To empower youth to participate in inclusive development and nation building
- To provide higher education in the field of youth development
- To carry out policy research, evaluation and impact analysis of youth programmes

(iv) Function and duties



(v) Organization Chart :-



ANNEXURE- IV

Details of Employees

Sl. No.	Name	Designation	Mobile
1	Prof. Sibnath Deb	Director	9080842775

Teaching Staffs:

Sl. No.	Name	Designation	Mobile
1.	Dr. Inderjeet Singh Sodhi	Professor	9414064162
2.	Dr. Vasanthi Rajendran	Professor	8527514585
3.	Dr. K. Gireesan	Associate Professor	9445400855
4.	Dr. Pitabasa Sahoo	Associate Professor	8056645140
5.	Dr. S. Suresh	Associate Professor	9442034971
6.	Dr. Sharmistha Bhattacharjee	Associate Professor	8939778837
7.	Dr. P. Hiranniya Kalesh	Assistant Professor	9444862892
8.	Dr. T. Gopinath	Assistant Professor	9442110723
9.	Dr. P. Sivakumar	Assistant Professor	9444581080
10.	Dr. S. Lalitha	Assistant Professor	9884379410
11.	Dr. S. Kumaravel	Assistant Professor	9943060496
12.	Ms. Avinu Veronica Richa	Assistant Professor	8220585208
13.	Dr. Ram Babu Botcha	Assistant Professor	8527537803
14.	Dr. Niyathi R. Krishna	Assistant Professor	8281871935
15.	Dr. Anbu Kavitha	Assistant Professor	7598872104

Non-Teaching Staff:

Sl. No.	Name	Designation	Mobile
1.	Shri. N. Aghilan	Assistant Registrar	9843298529
2.	Shri. P. David Paul	Training Officer	9840875815
3.	Smt. Kala Balaji	Personal Secretary	9840487180
4.	Shri. R. Ramkumar	Technical Officer	9444271779
5.	Shri. D. Surendra Babu	Technical Officer	9787453846
6.	Shri. S. Balakrishnan	Programmer	9944481770
7.	Shri. E. Ravichandran	Personal Assistant	9444974074
8.	Smt. V. Vijayalakshmi	Hindi Translator	9566555630
9.	Ms. S. Renuka	Library cum Documentation Officer	9497257469
10.	Shri. M. Sureshkumar	Assistant	9894470882
11.	Shri. S. Ganesan	Assistant	9380833822
12.	Smt. K. Uma	Stenographer	9566060365
13.	Smt. P. Srilega	Stenographer	8056835845

Sl. No.	Name	Designation	Mobile
14.	Smt. E. Geetha	Stenographer	9445835075
15.	Smt. J. Divya	Stenographer	9500760784
16.	Smt. S. Jayalakshmi	Stenographer	9952066672
17.	Shri. R. Mohan	Driver	9840048337
18.	Shri. S. Eliah	Driver	9952081494
19.	Shri. G. Mahendran	Multi Tasking Staff	9840363207
20.	Shri. C. Anbalagan	Multi Tasking Staff	9600099847
21.	Shri. B. Rajendran	Multi Tasking Staff	9840793412
22.	Shri. G. Sivan	Multi Tasking Staff	9003541953
23.	Shri. V. Selvaraj	Multi Tasking Staff	9941123497
24.	Shri. C. Narayanan	Multi Tasking Staff	9600110752

ANNEXURE - V

Employees Remuneration

Sl. No.	Name	Designation	Pay (as per 7th CPC)
1	Prof. Sibnath Deb	Director	HAG +

Teaching Staffs:

Sl. No.	Name of the faculty	Designation	Pay (as per 7th CPC)
1.	Dr. Inderjeet Singh Sodhi	Professor	Level 14
2.	Dr. Vasanthi Rajendran	Professor	Level 14
3.	Dr. K. Gireesan	Associate Professor	Level 13A
4.	Dr. Pitabasa Sahoo	Associate Professor	Level 13A
5.	Dr. S. Suresh	Associate Professor	Level 13A
6.	Dr. Sharmistha Bhattacharjee	Associate Professor	Level 13A
7.	Dr. P. Hiranniya Kalesh	Assistant Professor	Level 10
8.	Dr. T. Gopinath	Assistant Professor	Level 10
9.	Dr. P. Sivakumar	Assistant Professor	Level 10
10.	Dr. S. Lalitha	Assistant Professor	Level 10
11.	Dr. S. Kumaravel	Assistant Professor	Level 10
12.	Ms. Avinu Veronica Richa	Assistant Professor	Level 10
13.	Dr. Ram Babu Botcha	Assistant Professor	Level 10
14.	Dr. Niyathi R. Krishna	Assistant Professor	Level 10
15.	Dr. Anbu Kavitha	Assistant Professor	Level 10

Non-Teaching Staff:

Sl. No.	Name of the staff	Designation	Pay (as per 7th CPC)
1.	Shri. N. Aghilan	Assistant Registrar	Level 10
2.	Shri. P. David Paul	Training Officer	Level 7
3.	Smt. Kala Balaji	Personal Secretary	Level 8
4.	Shri. R. Ramkumar	Technical Officer	Level 6
5.	Shri. D. Surendra Babu	Technical Officer	Level 6
6.	Shri. S. Balakrishnan	Programmer	Level 6
7.	Shri. E. Ravichandran	Personal Assistant	Level 7
8.	Smt. V. Vijayalakshmi	Hindi Translator	Level 6
9.	Ms. S. Renuka	Library cum Documentation Officer	Level 6
10.	Shri. M. Sureshkumar	Assistant	Level 5
11.	Shri. S.Ganesan	Assistant	Level 5
12.	Smt. K. Uma	Stenographer	Level 5
13.	Smt. P. Srilega	Stenographer	Level 5
14.	Smt. E. Geetha	Stenographer	Level 4
15.	Smt. J. Divya	Stenographer	Level 4
16.	Smt. S. Jayalakshmi	Stenographer	Level 4

Sl. No.	Name of the staff	Designation	Pay (as per 7th CPC)
17.	Shri. R. Mohan	Driver	Level 4
18.	Shri. S. Eliah	Driver	Level 3
19.	Shri. G. Mahendran	Multi Tasking Staff	Level 3
20.	Shri. C. Anbalagan	Multi Tasking Staff	Level 3
21.	Shri. B. Rajendran	Multi Tasking Staff	Level 3
22.	Shri. G. Sivan	Multi Tasking Staff	Level 2
23.	Shri. V. Selvaraj	Multi Tasking Staff	Level 2
24.	Shri. C. Narayanan	Multi Tasking Staff	Level 2