

RIGHT TO INFORMATION ACT, 2005

OBLIGATIONS OF PUBLIC AUTHORITIES

INFORMATION HAND BOOK

**(Refer to Chapter II Section 4 (1) (b) of RTI Act,
2005)**

DEPARTMENT OF YOUTH SERVICES

**DOOR No. 59A-21/7-1/2A,
RR GARDENS, PATAMATA,
VIJAYAWADA - 520 007.**

**GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF YOUTH SERVICES**

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CHAPTER I

INTRODUCTION

In democracy, citizens are to be informed about the policies, programmes, acts, rules, procedures followed in government organizations. The instruments of the government are accountable to the governed and the corrupt malpractices cannot be curbed unless there is accurate information available to the public in general.

With the above object in view, Government of India have enacted an act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

The right to Information Bill, 2005 was passed by the House of Parliament and received the assent of the President of India on 15.6.2005. It was published as "**Right to Information Act, 2005**" in the Gazette of India vide No. 25 on 21.6.2005 and it has come into force with effect from 15.6.2005.

Section 4 (1) (a) of the Act casts an obligation on each public authority to maintain records. This section reads as follows:-

“Maintain all its records duly catalogued and indexed in manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated”.

Section 4 (1) (b) of the Act casts an obligation on each public authority to publish within expiry of 120 days from the commencement of the Act, to publish manuals on the 17 items contained in Chapters 2 to 17 herein for each access and understanding by Citizens, City Society Organizations, Public representatives, officers and employees of public authorities including Central and State Information Commissions, Public Information Officers and Assistant Public Information officers and Appellate Officers etc.

This information handbook so far as Department of Youth Services deals with the following chapters:

1. Introduction
2. Organization, Functions and Duties
3. Powers and Duties of Officers and Employees
4. Procedure followed in Decision Making Process

5. Norms set for the Discharge of Functions
6. Rules, Regulations, Instructions, Manual and Records for Discharging Functions.
7. Categories of Documents held by the Public Authority under its control.
8. Arrangement for consultation with, or representation by, the members of the public in relation to the Formulation of Policy or Implementation thereof.
9. Boards, Councils, Committees and other bodies constituted as part of Public Authority.
10. Directory of Officers and Employees
11. Monthly Remuneration received by Officers and Employees including the system of compensation as provided in regulations.
12. Budget Allotted to each Agency including Plans etc.
13. Manner of Execution of Subsidy Programmes
14. Particulars of Recipients of Concessions, Permits or Authorization granted by the public authority.
15. Information available in electronic form.
16. Particulars of facilities available to citizens for obtaining Information.
17. Names, Designations and other particulars of public Information Officers.

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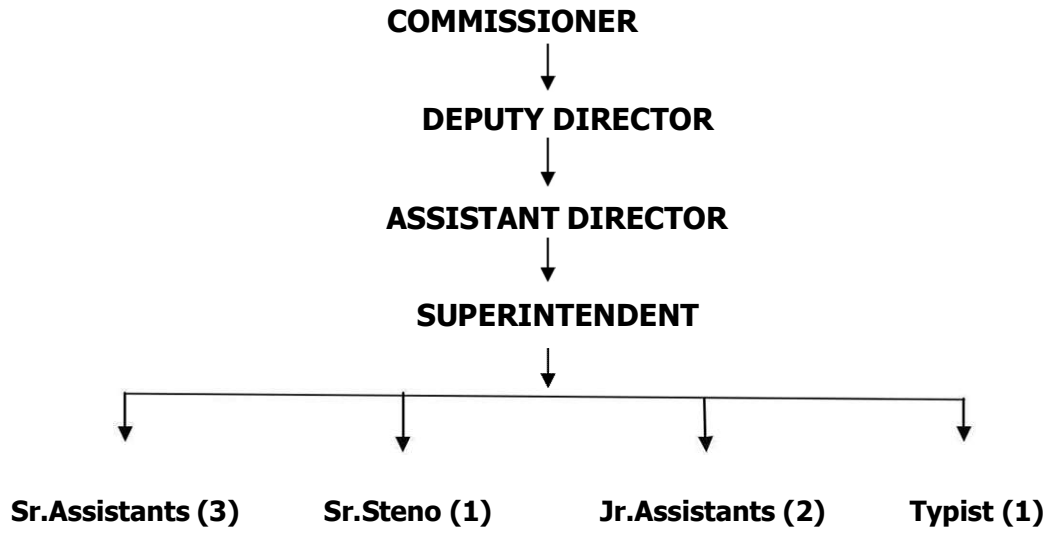
ORGANISATION, FUNCTIONS AND DUTIES

{Sec. 4(1) (b) (i) of RTI Act, 2005}

1. Name of the Organization : Department of Youth Services
2. Address : D.No.59A-21/7-1/2A,
Patamata, Vijayawada.
Andhra Pradesh.
3. Functions : Department initiates different youth Welfare programmes /activities with a view to wean away them from unsocial activities and channelize their energies towards constructive activities.
4. Duties : Implementation of Youth Welfare Programmes in accordance with the changing aspirations of the Youth.

The activities include Youth Festivals at Divisional, District and State level, National Youth Week Celebrations, Inter District / Inter – State Youth Exchange Programmes, Integration camps, Youth Parliaments (Yuva Sabhas), Self Defense Techniques to women, Adventure Activities, Pre – Army and Allied Recruitment Trainings, Disaster Management & First Aid Trainings, Observance of National / International Days of Importance, Innovation Awards etc.,

**ORGANOGRAM OF DIRECTORATE OF YOUTH SERVICES
ANDHRA PRADESH**



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POWERS AND DUTIES OF OFFICERS AND EMPLOYEES **Sec.4(1)(b)(ii) of RTI Act, 2005**

Commissioner of Youth Services

Director is the Head of the Department of Youth Services and exercises general supervision and control over staff under him/her to see that efficient steps are taken for prompt execution of the work.

Deputy Director of Youth Services:

The Deputy Director is the Head of the office to look after the administration of the office and will assist the Commissioner/Director and is responsible for execution of all the works entrusted by the Director from time to time.

Assistant Director of Youth Services :

Assistant Director will assist the Commissioner/Director and Deputy Director in all matters for proper up keep of the office administration, supervision on staff and attend to any other work entrusted by the Director.

Superintendent:

Superintendent is the Head of all the sections in the office. All the files of all sections will be routed through him and ensure that urgent and important matters processed immediately. Any other work entrusted from time to time by the Assistant Director/Deputy Director/Director will also be attended by him.

Senior Assistant-1(Presently vacant) (Office Superintendent looking after the duties):

Administration, Meetings, Computerization, Citizens Charter, RTI Act, Parliament/Legislative Council and Legislative Assembly related matters, Assurances, RSQs, LSQs, LCQs and LAQs etc. , creation of offices/posts, all service matters of officers, staff of Head Office and Officers and staff of District Offices, Court cases, transfers and postings, Reimbursements etc.,

Senior Assistant-2 (Presently vacant) (Asst. Director looking after the duties):

Youth Festivals (District, State, National), Central Financial Assistance to youth associations and Non-Governmental Organizations (NPYAD), Proposals under National Youth Awards, conduct of different youth welfare programmes/activities like youth exchange, youth week celebrations, blood, eyes and other organs donation camps, observance of national/international days etc., Release of funds to the districts, monitoring of utilization of funds, Maintenance of Office building, Youth Hostels, Office vehicles, Telephones, Electricity, Maintenance of Stores, Purchase of stationary etc.,

Senior Assistant-3	: Vacant
Junior Assistant-2	:Vacant
Typist-1	:Vacant
Driver – 1	:Vacant

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PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

{Sec.4 (1)(b)(iii) of RTI Act, 2005}

The procedure being followed in decision making process by the department is as indicated below:

Any representation on paper received in the department is numbered and entered in the Registers maintained by the concerned Section Assistants dealing with various subjects who in turn submit the files to Superintendent. Then the files are put up to the Assistant Director for examination. The Assistant Director shall submit files to the Deputy Director/Director for their perusal and orders. Based on the facts of the case, the Head of the department will take a decision as per the powers delegated to him/her.

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NORMS SET FOR DISCHARGE OF FUNCTIONS

{Sec. 4(1)(b)(iv)of RTI Act, 2005}

The norms/standards set by the Department for the discharge of its functions/delivery of services were already issued by way of formulation of citizen charter and the contents there in are as follows:

Service Charter of Department of Youth Services. Govt. of Andhra Pradesh

1. This Department's functions are:-

This department mainly deals with the subjects of youth empowerment and development.

2. **Service Delivery time frame for the services rendered by the Department**

(i) Citizen related

(a) Routine matters 3 days

(b) Other than routine matters 7 days

(ii) Reference/letters from other departments(Inter-departmental):

(a) Routine matters.....3 days

(b) Other than routine matters 10 days

(c) Service matters..... 7/10 days

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RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

{ Sec.4(1)(b)(v) of RTI Act, 2005 }

The Rules, Regulations, Instructions, Manuals and Records held by the Department for use by its employees while discharging functions are as hereunder:

1. Fundamental Rules
2. A.P. State & Subordinate Service Rules
3. A.P. Ministerial Service Rules
4. A.P. Last Grade Service Rules
5. A.P. General Provident Fund Rules
6. A.P. Travelling Allowance Rules including L.T.C.
7. A.P. Revised Pension Rules
8. A.P. Leave Rules
9. Instructions in regard to action to be taken in cases where government servants are involved in misappropriation of government money or convicted in criminal cases.
10. Instructions in regard to appointment of son/daughter/spouse of government servants who die in harness while in service/retire on medical grounds.
11. Instructions in regard to General Office Procedure
12. Instructions in regard to maintenance and security of personal files.

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CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL

{Sec. 4(1)(b)v(i) of RTI Act, 2005}

The following documents are held by the Department of Youth Services:

1. G.Os/Memos issued by the administrative department of Secretariat.
2. The relevant files in relation with Service Matters, Youth Welfare Activities, etc.,

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ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF

{Sec.4(1)(b)viii) of RTI Act, 2005}

On receipt of representation from Youth Associations and N.G.Os the request/suggestions are examined thoroughly in consultation with the Administrative department at A.P. Secretariat to take a decision there upon.

The Special Chief Secretary / Prl. Secretary / Secretary, YAT&C (Sps.&YS) Department and the Hon'ble Minister, Tourism, Culture and Youth Advancement department also take up periodical reviews with regard to implementation and improvements in various schemes of the department.

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BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF PUBLIC AUTHORITY

{Sec. 4(1) (b)v(iii) of RTI Act, 2005}

There are no Boards, Council, Committees and other bodies constituted as a part of Public Authorities.

The Administrative Department at Secretariat constitutes certain committees for the subjects of scrutinizing the applications of Youth Awards, etc. depending upon the need from time to time.

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DIRECTORY OF OFFICERS AND EMPLOYEES

{Sec.4 (1)(b)(ix) of RTI Act, 2005}

Following is the information of Officers and employees working in the Department of Youth Services at different levels and their contact addresses:

Sl.	Name of the Officer Smt/Sri	Contact No.
1.	Smt K. Sarada Devi, IAS., Commissioner & Appellate Authority	0866-2972055
2.	S.V.D.S. Ramakrishna, Deputy Director & StatePublic Information Officer	0866-2970411
3.	G. Appala Swamy Assistant Director & Asst.Public Information Officer	9989736054

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CHAPTER 11

{Se. 4(1)(b)(ix) of RTI Act, 2005}

Monthly remuneration received by Officers and employees including the system of compensation as provided in regulations.

* * *

The following are the particulars showing the monthly remuneration received by Officers and employees of Youth Services Department:-

Sl. No.	Name of the Officer/staff with Designation	Gross monthly remuneration Rs.
1	Smt K. Sarada Devi, IAS., Commissioner	3,13,998/-
2	Sri S.V.D.S. Ramakrishna, Deputy Director	1,96,478/-
3	Sri G.Appala Swamy, Assistant Director	1,57,881/-
5	Sri V. Raghu Ramulu, Jr. Accounts Officer	1,04,053/-
6	Sri S. Lakshmana, Superintendent	1,53,797/-
7	Sri Mahaboob Basha Shaik, Sr. Accountant	90,730/-
8	Sri K. Sampath Kumar, Sr. Asst. (on deputation)	1,06,939/-
8	Senior Assistants -2(Vacant)	--
9	Senior Stenographer-1(Vacant)	--
10	Senior Auditor (Vacant)	--
11	Jr. Assistants-2 (Vacant)	--
12	Typist (Vacant)	--
13	Driver (Vacant)	--

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CHAPTER 12

**BUDGET ALLOTTED TO EACH AGENCY INCLUDING PLANS
etc.**

{Sec. 4(1)(b)(xi) of RTI Act, 2005}

(Rupees in lakhs)

HEAD OF ACCOUNTS	Budget for 2024-25
1. 2204-001-SH(01) Head Quarter (Non-Plan)	105.43
2. 2204-001-11-SH(03) (NP) District Offices	151.24
3. 2204-789-11-SH(04) Youth Welfare Schemes	-
4.2204-796-11-SH (05) Youth Welfare Schemes	-
5. 2204-001-11-SH(06) Youth Welfare Schemes Charges	-
6.2204-001-11-SH(06) 310/311 & 312 (GIA) (OGIA)	1066.66 53.52
7.2204-001-11-SH(06) 010 Salaries	11.30
TOTAL	1388.15

Budget at Sl.Nos. 1,2 & 7 are intended for Head Office and District Offices salaries. Sl. No. 3, 4 & 5 are meant for implementation of youth welfare schemes/programmes. Sl.No. 6 is meant for Grants-in-Aid towards salaries and other Grants-in-Aid of APSTEP/District Societies for Training and Employment Promotion.

Chapter 13 : "Nil"

Chapter 14 : "Nil"

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CHAPTER 15

INFORMATION AVAILABLE IN ELECTRONIC FORM

{Sec. 4(1)(b)(x)(iv) of RTI Act, 2005}

&

CHAPTER 16

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS
FOR OBTAINING INFORMATION**

{Sec. 4(1)(b)(xv) of RTI Act, 2005}

The details of information related to the various schemes of the
Department which are available in electronic formats are as indicated below:

Website: <https://youthservices.ap.nic.in>

Face Book: <https://www.facebook.com/apyouthservices>

Twitter: <https://twitter.com/apyouthservices>

Instagram: <https://www.instagram.com/apyouthservices>