

GOVERNMENT OF INDIA
MINISTRY OF YOUTH AFFAIRS & SPORTS
Rajiv Gandhi National Institute of Youth Development
(RGNIYD)

MANUAL UNDER SECTION 4(1)(b)(i) to (xvii) OF
RIGHT TO INFORMATION ACT 2005

Organisation set up of RGNIYD:

1. Rajiv Gandhi National Institute of Youth Development (RGNIYD) has been set up as an autonomous body by the Department of Youth Affairs and Sports, Ministry of Human Resource Development, Government of India and registered under Societies Registration Act, XXVII of 1975 S.No.67 of 1993. The Institute is to act as a think-tank and to assist the Government and non-Government agencies in youth related activities. The Institute strives to assist the NSS, NYK and other youth organizations in the implementation of training programmes. The Institute functions as a nodal agency for youth training and as a facilitator of youth development activities in rural as well as in urban areas. The Institute has launched a number of research projects and extension programmes to unearth the potential in the young people. It provides a forum for youth to debate and discuss issues that concern them as well as those that impinge on their development.

2. This Institute is having the following 5 Divisions besides the Administrative Division, each one under a Faculty Head with sufficient supporting professional staff:

- ❖ Training, Orientation and Extension Division
- ❖ Research, Evaluation and Documentation/Dissemination Division
- ❖ Panchayati Raj and Youth Affairs Division
- ❖ International Centre for excellence in Youth Development Division
- ❖ Social Harmony and National Unity Division

3. Aims and Objectives

The objectives of the Institute shall be as follows:

- a) To function as a Resource Agency and Think –Tank for youth programs, policies and implementation strategies.
- b) To develop multi faceted – programmes for youth keeping in view of the social harmony and national unity as the ultimate objective
- c) To grow and develop as a facilitator and nodal agency for youth training, youth work, and youth development in the country for rural as well as urban youth.
- d) To function as an Institute of advanced study in the field of youth and to develop such professional excellence as may be required for the purpose.

- e) To develop its programmes aimed at inculcating a sense of national pride, awareness of national goals and internalization of national values among the youth workers
- f) To develop new ideas and innovative programme for motivating and creating committed cadre of youth workers and functionaries.
- g) To promote and conduct action and user based applied research and evaluation studies in youth development and through this provide necessary thrust to youth programmes on systematic and scientific lines.
- h) To function as Center for Information Publication and Documentation pertaining to youth Development
- i) To provide Institutional training for the personnel working in the field of youth
- j) To provide appropriate youth extension projects and services which can function as laboratory on youth work.
- k) To link its programmes and functions to the promotion of National Youth Policy.

4. Registration of Institute

The Institute was registered with the District Registrar, Chengalpattu District, Tamil Nadu under the Societies Registration Act, XXVII of 1975 on 19.4.1993.

Powers and Functions of the Director:

- a) The Director of the Institute shall be appointed by the Government which shall prescribe qualification, eligibility, remuneration and other conditions of service of the Director.
- b) The Director shall be the Principal Executive and academic head of the Institute
- c) The Director will exercise full control over the affairs of the Institute and shall be responsible for its smooth functioning.
- d) The Director shall initiate steps for convening the meetings of the Advisory Board and Executive Council
- e) The Director shall be responsible for the presentation of annual financial estimates, accounts and programme development plans.
- f) The Director shall be responsible for the coordination of different divisions and wings of the Institute.

- g) The Director shall initiate appropriate steps for selection/nomination of members to the Advisory Board and Executive Council as and when necessary
- h) The Director shall exercise such other powers and duties as may be assigned to him from time to time by the statutory authorities of the Institute.

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

- ❖ The Institute is governed by the Executive Council.
- ❖ The Executive Council shall have the responsibility for the management and administration of the Institute, to frame and amend rules and regulations in consistent with the objectives of the Institute.
- ❖ It will lay down the broad policy to implement the objectives for which the Institute is established.
- ❖ So far as the Administration is concerned the Institute is headed by the Director and all decisions pertaining to Administration, Accounts & Training Divisions are being carried out by the concerned officers after getting orders from the Director.

The norms set by it for the discharge of its function:

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The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

- ❖ Service byelaws
- ❖ Financial byelaws
- ❖ Memorandum of Association and Rules and Regulations are being used.

**A statement of the categories of documents that are held by it or under its control:
Property documents**

- ❖ Document pertaining to 27.80 acres of land donated by the Tamil Nadu Govt to the Institute.
- ❖ Document pertaining to additional land of 13.55 acres at the cost of Rs.36.52 Lakhs purchased by the Institute
- ❖ Memorandum of Association and Rules and Regulations of the Institute

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:

NIL

A statement of the boards, council, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, 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:

This Institute has Advisory Board and Executive Council. But these are not open to the public or the minutes of such meetings are accessible for public

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:

S.No.	Names & Designation	Pay Band	Scale of Pay (Plus allowances as per Central Govt. Rules)	Grade Pay
1.	Shri.P.Michael Vedha Siromony, IAS Director	PB - 4	37400 – 67000	10000
2.	Dr. A.Radhakrishnan Nair Faculty Head	PB – 4	37400 – 67000	8700
3.	Dr. V.Reghu Faculty Head	PB – 4	37400 – 67000	8700
4.	Dr.Annette Mathews Faculty Head	PB – 4	37400 – 67000	8700
5.	Shri. M.Chandrasekaran Administrative Officer	PB – 2	9300 – 34800	4200
6.	Shri. K.Sivakumar Accounts Officer/ Financial Officer	PB – 2	9300 – 34800	4200
7.	Smt. Kala Balaji PS to Director	PB – 2	9300 – 34800	4200
8.	Shri. P.David Paul Training Officer	PB – 2	9300 – 34800	4200
9.	Dr. P.Hiranniya Kalesh Training Officer	PB – 2	9300 – 34800	4200
10.	Dr. T.Gopinath Training Officer	PB – 2	9300 – 34800	4200
11.	Dr. P.Sivakumar Training Officer	PB – 2	9300 – 34800	4200
12.	Shri. S.Thiruvarasu Library Information Assistant	PB – 2	9300 – 34800	4200
13.	Shri. E.Ravichandran P.A. to Faculty Head	PB – 2	9300 – 34800	4200
14.	Shri. S.Ganesan Accounts Assistant	PB – 1	5200 – 20200	2400
15.	Shri. M.Suresh kumar Assistant	PB – 1	5200 – 20200	2400

16.	Smt. V.Vijayalakshmi Stenographer	PB – 1	5200 – 20200	2400
17.	Smt. K.Padmini Stenographer	PB – 1	5200 – 20200	2400
18.	Smt. P.Srilega Stenographer	PB – 1	5200 – 20200	2400
19.	Smt. K.Uma Stenographer	PB – 1	5200 – 20200	2400
20.	Smt. E.Geetha Stenographer	PB – 1	5200 – 20200	2400
21.	Shri. R.Devarajan Driver	PB – 1	5200 – 20200	1900
22.	Shri. R.Mohan Driver	PB – 1	5200 – 20200	1900
23.	Shri. S.Eliah Driver	PB – 1	5200 – 20200	1900
24.	Shri. G.Mahendran Peon	- 1S	4440 – 7440	1300
25.	Shri. C.Anbalagan Peon	- 1S	4440 – 7440	1300
26.	Shri. K.Venkatesan Peon	- 1S	4440 – 7440	1300
27.	Shri. M.Prakash Chowkidar	- 1S	4440 – 7440	1300
28.	Shri. B.Rajendran Chowkidar	-1S	4440 – 7440	1300
29.	Shri. G.Sivan Chowkidar	-1S	4440 – 7440	1300
30.	Shri. C.Narayanan Chowkidar	-1S	4440 – 7440	1300
31.	Shri. V.Selvaraj Chowkidar	-1S	4440 – 7440	1300

DIRECTORY OF OFFICERS

S.No.	Name	Designation	Telephone Number Office	EPABX No. with Intercom Office 2716741 / 2612	Mobile No.
1.	Shri.P.Michael Vedha Siromony, IAS	Director	27162705	301	9884764999
2.	Dr.A.Radhakrishnan Nair	Faculty Head	27163708	316	9380533439
3.	Dr.V.Reghu	Faculty Head	27163872	325	9381519486
4.	Dr.Annette Mathews	Faculty Head	27163860	317	9380645907
5.	Shri.M.Chandrasekaran	Administrative Officer	27163227	307	9941111768
6.	Shri.K.Sivakumar	Accounts Officer/ Financial Officer	27163127	309	9791344018
7.	Smt. Kala Balaji	PS to Director	27162705	302	9840487180

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

-NIL

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

-NIL

Particulars of recipients of concessions, permits or authorizations granted by it:

-NIL

Details in respect of the information available to or held by it, reduced in an electronic form:

-NIL

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:

The Institute has a well-organised and rich library with a large collection of books, journals and CD ROMS. The library is available for Research Scholars and the participants from all over the country who are attending various training programmes conducted by the Institute. The library is not accessible for public use.

The names, designations and other particulars of the Public Information Officer:

Dr. A.RadhaKrishnan Nair, Faculty Head i/c (READ) RGNIYD

Such other information as may be prescribed: