



# नेहरु युवा केन्द्र संगठन

## Nehru Yuva Kendra Sangathan

स्वायत्तशासी संस्था  
युवा कार्यक्रम एवं खेल मंत्रालय  
भारत सरकार

*an Autonomous Body under the  
Ministry of Youth Affairs & Sports  
Government of India*



No. 11022/NYKS/Pers:crc/1482/2020

Date:03.12.2020

### OFFICE MEMORANDUM

The Ministry of Youth Affairs & Sports, Govt. of India, has conveyed its approval for the Cadre Restructuring proposal of Nehru Yuva Kendra Sangathan (NYKS) vide its letter F.No.1-7/2010-NYKS dated 29.01.2020. As per the approved Cadre Restructuring of NYKS, following are the changes in Structure, Strength, Duties & Responsibilities and the Nomenclature of posts in NYKS, after merger and re-designation: -

#### 1. Re-designation of the following posts has been approved as:

Present designation	Re-designation
District Youth Coordinator (DYC)	District Youth Officer (DYO)
Accounts Clerk cum Typist (ACT)	Accounts & Programme Assistant (APA)

#### 2. The merger and re-designation of following posts has been approved as:

Present designation	Merged and Re-designated as
LDC,UDC, Steno-II & Computer Operator	Administrative Assistant
Junior Accountant, Auditor, Accountant & Junior Accounts Officer	Accounts & Programme Supervisor
Assistant Accounts Officer and Accounts Officer	Accounts Officer
Assistant, Steno-I, EDP Assistant and Librarian	Assistant Section Officer
Administrative Officer, PS to DG, PS to Chairman, Section Officers, Legal Officer and Junior Computer Programmer	Section Officer (Two of them will be assigned the duty of PS)

#### 3. As per Letter No.A-12018/1/2020-NYKS dated 19<sup>th</sup> Nov, 2020 of the Ministry of Youth Affairs & Sports, the designation and Pay Level of the Post of MTS (Level -1 in 7<sup>th</sup> CPC Pay Matrix) has been retained to its existing nomenclature and Pay-Level, in partial modification to earlier revision approved vide Letter No.1-7/2010-NYKS dated 29.01.2020 of the Ministry of Youth Affairs & Sports for the post of MTS only.

*AK*  
3/12/2020

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**4. The existing number of Posts and approved revision is as under:**

7. The existing number of Posts and approved revision is as under:						
S.No	Existing			Revision		
A-Administrative Cadre						
	Post	Pay Level as per 7 <sup>th</sup> CPC	No. of Post	Post	Pay Level as per 7 <sup>th</sup> CPC	No. of Post
1	Director General	L-14	1	Director General	L-14	1
2	Director	L-13	4	Director/Regional Director	L-13	12
3	Joint Director/State Director	L-12	19	Joint Director/State Director	L-12	32
4	Deputy Director	L-11	56	Deputy Director	L-11	107
5	Assistant Director/District Youth Coordinator	L-10	632	Assistant Director/District Youth Officer	L-10	560
6	Assistant Director (OL)	L-10	1	Assistant Director (OL)	L-10	1
	<b>Sub Total</b>		<b>713</b>			<b>713</b>
B- Accounts Cadre						
7	Assistant Accounts Officer	L-7	19	<b>Accounts Officer</b> (Re-designated by merging S.No 7&8)	L-7	51
8	Account Officer	L-7	4			
9	Jr. Accountant	L-5	4	<b>Accounts &amp; Programme Supervisor</b> (Re-designated by merging S.No 9,10,11&12)	L-6	155
10	Auditor	L-6	2			
11	Accountant	L-6	4			
12	Jr. Accounts Officer	L-6	19			
13	Accounts Clerk cum Typist	L-4	688	Accounts & Programme Assistant	L-4	534
	<b>Sub Total</b>		<b>740</b>			<b>740</b>
C-Allied (Clerical & Drivers) Cadre						
14	Sr. Hindi Translator	L-7	1	Sr. Hindi Translator	L-7	1
15	Admin. Officer	L-7	18	<b>Section Officer</b> (Re-designated by merging S.No. 15,16,17,18,19 & 20)	L-7	17
16	PS to DG	L-7	1			
17	PS to Chairman	L-7	1			
18	Section Officer	L-7	5			
19	Legal Officer	L-7	1			
20	Jr. Computer Programmer	L-7	19			
21	Assistant	L-6	45	<b>Assistant Section Officer</b> (Re-designated by merging S.No.21,22 & 23)	L-6	57
22	Stenographer-I	L-6	12			
23	EDP Assistant/Librarian	L-6	2			
24	LDC	L-2	30	<b>Administrative Assistant</b> (Re-designated by merging S.No. 24,25,26 & 27)	L-4	141
25	UDC	L-4	6			
26	Computer Operator	L-5	4			
27	Stenographer-II	L-4	27			
28	Driver	L-2	70	Driver	L-2	50
29	MTS	L-1	578	MTS	L-1	554
	<b>Sub Total</b>		<b>820</b>			<b>820</b>
<b>Total</b>			<b>2273</b>	<b>Revised Total</b>		<b>2273</b>

*31/12/2020*

5. The list of approved 89 Nodal District Kendras and 06 Pay and Accounts Office (PAO) States and their areas of operation is annexed as Annexure – A,B respectively.
6. Revised structure and Sanctioned Strength of NYKS Hqrs, PAO States, State Offices, Nodal Kendras and District level Kendras is annexed as Annexure- C.
7. Out of the 12 posts of Directors, 6(including 3 deputationists) will be posted at Hqrs. and the other 6 Directors at 06 Pay and Accounts Office States as Regional Director.
8. Out of 32 posts of Joint Director/State Directors, 3 will be posted at NYKS Hqrs as Joint Director, 06 at PAO States and 23 at State Offices as State Director of that particular State.
9. Out of the total 107 Deputy Directors, 12 will be posted at NYKS Hqrs, 6 at PAOs and the remaining 89 at the designated 89 District Level Nodal Kendras and perform the duties as that of District Youth Officer of that District and also supervise the DYO's under their jurisdiction.
10. Out of 560 Assistant Director/DYO, 14 will be posted at NYKS Hqrs, 12 at 06 PAOs as Assistant Director and the remaining 534 at District Kendras as DYO.
11. Out of 155 Accounts and Programme Supervisors (APS), 09 will be posted at Hqrs, 18 at 06 PAOs, 39 at 23 State Offices (2 posts at each state office and 01 post at each of the North Eastern States except Assam) and the remaining 89 at the designated 89 District Level Nodal Kendras.
12. All the 534 Accounts and Programme Assistants (APA) will be posted at 534 District level Kendras.
13. Out of 51 Accounts Officer, 10 will be posted at Hqrs, 18 at 06 PAOs and the remaining 23 at 23 State Offices.
14. Out of 17 Section officers, 11 will be posted at Hqrs. of which 02 will be assigned the work of PS to DG and PS to Chairman, and the rest 06 at 06 PAOs.
15. Out of 57 Assistant Section Officers (ASO), 16 will be posted at Hqrs, 18 at 06 PAOs and the remaining 23 at 23 State Offices. A total of 30 among 57 ASOs will be assigned additional work of Junior Hindi Translator also.


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*3/12/2020*

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16. Out of 141 Administrative Assistants, 17 will be posted at Hqrs, 12 at 06 PAOs, 23 at 23 State Offices and the remaining 89 will be posted at the designated 89 District Level Nodal Kendras.
17. Out of 50 Drivers, 15 will be posted at Hqrs, 12 at 06 PAOs and 23 at 23 State Offices.
18. Out of 554 Multi-Tasking Staff (MTS), 20 will be posted at Hqrs and the remaining 534 MTS at 534 District level Kendras.
19. The criteria for assessing suitability of officers/officials where the merger of posts has been approved shall be governed as per Para 3 of DOP&T OM NO. AB-14017/66/2008-Estt (RR) dated 09-03-2009.
20. Chart showing duties and responsibilities of various posts in NYKS as per approved Cadre restructuring is enclosed as Annexure-D.
21. All or part of this Memorandum is subject to change depending upon work load, assignment of Special Duties, resolution of BOG of NYKS and subject to the directions of Central Government issued from time to time.
22. Other Orders in implementation of Cadre restructuring will be issued separately.

This issues with the approval of Director General, NYKS.

  
(Lt. Col. Arun Kumar Singh)  
Executive Director

**Copy to: -**

- PS to Minister of State (I/C) (Youth Affairs & Sports), Govt. of India.
- Sr.PPS to Secretary (Youth Affairs & Sports), Govt. of India.
- PPS to Joint Secretary, (Youth Affairs & Sports), Govt. of India.
- Deputy Secretary, NYKS (Ministry of Youth Affairs & Sports), Govt. of India.
- Under Secretary, NYKS, (Ministry of Youth Affairs & Sports), Govt. of India for kind information.
- PS to DG, NYKS.
- Assistant Director-EDP (NYKS)- to upload on the official website of NYKS.
- All State Directors for circulation amongst all concerned employees of NYKS.



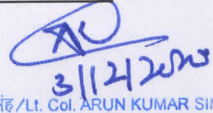
**ANNEXURE A- LIST OF NODAL KENDRAS**

State/UT	S.No.	Nodal Kendras	Jurisdiction
1.Andhra Pradesh (Yanam also)	1	1.Vishakhapatnam	1-Vishakhapatnam, 2-Vizianagaram, 3-Srikakulam, 4-East Godavari ,5-West Godavari, 6-Krishna & 7-Yanam(Puducherry)
	2	2. Kadapa	1-Kadapa,2- Kurnool, 3-Ananthapur, 4-Chittoor, 5-Nellore, 6-Prakasham & 7-Guntur
2.Telangana	3	1.Khammam	1-Khammam, 2-Adilabad,3-Hyderabad, 4-Karimanagar, 5-Mahboobnagar,6- Medak, 7-Nalgonda,8-Nizamabad, 9-Rangareddy & 10-Warangal
3. Assam	4	1. Dhubri	1-Dhubri, 2-Kamrup ( Maligaon ), 3-Barpeta, 4-Kokrajhar, 5-Nalbari, 6-Goalpara, 7-Bongaigaon & 8-Chirang
	5	2. Udalguri	1-Udalguri,2-Kamrup Metropoliton, 3-Nagaon, 4-Tezpur ( Sonitpur ), 5-Darrang ( Mangaldoi ), 6-Morigaon & 7-Baksha
	6	3.Hailakandi	1-Hailakandi, 2-Cachar ( Silchar ), 3-Haflong ( N C Hills ) 4-Karimganj & 5-Diphu ( Karbi Anglong )
	7	4.Dibrugarh	1-Dibrugarh, 2-North Lakhimpur, 3-Jorhat, 4-Sivasagar, 5-Dhemaji, 6-Golaghat & 7-Tinsukia
4.Arunachal Pradesh	8	1.Tawang	1-Tawang, 2-Siang ( Along ), 3-Lower Subansiri ( Ziro ), 4-Upper Subansiri (Daporijo), 5-East Kameng, 6-Karung Kaise, 7-Papumpare(Ita) & 8-West Kameng
	9	2. Lohit	1-Lohit, 2-Changlang, 3-Dibang Valley, 4-East Siang, 5-Tirap & 6-Upper Siang

  
 3/12/2020  
 ले० कर्नल अरुण कुमार सिंह/Lt. Col. ARUN KUMAR SINGH  
 कार्यकारी निदेशक/Executive Director  
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State/UT	S.No.	Nodal Kendras	Jurisdiction
5.Bihar	10	1. West Champaran	1-West Champaran, 2-Motihari, 3-Gopalganj, 4-Saran(Chapra), 5-Sitamarhi, 6-Siwan, 7-Sheohar
	11	2.Jamui	1-Jamui, 2-Banka, 3-Begusarai, 4-Shekhpora, 5-Lakhisarai, 6-Mungar, 7-Nalanda & 8-Nawada
	12	3. Madhubani	1-Madhubani, 2-Darbhanga, 3-Sanholi Khagaria/ Khagara, 4-Muzaffarpur, 5- Saharsa, 6-Samastipur, 7-Supaul & 8-Hajipur
	13	4. Kisanganj	1-Kishanganj, 2-Araria, 3-Katihar, 4-Madhepura, 5-Purnia & 6-Bhagalpur
	14	5. Kaimur	1-Kaimur (Bhabua), 2-Aurangabad, 3-Bhojpur (Arrah), 4-Buxar, 5-Jehanabad, 6-Patna, 7-Rohtas ( Sasaram ), 8-Arwal & 9-Gaya
6.Chhattisgarh	15	1.Korba	1-Korba, 2-Bilaspur, 3-Champa, 4-Jashpur Nagar, 5-Kawardha, 6-Koriya, 7-Madasamund, 8-Raigarh & 9-Sarguja
	16	2.Dantewada	1-Dantewada, 2-Raipur, 3-Dahamtari, 4-Durg, 5-Jagdalpur, 6-Kanker (Bastar) & 7-Rajnandgaon
7.Gujarat (Dadra Nagar Haveli & Daman Diu)	17	1. Mehsana	1-Mehsana, 2-Kheda, 3-Bhuj-Kachh, 4-Himmatnagar, 5-Gandhinagar, 6-Palanpur & 7-Patan
	18	2. Narmada	1-Narmada, 2-Bharuch, 3-Valsad, 4-Surat, 5-Dang, 6-Navsari, 7-Dadranagar Haveli & 8-Daman
	19	3. Porbandar	1-Porbandar, 2-Junagarh, 3-Jamnagar, 4-Bhavnagar, 5-Amreli, 6-Rajkot & 7-Diu
	20	4. Aanand	1-Anand, 2-Godhra, 3-Surendranagar, 4-Ahmedabad, 5-Vadodara & 6-Dahod

  
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State/UT	S.No.	Nodal Kendras	Jurisdiction
8.Haryana	21	1. Rewari	1-Rewari, 2-Gurgaon, 3-Faridabad, 4-Sonepat, 5-Mahendergarh ( Narnoul ), 6-Jhajjar, 7-Bhiwani, 8-Rohtak & 9-Panipat
	22	2. Hisar	1-Hissar, 2-Ambala, 3-Karnal, 4-Sirsa, 5-Kurukshetra, 6-Jind, 7-Yamuna Nagar, 8-Kaithal, 9-Fatehabad & 10-Panchkula
9.Himachal Pradesh	23	1. Kinnaur	1-Rechnagpeo( Kinnour), 2-Chamba, 3-Kullu & 4-Keylong( Lahoul Spiti )
	24	2.Sirmour (Nahan)	1-Sirmour (Nahan), 2-Bilaspur, 3-Dharamsala(Kangra), 4-Hamirpur, 5-Mandi, 6-Solan, 7-Shimla & 8-Una
10.Jammu & Kashmir	25	1. Kupwara	1-Kupwara, 2-Baramulla, 3-Bidgam, 4-Poonch, 5-Pulwama & 6-Srinagar
	26	2.Doda	1-Doda, 2-Anantnag, 3-Jammu, 4-Kathua, 5-Rajouri & 6-Udhampur
	27	3.Leh	1-Leh & 2- Kargil
11.Jharkhand	28	1. West singhbhum	1-West singhbhum (Chaibasa), 2-East Singhbhum (Jamshedpur), 3-Ranchi, 4-Saraikela, 5-Simdega, 6-Gumla & 7-Bokaro
	29	2. Dumka	1-Dumka, 2-Pakaur, 3-Deoghar, 4-Dhanbad, 5-Giridih, 6-Godda, 7-Sahebganj & 8-Jamtara
	30	3. Latehar	1-Latehar, 2-Chatra, 3-Garwah, 4-Palamau , 5-Hazaribagh, 6-Lohardaga & 7-Kodarma
12.Karnataka	31	1. Dakshin Kannada(Mangaluru)	1-Dakshin Kannada(Mangaluru), 2-Chikmagalur, 3-Hassan, 4-Kodagu ( Madikeri ), 5-Mysore, 6-Shimoga, 7-Davanagere & 8-Udupi
	32	2.Belagavi (Belagaum)	1-Belagavi (Belagaum), 2-Karwar, 3-Dharwad, 4-Bagalkot, 5-Gadag & 6-Haveri
	33	3. Kalburgi (Gulbarga)	1-Gulbarga, 2-Bijapur, 3-Bidar, 4-Raichur, 5-Koppal & 6-Bellary
	34	4. Tumakuru	1-Tumkur,2-Bangalore ( Rural ),3-Bangalore ( Urban ),4-Kolar, 5-Mandya, 6-Chitradurga & 7-Chamrajnagar

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State/UT	S.No.	Nodal Kendras	Jurisdiction
13.Kerala (Lakshadweep & Mahe also)	35	1. Iddukki	1-Thodupuzha ( Iddukki ), 2- Ernakulam,3-Kottayam,4- Alappuzha (Alleppey),5- Kollam,6-Pathanamthitaa, 7- Trivandraum(Tiruvananthapura m) & 8- Lakshadweep
	36	2. Wayanad	1-Wayanad, 2-Kasargod,3- Kannur,4-Kozhikode,5- Malappuram,6-Palakkad,7- Thrissur & 8-Mahe
14.Madhya Pradesh	37	1. Balaghat	1-Balaghat, 2-Jabalpur,3- Mandla,4-Narsinghpur, 5- Seoni,6-Anuppur & 7-Dindori
	38	2. Damoh	1-Damoh, 2-Chattarpur, 3- Katni,4-Raisen,5-Sagar, 6- Vidisha & 7-Ashoknagar
	39	3. Shahdol	1-Shahdol,2-Panna, 3-Rewa, 4- Satna, 5-Sidhi & 6-Umaria
	40	4. Rajgarh	1-Rajgarh,2-Guna, 3- Mandsore,4-Ratlam, 5- Shahjapur, 6-Ujjain & 7- Neemach
	41	5. Barwani	1-Barwani, 2-Dewas, 3-Dhar, 4- Indore, 5-Jhabua, 6-Khargon & 7-Burhanpur
	42	6. Sheopur	1-Sheopur, 2-Bhind, 3-Datia, 4- Gwalior, 5-Morena, 6- Tikamgarh & 7-Morena
	43	7. Betul	1-Betul, 2-Bhopal, 3- Chindwada, 4-Harda, 5- Hoshangabad, 6-Khandwa & 7- Sehore
15.Maharashtra & Goa	44	1. Sindhudurg	1-Sindhudurg, 2-Kolhapur, 3- Satara, 4-Ratnagiri, 5-Sangli, 6- Panaji,7-Margaon & 8-North Goa(Panji)
	45	2. Gadchiroli	1-Gadchiroli, 2-Bhandara, 3- Nagpur, 4-Chandrapur, 5- Wardha & 6-Gondia
	46	3. Nandurbar	1-Nandurbar, 2-Aurangabad, 3- Jalgaon, 4-Jalna, 5-Nasik & 6- Dhule
	47	4. Washim	1-Washim, 2-Yavatmal, 3- Amaravati, 4-Buldana, 5-Akola & 6-Hindgoli
	48	5.Palghar (Thane)	1-Thane, 2-Alibag, 3-Mumbai, 4- Ahmednagar & 5-Pune
	49	6.Osmanabad	1-Osmanabad, 2-Solapur, 3- Nanded, 4-Parbhani, 5-Latur & 6- Beed

  
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State/UT	S.No.	Nodal Kendras	Jurisdiction
16.Manipur	50	1.Tamenglong	1-Tameglong, 2-Imphal (West), 3-Senapati ( Kongpokpi ), 4-Senapati - II & 5-Imphal East
	51	2. Chandel	1-Chandel, 2-Churachandpur, 3-Ukhrul, 4-Thoubal & 5-Bishenpur
17.Meghalaya	52	1. West Garo Hills	1-East Garo Hills (Willim Nagar),2-East Khasi Hills (Shillong),3-Jaintia Hills (Jowai),4-Ri Bhoi,5-South Garo Hills (Baghmara),6-West Garo Hills ( Tura ) & 7-West Khasi Hills ( Nongstoin )
18.Mizoram	53	1. Champai	1-Champhai, 2-Aizwal,3-Ghhimutuiपुर ( Saiha ),4-Kolasib,5-Lawngtlai,6-Lungeli, 7-Mamit & 8-Serchhip
19.Nagaland	54	1. Mon	1-Mon, 2-Mokokchung, 3-Tuensang, 4-Wokha & 5-Longleng
	55	2. Kiphire	1-Kiphire, 2-Kohima, 3-Zunheboto, 4-Phek, 5-Dimapur & 6-Peren
20.Odisha	56	1.SunderGarh	1-Sundargarh, 2- Sambalpur, 3-Angul, 4-Baragarh, 5-Debgarh 6-Dhenkanal & 7-Jharsuguda
	57	2. Mayurbhanj (Baripada)	1-Mayurbhanj, 2-Balesore, 3-Keonjhar, 4-Cuttak, 5-Kendrapara, 6-Bhadrak & 7-Jaipur
	58	3. Gajpati	1-Gajpati, 2-Berhampur(Ganjam), 3-Nabrangpur, 4-Koraput, 5-Puri, 6-Khurda, 7-Jagatsinghpur, 8-Malkanagiri & 9-Rayagada
	59	4. Kalahandi	1-Kalahandi, 2-Balangir, 3-Phulbani, 4-Nuapada, 5-Boudh, 6-Nayagarh & 7-Sonepur

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State/UT	S.No.	Nodal Kendras	Jurisdiction
21.Punjab ( Chandigarh also)	60	1. Gurdaspur	1-Gurdaspur, 2-Amritsar, 3-Hoshiarpur, 4-Kapurthala 5-Jalandhar 6-Ropar & 7-Taran Taran
	61	2. Fazilka (Ferozepur)	1-Fazilka (Ferozepur), 2-Faridkot, 3-SBS Nagar, 4-Moga, 5-Sri Muktsar Sahib & 6-Bathinda
	62	3. Sangrur	1-Sangrur, 2-SAS Nagar (Mohali), 3-Ludhiana, 4-Patiala, 5-Chandigarh, 6-Mansa, 7-Fatehgarh Sahib & 8-Barnala
22.Rajasthan	63	1. Dholpur	1-Dholpur, 2-Ajmer, 3-Bharatpur, 4-Swai Madhopur, 5-Alwar, 6-Dausa & 7-karauli
	64	2. Baran	1-Baran, 2-Bhilwara, 3-Bundi, 4-Tonk, 5-Kota & 6- Jhalawar
	65	3. Jaisalmer	1-Jaisalmer, 2- Barmer, 3-Bikaner, 4-Jodhpur, 5-Jalore & 6-Nagaur
	66	4 Sirohi	1-Sirohi, 2-Banswara, 3-Chittorgarh, 4-Dungarpur, 5-Udaipur, 6-Pali & 7-Rajsamand
	67	5.Churu	1-Churu, 2-Jaipur, 3-Sikar, 4-Jhunjhunu, 5-Sri Ganganagar & 6-Hanumangarh
23.Tamilnadu ( Puducherry & Karaikal also)	68	1. Tiruvallur	1-Tiruvallur, 2- Chennai, 3-Sriperumbudur (kanchipuram), 4-Vellore & 5-Thiruvannamalai
	69	2. Ramanathapuram	1-Ramanathapuram, 2-Pudokottai, 3-Sivaganga 4-Thanjavur & 5-Virudunagar
	70	3. Cuddalore	1-Cuddalore, 2-Nagapatinam, 3-Perambalur, 4-Puducherry, 5-Tiruvarur, 6-Villupuram & 7-Karaikkal
	71	4.Dindigul	1-Dindigul, 2-Coimbatore, 3-Karur, 4-Madurai, 5-Theni & 6-Tiruchirappalli
	72	5.Dharmapuri	1-Dharmapuri, 2-Ariyalpur (Krishnagiri), 3-Erode (Periyar), 4-Namakkal, 5-The Nilgiris & 6-Salem
	73	6.Kanyakumari	1-Kanyakumari, 2-Tirunelveli & 3-Thoothukudi

  
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 कार्यकारी निदेशक, Executive Director  
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**ANNEXURE A- LIST OF NODAL KENDRAS**

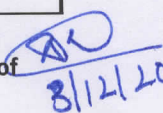
State/UT	S.No.	Nodal Kendras	Jurisdiction
24.Uttarakhand	74	1.Pithoragarh	1-Pithoragarh, 2-Almora, 3-Nainital, 4-Bageshwar, 5-Champawat & 6-Udamsingh Nagar
	75	2. Uttarkashi	1-Uttarkashi, 2-Dehradun & TNAC Dehradun, 3-Chamoli, 4-Haridwar, 5-Pauri, 6-Tehri Garhwal & 7-Rudraprayag
25.Uttar Pradesh	76	1. Shravasti	1-Shravasti 2-Behraich 3-Balrampur 4- Siddharthnagar 5-Basti 6- Barabanki 7- Gonda
	77	2. Bijnor	1-Bijnor 2- Amroha 3-Ghaziabad 4- Meerut 5-Muzzafarnagar 6-Baghpat 7-Saharanpur
	78	3. Aligarh	1- Aligarh 2- Bulandshahr 3-Badaun 4-Hathras 5- Mathura 6-Etah 7- Gautam Budhha Nagar
	79	4. Lakhimpur Kheri	1- Lakhimpur Kheri 2-Moradabad 3- Rampur 4-Bareilly 5- Pilibhit 6-Shahjahanpur 7- Sitapur
	80	5. Kannauj	1- Kannauj 2- Farrukhabad 3-Kanpur Nagar 4- Kanpur Dehat 5-Hardoi 6- unnao 7- Lucknow
	81	6. Faizabad	1- Faizabad(Ayodhya ) 2-Raibareilly 3-Sultanpur 4-Pratapgarh 5- Prayagraj 6-Ambedkar nagar 7- Sant kabir nagar 8- Amethi
	82	7. Banda	1- Banda 2- Chitrakoot 3-Kausambi 4-Fatehpur 5--Mahoba 6-Jhansi 7- Lalitpur
	83	8. Etawah	1-Etawah 2- 2- Auraiya 3-Jalaun 4-Mainpuri 5- Firozabad 6- Agra 7- Hamirpur
	84	9.Varanasi	1- Varanasi 2- Sant Ravidas Nagar 3-Mirzapur 4- Chandauli 5-Gazhipur 6- Jaunpur 7-Sonbhadra
	85	10. Gorakhpur	1- Gorakhpur 2-Azamgarh 3-Deoria 4-Mau 5- Ballia 6-Kushinagar 7- Maharajganj

  
 3/12/2020  
 ले० कर्नल अरुण कुमार सिंह/Lt. Col. ARUN KUMAR SINGH  
 कार्यकारी निदेशक/Executive Director  
 नेहरू युवा केन्द्र संगठन/Nehru Yuva Kendra Sangathan  
 युवा कार्यक्रम एवं खेल मंत्रालय  
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**ANNEXURE A- LIST OF NODAL KENDRAS**

State/UT	S.No.	Nodal Kendras	Jurisdiction
26. West Bengal and Andaman & Nicobar	86	1. West Medinipur	1-West Medinipur, 2-Calcutta (South), 3-Baruipur ( 24 Pargana South ), 4- Raghunathpur ( Purulia ), 5- Purulia, 6-Calcutta North, 7- Bankura, 8-Tamluk ( Midnapore - East, 9-Howrah & 10- Diamond Harbour (24 S Parg)
	87	2. Murshidabad	1-Murshidabad, 2-Burdwan, 3- Birbhum, 4-Nadia, 5-Barsat ( 24 Parganas North ), 6-Hoogly & 7- Durgapur ( Burdwan - II )
	88	3. Jalpaiguri	1-Jalpaiguri, 2-Darjeeling, 3- Cooch Behar, 4-Uttar Dinajpur, 5-Malda & 6-Dakshin Dinajpur
	89	4. Port Blair	1-Port Blair, 2-Campbell Bay, 3- Diglipur, 4-Kamotra, 6- Mayabander ( Rangat ) & 7- Nicobar

**Note: Delhi (9 Kendras), Sikkim (4 Kendras) and Tripura (4 Kendras) will be under the direct control of respective State Directors.**

  
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**ANNEXURE: B PAY & ACCOUNTS OFFICE STATES**

<b>01. NORTH</b>	<b>ALIPUR (DELHI)</b> DELHI, HIMACHAL PRADESH, HARYANA, PUNJAB, JAMMU, KASHMIR & LADAKH, UTTARAKHAND (88 DISTRICTS)
<b>02. CENTRAL</b>	<b>LUCKNOW (UTTAR PRADESH)</b> UTTAR PRADESH & MADHYA PRADESH (119 DISTRICTS)
<b>03. NORTH EAST</b>	<b>GUWAHATI (ASSAM)</b> ASSAM, MEGHALYA, TRIPURA, ARUNACHAL PRADESH, SIKKIM, MIZORAM, MANIPUR & NAGALAND (86 DISTRICTS)
<b>04. EAST</b>	<b>BHUBANESWAR (ODISHA)</b> ODISHA, WEST BENGAL, BIHAR & JHARKHAND (119 DISTRICTS)
<b>05. SOUTH</b>	<b>BENGALURU (KARNATAKA)</b> KARNATAKA, TAMILNADU, KERALA, ANDHRA PRADESH & TELANGANA (99 DISTRICTS)
<b>06. WEST</b>	<b>JAIPUR (RAJASTHAN)</b> RAJASTHAN, GUJARAT, CHHATTISGARH, MAHARASHTRA & GOA (112 DISTRICTS)

**NOTE: The above stated Six PAOs states shall be headed by the Director Level Officer designated as Regional Director.**

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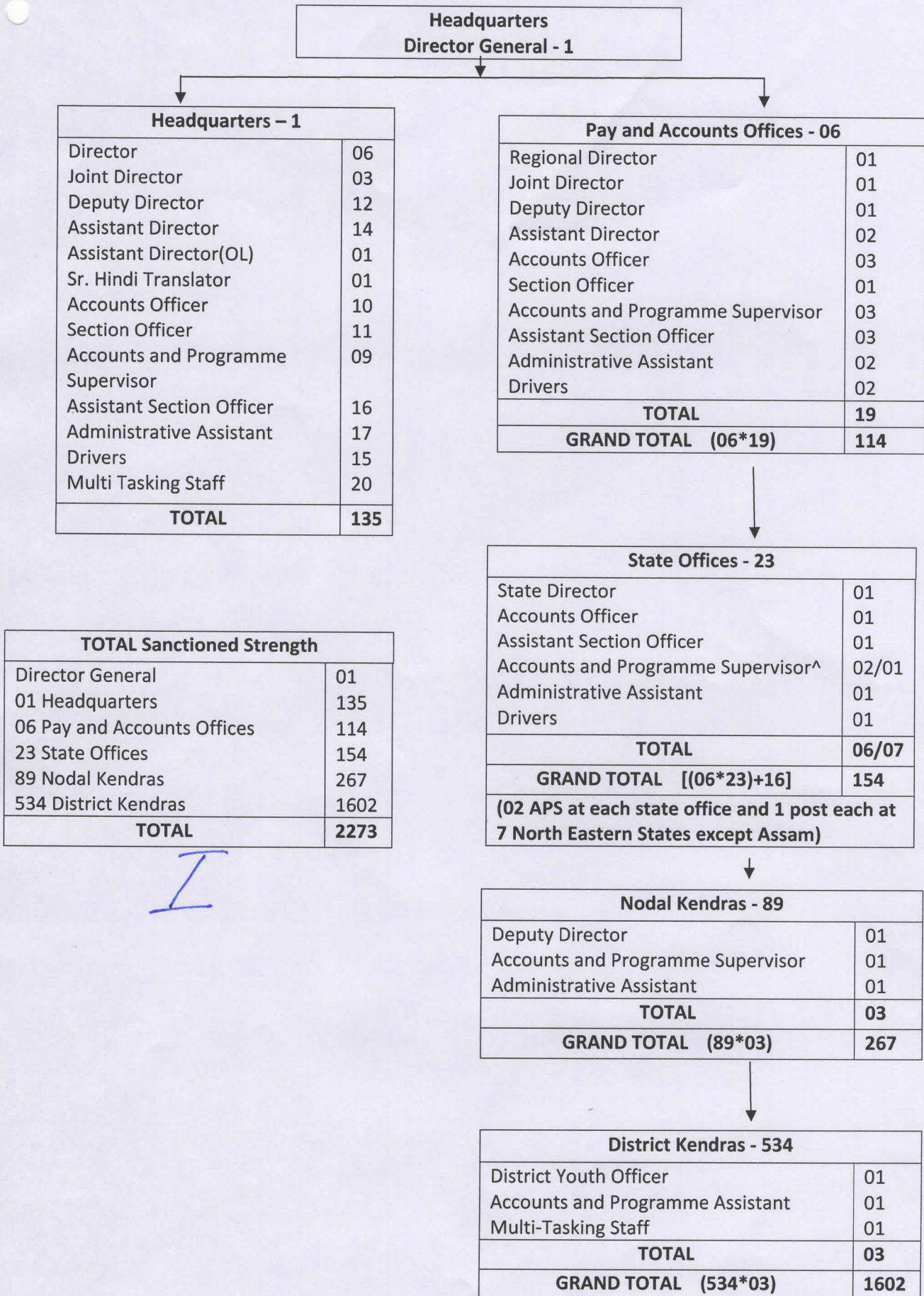
नेहरू युवा केंद्र संगठन/Neihu Yua Kendra Sangathan  
युवा केंद्र/युवा केंद्र केन्द्र संगठन

Ministry of Youth Affairs & Sports  
संस्कृति विभाग/Ministry of Culture

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*(Signature)*  
31/12/2016

## Annexure C : Hierarchy in NYKS



TOTAL Sanctioned Strength	
Director General	01
01 Headquarters	135
06 Pay and Accounts Offices	114
23 State Offices	154
89 Nodal Kendras	267
534 District Kendras	1602
<b>TOTAL</b>	<b>2273</b>

I



**Annexure – D: Duties and Responsibilities of various posts in NYKS as per approved Cadre Restructuring**

S.No	Designation	Job Profile
1.	Director	<p>Supervise all Administrative matters, performing duties as per the delegated powers, to evaluate performances of DD, AD and SD/JD, to process report on confidential notes of SDs promotions and other personnel matters, to initiate disciplinary action and recommend appropriate action, to recommend transfer of employees in the level of ADs and above, to grant all kind of leave to staff of Headquarters and SDs, to supervise the maintenance of service book and personnel records, formulate, evaluate forwarding of project proposals of financial assistance of funding agencies to supervise programmes and schemes with various Govt. and semi Govt. bodies, to liaise with agencies/Govt. to pursue the objectives of NYKS, to monitor resource mobilization, to supervise functioning of all subordinate officials, to exercise all powers as delegated by the Director General, Chairperson/BOG from time to time, to supervise coordination and training matters, recommend budgets for publication related matters, conduct studies monitor and evaluate effectiveness of the programmes of NYKS and recommend improvements to process report from confidential notes and other performance related parameters of employees to attend and communicate on parliamentary questions and VIP references, to coordinate with publicity media for image building, to supervise implementation of official language policy of Govt. of India, to supervise all financial and related matters, to operate bank account as one of the signatories to release payment as per the sanctions, to supervise maintenance of accounts related records, to depute, appoint, supervise internal auditors and auditing of accounts of NYKS, coordinate audit teams of DGACR/CAG, to supervise the status of various budgetary requirements, prepare annual budget estimates, revised estimates and submission of accounts, supervise scrutiny of audit reports/reply of audit paras.</p> <p>Those Directors posted at 06 PAOs will be designated as Regional Director and incumbent on deputation in the rank of Director will be designated as Executive Director.</p> <p>The Regional Directors will supervise and monitor all SDs, DDs, DYO's working under their jurisdiction.</p>
2.	Joint Director / State Director	<p>To supervise Financial and Administrative matters pertaining to State Office and Deputy Director under his charge, operate bank accounts of State Office as one of the signatories, sanction all budget and payments for State office, evaluate performance of Deputy Director and</p>



**Annexure – D: Duties and Responsibilities of various posts in NYKS as per approved Cadre Restructuring**

		<p>District Youth Officer (DYO), recommend promotions, increments and other performance related parameters, recommend necessary disciplinary action in case of District Youth Officer (DYO), Deputy Director, permit transfer of funds from one Kendra to another within the Zone, permit deviation of original programme in the case of emergency and reallocation of head accordingly, recommend special and large programmes in the zone, recommend transfer of Deputy Director and Youth Coordinators in genuine cases, grant all types of leave to State Office staff and Deputy Director and exercise all other powers delegated by the Director General from time to time.</p> <p>Joint Director at the Headquarters will assist the Director in carrying out his responsibilities. Shall scrutinize the notes of Deputy Director/ Assistant Director, finally dispose-off important cases, take intermediate routine actions, record, wherever necessary, a note setting out own comments or suggestions for final disposal on policy matters.</p>
3.	Deputy Director	<p>Supervise financial and administrative matters of the Kendras, consider and approve extra programme reallocation of budget in genuine and appropriate cases, permit deviation of original programmes at the time of emergency and reallocate heads within budget, recommend transfer of fund from one Kendra to the other within the region, recommend appropriate disciplinary actions against erring Assistant Directors and submit papers to the State Director, take measures against erring APAs, MTS in consultations with concerned DYOs, recommend transfer of DYOs and APAs in genuine cases, sanction leaves to DYOs and staff under his direct control and accord permission to leave headquarters outside the district, countersign the TA bills of DYOs, act as Chairperson of the panel for deployment of NYVs and countersign the Utilization Certificates submitted by the DYOs. DD will be the Wing Head at the Headquarters who will assist the Executive Director/ Director/ Joint Director, as the case may be, in carrying out their duties and responsibilities. DD will sanction all kinds of leave to the employees under them. Recommend and forward reports and returns.</p> <p>The DDs posted in 89 District-Level Nodal Kendras will also work as that of DYO of that Kendra in addition to monitoring/supervision of Districts under them.</p>
4.	Assistant Director / District Youth Officer	<p>Maintenance of close liaison with District Administration, developmental departments, NGOs, promotion of self-reliant Youth Clubs, determining training needs of Youth Club functionaries and organizing training programmes, assessment of needs and problems of various sections of</p>



**Annexure – D: Duties and Responsibilities of various posts in NYKS as per approved Cadre Restructuring**

		<p>youth in the district, preparation of Annual Action Plan of programmes and activities, proper implementation of programmes as per Annual Action Plan, monitoring and evaluation of programmes and activities, assisting Youth Clubs/NGOs in the formulation of project proposals under Schemes of Financial Assistance of Central Government Departments/Agencies, preparation of village, block and district profiles, preparation, documentation and circulation of supportive and publicity material, maintenance of records and reports, conducting periodic meetings of DAC, NYVs and Youth Clubs and proper maintenance of NYK office including personnel administration, coordination with publicity media for image building of NYK Sangathan.</p> <p>Assistant Director will be posted at the Headquarters who will assist the Deputy Director in carrying out his duties and responsibilities. Recommend leave of members of staff working under him. Compiles data and reports received from field offices. Prepare and recommend course of action for proposals received from State Offices. Shall scrutinize the notes of section officers, finally dispose-off routine cases, take intermediate routine actions, record, wherever necessary notes setting out own comments or suggestions, submit the case to appropriate higher authority.</p>
5.	Assistant Director (Official Language)	AD(OL) will be responsible to implement the official language policy of the Government and circulate instructions, guidelines to all State offices, Regional offices and Kendras. AD(OL) shall process for submission of reports to the Government. Recommend employees eligible for getting incentives for the promotion of Hindi as official language, recommend employees to undergo training in Hindi etc. AD(OL) will be responsible for organizing Meetings /Seminars/ Conferences/ Workshops etc. for promotion of Hindi. AD(OL) will also prepare literature and documents etc for the same.
6.	Accounts Officer (AO)	AO will be overall in charge of the office and section under the Joint Director / State Director or Dy. Director as the case may be. They will control monitor and supervise the work of staff working under them. They will report to Joint Director / State Director or Dy. Director as the case may be and responsible for ensuring compliance of work under the Section.
7.	Section Officer (SO)	SO will be overall in charge of the office and section under the Joint Director / State Director or Dy. Director as the case may be. They will control monitor and supervise the work of staff working under them. They will report to Joint Director / State Director or Dy. Director as the case

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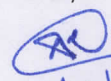
	(02 SO may be assigned the work of PS)	may be and responsible for ensuring compliance of work under the Section.  In case of PS, they will be working with DG and Chairman BOG and will be directly reporting to them. They will perform duty as Personal Secretary on the direction of DG and Chairman BOG.
8.	Sr.Hindi Translator	Sr.Hindi Translator will work for Rajbhasha Section to implement Official Language Act Provision.
9.	Assistant Section Officer (ASO)	ASO will supervise work of Administrative Assistant and will be responsible to get the work done in the Section / Office. Assistant Section Officer will report to Section Officer.  Among ASO 30 will be assigned additional work as Junior Hindi Translator and will be posted in Hqrs/State Offices/PAO.
10.	Accounts & Programme Supervisor (APS)	APS will be posted in the Kendra headed by the Deputy Director (Nodal District) and also in the State Offices. Those posted in the Nodal Districts will be performing exactly the same role as that of Accounts & Programme Assistant in District level Kendra. In addition to this APS will also assist Deputy Director in monitoring and supervision of attached Kendra. APS posted in State Office will be taking care of verification of Utilization bill, medical bill, TA bill and other accounts related matter and other assignment as and when assigned by the supervisor.
11.	Accounts & Programme Assistant (APA)	APA will be co-signatory in operation of office bank accounts. APA will take all work like maintenance of accounts, maintenance of records and correspondence work on behalf of District Youth Officer and meet youths in the office coming for information and submitting reports. APA will assist DYO in holding meeting at difference level. APA will also assist DYO in organising programme.
12.	Administrative Assistant (AA)	Administrative Assistant will perform all clerical work assigned to them. In current scenario they are expected to have better working proficiency in MS Office and Internet work. They will make all kind of Data Entry, putting file, collection information and compiling data, preparing reports, maintaining files and records related to desk assigned to them. Their posting will at Nodal District Kendra, State Office and Headquarter. They will be responsible to deal with the day to day official correspondence being dealt in different sections at the Hqrs, collect data and information to prepare notes and statements at the initial stage for submission, will compile data in given forms, open files, maintain current files and



**Annexure – D: Duties and Responsibilities of various posts in NYKS as per approved Cadre Restructuring**

		internal movements, send routine reminders, maintain standing notes, guard files, card indices and other information.
13.	Driver	Responsible for driving the vehicles allotted. Maintenance of the vehicle in good condition, maintenance of logbook and other details regarding change of spare parts and maintenance carried out from time to time.
14.	Multi-Tasking Staff (MTS)	MTS will ensure cleanliness of the office premises; will make entry of in and out post and also deliver local posts. MTS will carry files and documents to and fro local offices. MTS will assist Accounts & Programme Assistant in keeping files and records. MTS will also be responsible to deal with day to day official work as assigned to MTS, such as Typing etc. They are supposed to dispose-off the DAK and maintain charts and registers etc. of the office/wing and acquaint themselves with latest rules and regulations. They will compile data in given forms, open files, maintain current files and internal movements, send routine reminders, maintain standing notes, guard files, card indices and other information. MTS will assist the officer attached to in movement of files, up keeping of office/ section, cleanliness of office and maintenance of the room in a proper and neat manner.

**Note:** The above list is not exhaustive, duties assigned may vary depending upon the workload/requirement of organisational goals/delegation of powers by the Director General, Chairperson/BOG, NYKS.

  
3/12/2020.

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