



# 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



Ref.No.NYKS/PERS: restrct/ 1244 /13

Dt.02.12.2013

## ORDER

In continuation to the order Ref No.NYKS/PERS: tfr-dd-08/896/08 dated 28.03.2008 vide which the Dy Directors continued in the Regional offices were transferred and posted to the Zonal offices and conveyed the Terms of Reference of Duties and Responsibilities of Deputy Directors in Zonal Offices, the Terms of Reference of Duties and Responsibilities of Deputy Directors shall be as follows:

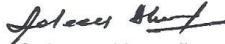
1. To supervise programmes and activities of assigned Kendras on regular basis.
2. Attend the District Advisory Committee on Youth Programme (DACYP) of the Kendras thus assigned.
3. Shall recommend the deviation of scheduled programmes and re-allocation of budget in genuine and appropriate cases for approval by the Zonal Director.
4. Countersign UCs of the Kendras for submission to respective PAO Zonal office with the approval of Zonal Director.
5. Recommend disciplinary action against erring Youth Coordinators and other categories of employees of the NYK to the Zonal Director/Executive Director/Director General.
6. Approve CL for Youth Coordinators and all kinds of leave (except those for which the Competent Authority for approval is specially mentioned under rules) for rest of employees of the concerned Kendras, Leaves other than CL of Youth Coordinators shall be recommended to the Zonal Director
7. Approve TTP of concerned Kendra employees including District Youth Coordinators. Countersigning the TA bills.
8. Shall recommend for all type of advances.
9. Shall countersign Medical Bills
10. Shall countersign Tuition Fee reimbursement bills

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11. Sort out all matters pertaining to the concerned Kendras, whether administrative, personnel or financial, which are pending for disposal at the Zonal or Hqrs levels.
12. Collect and collate all periodic reports and returns from Kendras for submission to higher authorities.
13. Write ACR/performance related assessment tool of the concerned Youth Coordinators as reporting officer, review similar instruments/documents of the concerned ACTs
14. His/her jurisdiction will extend to the whole Commissionery in which he/she is posted, where there is no Commissionery system, his jurisdiction will extend to adjoining 6-8 districts.

  
(Saleem Ahmed)  
Director General

To: The Deputy Directors, NYKS

Copy to:

- VCs, NYKS
- Joint Secretary (NYKS), MYA&S
- Executive Director NYKS Delhi
- Director (F, B&A) NYKS Delhi
- Jt Directors NYKS Delhi
- Zonal Directors, NYKS
- NYCs of NYKS

