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महानिदेशक, ने.यु.के.सं.  
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Director General, N.Y.K.S.



स्वायत्तशासी संस्था  
युवा कार्यक्रम एवं खेल मंत्रालय  
भारत सरकार  
an Autonomous Body under  
Ministry of Youth Affairs & Sports  
Government of India

Ref: NYKS/PROG: AAP 2020-21/55

Date: 28<sup>th</sup> September, 2020

All State Directors  
Nehru Yuva Kendra Sangathan

**Subject: NYKS Annual Action Plan for the financial year 2020-21- regarding**

1. As aware, NYKS is instrumental in conducting various programs and activities for the development and empowerment of youth as well as enable them to participate in Nation building activities with the spirit of volunteerism. NYKS Annual Action Plan 2020-21 has been designed in such a manner that the empowered youth have appropriate opportunities for awareness, education, capacity building, leadership, personality and skills development to live a meaningful life, as well as develop capacities to partner in community engagement in Flagship Schemes and activities of National priorities and importance.
2. In order to achieve the same the Annual Action Plan 2020-21 has been slotted into two categories viz. **Focus Areas and Core Programs.**
3. In Annual Action Plan, **Six Focus Areas** have been identified for implementation across the country with lead role of rural youth and NYVs with partnership of village communities and in coordination with various stakeholders, development departments and agencies at different levels. The focus areas are, *Youth Mapping, Skilling and Handholding - Aatma Nirbhar Bharat, COVID-19: Ongoing Campaigns and Post Lockdown Interventions, Establishing Disaster Risk Reduction and Preparedness Teams, Youth Led Fit India Movement, Youth Wellness and Positive Life Style, Clean Village – Green Village Campaign and Jal Jagran Campaign.* For implementation of these focus areas strategies, activities, collaborating agencies, time line and measurable outcome indicators have been enumerated the enclosed SOP/Guidelines.
4. Besides, in Action Plan, there are **12 Core Programs** which would be funded from Block Grant of Ministry of Youth Affairs and Sports. The Core Programs would enhance capacities of youth to to live a meaningful life as well as enable them implementation of six focus areas and other activities of national importance required for contributing towards nation building process.
5. A copy of **Standard Operating Procedure (SOP) / Guidelines** of each of six focus areas and Core Programs under Annual Action Plan 2020- 21 are **enclosed** herewith for compliance. **Budget** for implementation of Core Programs under the Plan is given at **Annexure-1** whereas, the basis of **Distribution of Core Programs** which depends upon number of Blocks in respective Districts across the country is given at **Annexure-2** in the enclosed SOP/ Guidelines.
6. The cadre of trained and motivated youth developed through Core Programs and Coordination activities along with PRIs, village sportspersons and service providers should be encouraged and guided to form **Joint Annual Action Plans 2020-21** on Nationally identified **Focus Areas.**

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7. The Village based Action Plans from each of 623 districts, where at present NYKS are functioning, should be compiled at District Level. The District Action Plans should be compiled in each of their respective 29 States/UTs for developing State Plans. Similarly, the States/UTs Action Plans would be compiled, and it would lead to development of National Annual Action Plan 2020-21 of NYKS.
8. The processes of Annual Action Plan implementation throughout the year should be monitored with defined tools and methods, duly supported by materials and responsibilities at each level of their execution, follow up and guidance for concrete expected outcomes.
9. Moreover, in order to rationalize and ensure actual implementation of programmes with quality outcome, the activities should be planned by all district NYKs in advance while keeping in view the weather condition, terrain, deployment and training of NYVs as well as extent of staff positioned in district NYKs in India.
10. **Ensure the following:**
  - a) **Youth Clubs Activation, Formation of New Youth Clubs and Enhancing Membership Drive** - In order to achieve the target of more than **3 Lakh active Youth Clubs with 1.00 Crore Youth Clubs Members** across the country, it must be ensured by all District NYKs that passive Youth Clubs and their Members be activated, New Youth Clubs be formed, motivate all Youth Clubs to enhance their Membership throughout the year. It must be ensured to have due representation of youth from all sections of society and enrolment of more women as members of Youth Clubs.
  - b) **Precautions:** While undertaking activities, the youth should wear face mask, wash their hands on regular intervals, take due care of personal hygiene and maintain social distance as well as follow the advisories and Guidelines issued by Government and District Administration from time to time. Further, as per local notifications, permissions for conducting activities may be sought from District Administration. Only willing youth should be allowed to participate in the programmes.
  - c) A minimum of **two programmes** out of the total number of Core programmes be organized **exclusively for women**.

#### **11. Financial Transparency**

- It should be ensured that District Youth Coordinators should organize programmes with the approval of their Annual Action Plan 2020-21 by respective DACYP. In case, there are compounding genuine and proven difficulties in getting Annual Action Plan approved from DACYP in time then in that case State Directors can approve the same after verification of the facts submitted by NYC. Nonetheless, it should be ratified by DACYP in its meeting in due course.
- The copy of the approved Action Plan should be displayed in the Kendra **for public viewing** and shared with local representatives, other youth organizations, NYVs, District Administration and stakeholders within 15 days.
- The State Directors should submit Consolidated Annual Action Plan 2020-21 to NYKS Hqr. immediately.
- While carrying out programmes, all **Codal formalities, GFR, PFMS and Programme SOP/Guidelines** should **strictly be adhered to**.
- **Surprise visit** of State Directors and Deputy Directors during conduct of the programme should be ensured so as to maintain the quality of the programme.

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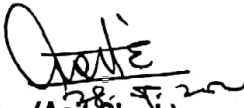
- Funds of given Core Programmes should **not be diverted** for any other core program, different activity or programme as these are committed programme components of Block Grant of MoYAS.
- Before initiating the process of **coordinating with International Agencies**, formal approval of the project and budget to be submitted to the agency should be obtained from NYKS, Headquarters through proper channel. Approval of project activities and budget allocations by the Agency is informed to NYKS, Hqr. for final consent and approval of the same, before implementation.
- **Funds mobilized and received** from other agencies and departments should be pre-informed to NYKS Hqr. and clearly be **indicated in the Monthly Progress Reports** under Coordination Activities as well as shared with PAO and Finance Section of NYKS, Hqr.

**12. Other Points to be complied with**

- Prior information about exact dates of programmes to be conducted and invitation be given to Hon'ble Members of Parliament who are the Members of Parliamentary Standing Committee on HRD, Local Public Representatives (Hon'ble Ministers, MPs, MLAs, MLCs), Vice Chairpersons and Members of BOG, NYKS and other key stakeholders.
- It has been observed that some of the District Youth Coordinators and State Directors are not submitting their **Progress Reports** in time, even after number of reminders or submit incomplete information. This is a serious issue. As you are aware that NYKS Hqr. at his level has to submit Monthly Progress Report for inclusion in Cabinet Note of the Ministry without fail. Therefore, all the field functionaries at all levels should submit the progress report as per the time frame. Best practices / success stories along with good action photographs should also be sent to Hqr. for reporting to Ministry and other stakeholders.
- **Regular monitoring** of physical and financial progress of the Focus Areas, Core Programmes, Coordination Activities as planned by respective District NYKS should be done by all Deputy Directors and State Directors on regular basis.
- The **Planning Review and Follow up Meetings** to be held at State level should be fully utilized by State Directors to ascertain the district wise Monthly Progress and Achievements both qualitative & quantitative. Minutes of the meeting and follow-up plans should be intimated to NYKS Hqr.

The State Directors will ensure the **compliance of SOP/Guidelines and instructions** at all levels. They will inspect and verify the records of programmes conducted, point out deviations, under achievements and short comings, put their observations and comments and apprise about the action taken against the defaulters from time to time to the next higher authority and to NYKS Hqr.

With best wishes

  
(Asit Singh)

Encl : As above

CC :

- Senior PPS to Secretary (Youth Affairs), MoYAS
- All VCs and Members of BOG, NYKS
- Deputy Secretary (Youth Affairs), MoYAS
- NYKS website