

Chapter – 3

The Power and duties of Officer and employees

(A) District Sport Officer

- (i) To co-ordinate the activities of all sports club/organization/association
- (ii) To Officer organized Block level and Inter Club Competition including Rural Sports, Sports Festival for Women and Inter School Sports.
- (iii) To arrange combined programmes with the Nehru Yuva Kendra where ever existed for more coverage.
- (iv) To prepare and recommend plans and estimates in respect of developmental Schemes like improvement of playground and construction of open Stadium after spot verification and its feasibility.
- (v) To supervise the function of Coaches and Physical Training Instructor in the District.
- (vi) To maintain all record of achievements and performance in different games.
- (vii) To prepare the District Team for any competition in the banner of the Directorate of Sports and Youth Affairs.
- (viii) To maintain all Accounts of income and Expenditure, and control the staff under him.
- (ix) to submit a quarterly report on all activities.
- (x) To Plan and implement all programmes relating to sports and Youth Welfare activities in the District Level.

(B) Junior Coach

- (i) To Import training and coaching in all ages group of the youth and players of School/Club/Association in the District and also to the State Team for the National Level.
- (ii) To officiate in the inter School/Rural Sports/Local Tournament and other sports competition and
- (iii) To assist the Department and NGO's in organizing the tournament as well as to the other youth activities programmes.

(B) Physical Training

To impart basic training on physical training to the sport person and School children.

(D) U. D. Assistant

- (i) To the Youth Welfare Schemes and establishment matters.
- (ii) Sports and Physical Education/Account/Budget.

(E) L. D Cum Typist

To assist the above U.D. Assistant including Typing work

(F) L.D. Cum Typist

Typing of all correspondences and clerical works.

(G) Chowkidar

To Perform the duty as a ground for the security of the office