

Gate No.2, Ground Floor,  
Jeevan Tara Building, Parliament Street,  
Patel Chowk, New Delhi-110001  
Dated: 17<sup>th</sup> Jan., 2022

**OFFICE MEMORANDUM**

**Subject:** Director of Grievance Officer and Nodal Appellate Authority in the Ministry of Tribal Affairs - reg.

In supersession of the previous communications on the subject, the undersigned is directed to state that Ms. Athira S. Babu, Director in the Ministry of Tribal Affairs is designated as "Director of Grievances" and Shri A.K. Singh, Joint Secretary is designated as Nodal Appellate Authority in the Ministry of Tribal Affairs with immediate effect.

2. All communications pertaining to the Grievances and related matters in respect of Ministry of Tribal Affairs may be addressed to Ms. Athira S. Babu, Director as Director of Grievances and Shri A.K. Singh, Joint Secretary as Nodal Appellate Authority in the Ministry of Tribal Affairs. The official and residential address of "Director of Grievances" and Nodal Appellate Authority is indicated below:-

**Office Address**

Shri A.K. Singh,  
Joint Secretary, (Nodal Appellate Authority)  
Ministry of Tribal Affairs  
Cabin No.1, 1<sup>st</sup> Floor  
Gate No.5, Jeevan Tara Building,  
Patel Chowk, Parliament Street,  
New Delhi-110001  
Tel.No.23340468  
e mail - singh.ak2862@nic.in}

**Residential Address**

Shri A.K. Singh,  
6-A, Takshila Apartments  
Abhay Khand-3, Indira Puram,  
Ghaziabad Pin-201010 (U.P.)

**Office Address**

Ms. Athira S. Babu  
Director (Director of Grievance)  
Ministry of Tribal Affairs  
Cabin No.2, Ground Floor  
Gate No.3, Jeevan Tara Building,  
Patel Chowk, Parliament Street,  
New Delhi-110001  
Contact No. 23340272  
E-mail: athira.babu@nic.in

**Residential Address**

Ms. Athira S. Babu  
K63, RBI Staff Quarters,  
Sarojini Nagar, New Delhi-110023  
Contact No. 23340272

  
(M. K. Jha)

Under Secretary to the Govt. of India  
Tel. No.23340466

To

Ms. Jaya Dubey, Joint Secretary,  
Ministry of Public Grievances and Pension,  
D/o Administrative Reforms & Public Grievances,  
Sardar Patel Bhawan,  
Parliament Street, New Delhi-110001  
[jaya.dubey@nic.in](mailto:jaya.dubey@nic.in)

Copy to:

1. Shri A.K. Singh, Joint Secretary (Nodal Appellate Authority, Jeevan Tara Building, 1<sup>st</sup> Floor, Gate No.5, Parliament Street, New Delhi-110001
2. Ms. Athira S. Babu, Director, Director of Grievance, Ministry of Tribal Affairs Cabin No.1, Gate No.3, Jeevan Tara Building, Parliament Street, New Delhi
3. PS to MTA/PS to MOS (TA)
4. PPS to Secretary (TA)/JS(Admn.)/JS(NJK)/JS(RJ)/JS(SJ)/DDG (Stats)/JS & FA
5. All Officers/Sections in the Ministry of Tribal Affairs
6. Secretary, NCST / MD, TRIFED / CMD, NSTFDC
7. All Ministries/Departments of the Government of India
8. Tech. Director (NIC) - with request to upload on the website of the Ministry