### Work Allocation Chart of Ministry of Tribal Affairs

**Ms. Meera Ranjan Tshering, JS (MRT)**

<table>
<thead>
<tr>
<th>Establishment</th>
<th>B &amp; C</th>
<th>CLM</th>
<th>Vigilance</th>
<th>General Admin.</th>
<th>EMRS</th>
<th>Grants</th>
<th>SCA to TSS &amp; PVTG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sh. Mukesh Kumar, DS</td>
<td></td>
<td></td>
<td>Ms. Shyla Titus, Dir</td>
<td></td>
<td>Dr. A. Anil Kumar, Dir</td>
<td></td>
<td>Sh. Mukesh Kumar, DS</td>
</tr>
<tr>
<td>Sh. Sushil Bading, SO / DDO)</td>
<td>Sh. S. G Timothy, SO</td>
<td></td>
<td>Sh. K. R Malik, SO</td>
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</tbody>
</table>

- All services matters pertaining to Group A, B & C officials of Ministry and personal staff of Ministers.
- Transfer/posting and Work distribution among Sections
- Framing / amendment of RR & filling ex-cadre posts.
- Training/Workshops/seminars related matters
- APARs / Pension / Property returns related issues
- Consultants / Outsourced DEOs related matters
- Medical reimbursement / Tuition fees / LTC / Advances / Honorarium
- AVMS / CSCMS portal related matters
- Passport related issues
- e-office
- Bills and Accounts related matters
- Salary bills / Income tax / Form – 16 / GPF / LTC adjustments
- Tour & travel matters / TA - DA bills / HBA Advances / Service verification / PBR maintenance
- All Schedule V Areas, including Governors’ Report and Tribal Advisory Councils (TACs).
- PRI / PESA
- ITDP/ITDA, MADA Cluster
- Legal and constitutional matters relating to scheduling/rescheduling of list of STs
- Scheduling / rescheduling of list of STs
- Matters pertaining to Reservation for STs
- All Vigilance matters pertaining to MoTA.
- Vigilance related complaints from CVC and other Ministries
- Probits portal / SOLVE portal
- All housekeeping matters pertaining to the secretariat of the Ministry.
- Management of Vehicles / Telephone / Newspapers / DTH etc.
- Procurement of Hardware/Software (furniture/computer/stationery etc.)
- Organizing various meetings / farewells / conferences in and outside Ministry
- Record Room
- CR Section
- EMRS related issues
- Article 275 (1) Grants
- Organizing PAC meetings
- All matters pertaining to PVTGs including all matters relating to A&N Islands, including Island Development project and other infrastructure projects and Jarawa Policy and Shompen Policy
- SCA to TSS
- Ashram Schools, Hostels & VTCs
- Niti Aayog Matters
- Vanbhandu Kalyan Yojana (VKY)
- Multilateral (UNDP, IFAD etc)
### Shri Naval Jit Kapoor, Joint Secretary (NJK)

<table>
<thead>
<tr>
<th>Scholarship &amp; DBT</th>
<th>NGO</th>
<th>Livelihood</th>
<th>TRIs &amp; Media</th>
<th>STC Monitoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sh. Rajender Kumar, Dir</td>
<td>Sh. H.P Jaiswal, DD</td>
<td>Shri Roopak Chaudhuri, Dir</td>
<td>Sh Nadeem Ahmed, US</td>
<td>Sh. Vijay Gopal Mangal, DS</td>
</tr>
<tr>
<td>Shri R.S Meena, SO</td>
<td>Sh. Ram Narayan, SO</td>
<td>Shri R.K Verma, RO / Ms. S.K Jolly, SO</td>
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- Scholarship
- DBT Cell of the Ministry
- DFID-DTA

- All matters pertaining to release of grant to NGOs.
- TRIFED related issues including Administrative issues
- MFP Marketing
- NSTFDC related issues including Administrative issues
- Skill Development matters & coordination.
- Health and AYUSH Gaps (including Sickle Cell Anemia)
- Tribal Research Institutes including Annual Plans
- Tribal Museums
- All Media related matters
- Research (including Centre of Excellence)
- Tribal Festival including National Tribal Carnival

### Sh. A.K Singh, JS (AKS)

<table>
<thead>
<tr>
<th>Official Language</th>
<th>Public Grievances &amp; Policy Analysis (PG &amp; PA)</th>
<th>NCST</th>
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</thead>
<tbody>
<tr>
<td>Dr. Rakesh Kumari, JD (OL)</td>
<td>Sh Arvind Mudgal, US</td>
<td>Sh Arvind Mudgal, US</td>
</tr>
<tr>
<td>Shri Shiv Darshan Kori, AD (OL)</td>
<td>Sh. Santosh Kumar, SO</td>
<td>Sh. Rajesh Kumar, SO</td>
</tr>
</tbody>
</table>

- All matters pertaining to Official Language
- Translation
- Coordination with D/o Official Language

- Public Grievances
- RFD / Citizens’ Charter
- National Tribal Policy
- Matters relating to Finance Commission; High Level and Other Committees for Tribal Development.
- Policy matters pertaining to STs not handled by any other sections.

- All matters pertaining to NCST (incl. Administration matters)
- All matters pertaining to Atrocities on ST and Regulations.
<table>
<thead>
<tr>
<th>Shri Jaideep Singh Kochher, Economic Adviser (JSK)</th>
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<tbody>
<tr>
<td><strong>Parliament &amp; Coordination</strong></td>
</tr>
<tr>
<td>Shri Manoj Bapna, Director</td>
</tr>
<tr>
<td>Shri Biswa Bihari Panigrahi, DD (PC)</td>
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<tr>
<td>Sh. Ashok Kumar, SO</td>
</tr>
</tbody>
</table>

- Parliament matters
- Coordination within Ministry and coordination regarding Cabinet notes / EFC / SFC memo recd. from other Departments / Ministries
- E - Samiksha
- Monitoring of LIMBS
- Republic Day – Tribal Guests
- RTI matters – Nodal Division for forwarding these applications to concerned division

- Forest Rights Act
- Land and Rehabilitation & Resettlement (R&R) issues
- Mining related issues
- Bio-diversity issues
- Preservation of local flora and fauna in tribal areas, Gene bank etc.

<table>
<thead>
<tr>
<th>Sh. Biswajit Das, DDG</th>
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<tr>
<td><strong>Statistics</strong></td>
</tr>
<tr>
<td>Sh. Vinit Kumar, JD (Stats)</td>
</tr>
<tr>
<td>Sh. Satyendra Kumar, Deputy Director (Stats) / Sh. K.C Meena, Deputy Director (Stats)</td>
</tr>
</tbody>
</table>

- MoTA Annual Reports
- Evaluation of TD Programmes
- Gender Budgeting Issues
- World Bank matters
- Statistics including infrastructure Gaps; Maps; Analysis of Data
- Science & Technology in Tribal Development
- Output Outcome Monitoring Framework (OOMF)
<table>
<thead>
<tr>
<th>Ms. Yatinder Prasad, JS &amp; FA</th>
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<tr>
<td>Internal Financial Division</td>
</tr>
<tr>
<td>Ms. Shyla Titus, Dir (IFD)</td>
</tr>
<tr>
<td>Shri Jeewan Kumar, US (IFD)</td>
</tr>
<tr>
<td>Sh. Veer Vikram, SO (IFD)</td>
</tr>
</tbody>
</table>

- All matters pertaining to financial advice.
- Budget matters
- Liaison with the Ministry of Finance.
- All Audit related issues (Audit Memos & Paras)