

## Work Allocation Chart of Ministry of Tribal Affairs

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

Establishment	B & C	CLM	Vigilance	General Admn.	EMRS	Grants	SCA to TSS & PVTG
Sh. Mukesh Kumar, DS			Ms. Shyla Titus, Dir	Dr. A. Anil Kumar, Dir			Sh. Mukesh Kumar, DS
Ms. Reema Sharma, US		Shri Asghar Ali, US / Shri Dhiraj Chandra Ray, DD	Shri Jeewan Kumar, US	Sh. Asghar Ali, US	Sh M. K Jha, US		Sh. H. Chinzason, US
	Sh. Sushil Bading, SO / DDO)	Sh. S. G Timothy, SO		Sh. K. R Malik, SO			
<ul style="list-style-type: none"> <li>• All services matters pertaining to Group A, B &amp; C officials of Ministry and personal staff of Ministers.</li> <li>• Transfer/posting and Work distribution among Sections</li> <li>• Framing / amendment of RRs and filling ex-cadre posts.</li> <li>• Training/Workshops/seminars related matters</li> <li>• APARs / Pension / Property returns related issues</li> <li>• Consultants / Outsourced DEOs related matters</li> <li>• Medical reimbursement / Tuition fees / LTC / Advances / Honorarium</li> <li>• AVMS / CSCMS portal related matters</li> <li>• Passport related issues</li> <li>• e-office</li> </ul>	<ul style="list-style-type: none"> <li>• Bills and Accounts related matters</li> <li>• Salary bills / Income tax / Form – 16 / GPF / LTC adjustments</li> <li>• Tour &amp; travel matters / TA - DA bills / HBA Advances / Service verification / PBR maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• All Schedule V Areas, including Governors' Report and Tribal Advisory Councils (TACs).</li> <li>• PRI / PESA</li> <li>• ITDP/ITDA, MADA Cluster</li> <li>• Legal and constitutional matters relating to scheduling/rescheduling of list of STs.</li> <li>• Scheduling / rescheduling of list of STs.</li> <li>• Matters pertaining to Reservation for STs</li> </ul>	<ul style="list-style-type: none"> <li>• All Vigilance matters pertaining to MoTA.</li> <li>• Vigilance related complaints from CVC and other Ministries</li> <li>• Probity portal / SOLVE portal</li> </ul>	<ul style="list-style-type: none"> <li>• All housekeeping matters pertaining to the secretariat of the Ministry.</li> <li>• Management of Vehicles / Telephone / Newspapers / DTH etc.</li> <li>• Procurement of Hardware/Software (furniture/computer/stationery etc.)</li> <li>• Organizing various meetings / farewells / conferences in and outside Ministry</li> <li>• Record Room</li> <li>• CR Section</li> </ul>	<ul style="list-style-type: none"> <li>• EMRS related issues</li> </ul>	<ul style="list-style-type: none"> <li>• Article 275 (1) Grants</li> <li>• Organizing PAC meetings</li> <li>• All matters pertaining to PVTGs including all matters relating to A&amp;N Islands, including Island Development project and other infrastructure projects and Jarawa Policy and Shompen Policy</li> </ul>	<ul style="list-style-type: none"> <li>• SCA to TSS</li> <li>• Ashram Schools, Hostels &amp; VTCs</li> <li>• Niti Aayog Matters</li> <li>• Vanbandhu Kalyan Yojana (VKY)</li> <li>• Multilateral (UNDP, IFAD etc</li> </ul>

**Shri Naval Jit Kapoor, Joint Secretary (NJK)**

Scholarship & DBT	NGO	Livelihood	TRIs & Media	STC Monitoring
Sh. Rajender Kumar, Dir		Shri Roopak Chaudhuri, Dir		Sh. Vijay Gopal Mangal, DS
Sh. H.P Jaiswal, DD	Sh Nadeem Ahmed, US	Shri K. Chandra Sekhar, US	Sh Nadeem Ahmed, US	Sh Nadeem Ahmed, US
Shri R.S Meena, SO	Sh. Ram Narayan, SO	Shri R.K Verma, RO / Ms. S.K Jolly, SO		
<ul style="list-style-type: none"> <li>Scholarship</li> <li>DBT Cell of the Ministry</li> <li>DFID-DTA</li> </ul>	<ul style="list-style-type: none"> <li>All matters pertaining to release of grant to NGOs.</li> </ul>	<ul style="list-style-type: none"> <li>TRIFED related issues including Administrative issues</li> <li>MFP Marketing</li> <li>NSTFDC related issues including Administrative issues</li> <li>Skill Development matters &amp; coordination.</li> <li>Health and AYUSH Gaps (including Sickle Cell Anemia)</li> </ul>	<ul style="list-style-type: none"> <li>Tribal Research Institutes including Annual Plans</li> <li>Tribal Museums</li> <li>All Media related matters</li> <li>Research (including Centre of Excellence)</li> <li>Tribal Festival including National Tribal Carnival</li> </ul>	STC Monitoring

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

Official Language	Public Grievances & Policy Analysis (PG & PA)	NCST
Dr. Rakesh Kumari, JD (OL)	Sh Arvind Mudgal, US	Sh Arvind Mudgal, US
Shri Shiv Darshan Kori, AD (OL)	Sh. Santosh Kumar, SO	Sh. Rajesh Kumar, SO
<ul style="list-style-type: none"> <li>All matters pertaining to Official Language</li> <li>Translation</li> <li>Coordination with D/o Official Language</li> </ul>	<ul style="list-style-type: none"> <li>Public Grievances</li> <li>RFD / Citizens' Charter</li> <li>National Tribal Policy</li> <li>Matters relating to Finance Commission; High Level and Other Committees for Tribal Development.</li> <li>Policy matters pertaining to STs not handled by any other sections.</li> </ul>	<ul style="list-style-type: none"> <li>All matters pertaining to NCST (incl. Administration matters)</li> <li>All matters pertaining to Atrocities on ST and Regulations.</li> </ul>

**Shri Jaideep Singh Kochher, Economic Adviser (JSK)**

<b>Parliament &amp; Coordination</b>	<b>Forest Rights Act and Issues</b>
Shri Manoj Bapna, Director	
Shri Biswa Bihari Panigrahi, DD (PC)	Sh. Uttam Kumar Kar, US
Sh. Ashok Kumar, SO	Ms. Heera Kataria, SO
<ul style="list-style-type: none"><li>• Parliament matters</li><li>• Coordination within Ministry and coordination regarding Cabinet notes / EFC / SFC memo recd. from other Departments / Ministries</li><li>• E - Samiksha</li><li>• Monitoring of LIMBS</li><li>• Republic Day – Tribal Guests</li><li>• RTI matters – Nodal Division for forwarding these applications to concerned division</li></ul>	<ul style="list-style-type: none"><li>• Forest Rights Act</li><li>• Land and Rehabilitation &amp; Resettlement (R&amp;R) issues</li><li>• Mining related issues</li><li>• Bio-diversity issues</li><li>• Preservation of local flora and fauna in tribal areas, Gene bank etc.</li></ul>

**Sh. Biswajit Das, DDG**

**Statistics**

Sh. Vinit Kumar, JD (Stats)

Sh. Satyendra Kumar, Deputy Director (Stats) / Sh. K.C Meena, Deputy Director (Stats)

- 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)

**Ms. Yatinder Prasad, JS & FA**

**Internal Financial Division**

Ms. Shyla Titus, Dir (IFD)

Shri Jeewan Kumar, US (IFD)

Sh. Veer Vikram, SO (IFD)

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