



**Manual under  
Right to Information Act, 2005**

**Government of India  
MINISTRY OF TRIBAL AFFAIRS  
Shastri Bhavan, New Delhi-110115  
(As on 4<sup>th</sup> July, 2019)**

## *Index*

S. No.	Details of information	Page Numbers
1	Particulars of organisation, functions and duties <b>[Section 4(1)(b)(i)]</b>	3-8
2	Powers and duties of officers and employees <b>[Section 4(1)(b)(ii)]</b>	9-12
3	Procedure followed in decision-making process <b>[Section 4(1)(b)(iii)]</b>	13
4	Norms set for the discharge of functions <b>[Section 4(1)(b)(iv)]</b>	14
5	Rules, regulations, instructions, manuals and records for discharging functions <b>[Section 4(1)(b)(v)]</b>	15
6	Statement of categories of documents that are held by it for its control <b>[Section 4(1)(b)(vi)]</b>	16
7	Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof <b>[Section 4(1)(b)(vii)]</b>	17
8	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public <b>[Section 4(1)(b)(viii)]</b>	18-19
9	Directory of officers and employees <b>[Section 4(1)(b)(ix)]</b>	20-21
10	Monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations <b>[Section 4(1)(b)(x)]</b>	22-25
11	Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made <b>[Section 4(1)(b)(xi)]</b>	26-28
12	The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes <b>[Section 4(1)(b)(xii)]</b>	29
13	Particulars of recipients of concessions, permits or authorisations granted by it <b>[Section 4(1)(b)(xiii)]</b>	30
14	Details in respect of the information, available to or held by it, reduced in an electronic form <b>[Section 4(1)(b)(xiv)]</b>	31
15	Particulars of facilities available to citizens for obtaining information <b>[Section 4(1)(b)(xv)]</b>	32
16	Name and designation and other particulars of Public Information Officers <b>[Section 4(1)(b)(xvi)]</b>	33

# Section 4 (I) (b) (i) of Right to Information Act, 2005

## Ministry of Tribal Affairs

### *Particulars of organisation, functions and duties*

#### Brief History

The Ministry of Tribal Affairs was constituted in October 1999 by bifurcation of the Ministry of Social Justice & Empowerment with the objective of providing a more focused attention on the integrated socio-economic development of **the Scheduled Tribes (STs)**, in a coordinated and planned manner.

According to the Allocation of Business Rules the Ministry of Tribal Affairs is looking after the following items of work:

1. Social security and social insurance with respect to the Scheduled Tribes.
2. Tribal Welfare: Tribal welfare planning, project formulation, research, evaluation, statistics and training.
3. Promotion and development of voluntary efforts on tribal welfare.
4. Scheduled Tribes, including scholarship to students belonging to such tribes.
5. Development of Scheduled Tribes.
- 5.A All matters including legislation relating to the rights of forest dwelling Scheduled Tribes on forest land.

NOTE:-The Ministry of Tribal Affairs shall be the nodal Ministry for overall policy, planning and coordination of programmes of development for the Scheduled Tribes. In regard to sectoral programmes and schemes of development of these communities, policy, planning, monitoring, evaluation etc. as also their coordination will be the responsibility of the concerned Central Ministries/ Departments, State Governments and Union Territory Administrations. Each Central Ministry/Department will be the nodal Ministry or Department concerning its sector.

6. (a) Scheduled Areas;  
(b) regulations framed by the Governors of States for Scheduled Areas.
7. (a) Commission to report on the administration of Scheduled Areas and the welfare of the Scheduled Tribes; and  
(b) Issue of directions regarding the drawing up and execution of schemes essential for the welfare of the Scheduled Tribes in any State.

8. The National Commission for Scheduled Tribes.
9. Implementation of the Protection of Civil Rights Act, 1955 (22 of 1955) and the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989 (33 of 1989), excluding administration of criminal justice in regard to offences in so far as they relate to Scheduled Tribes.
10. Monitoring of Tribal Sub-Plan, based on the framework and mechanism designed by NITI Aayog.

Ministry of Tribal Affairs has a Cabinet Minister since May 2004 and a Minister of State since April, 2008.

Secretary in the Ministry is assisted by two Joint Secretaries and one Joint Secretary & Financial Adviser, one Deputy Director General (Statistics) and one Economic Adviser. The Joint Secretaries, DDG and Economic Advisor in turn are assisted by five Directors, five Deputy Secretaries, nine Under Secretaries, three Deputy Directors, one Assistant Director, three Research Officers, Sixteen Section Officers.

The Ministry has one Commission, one Public Sector Undertaking and one Cooperative Society under its administrative control, namely,

- i) National Commission for Scheduled Tribes (NCST);
- ii) Tribal Cooperative Marketing Federation of India (TRIFED)
- iii) National Scheduled Tribes Finance & Development Corporation (NSTFDC); and

A brief on these organisations is as below:

### **National Commission for Scheduled Tribes (NCST):**

On the 89<sup>th</sup> Amendment of the Constitution coming into force on 19<sup>th</sup> February 2004, the National Commission for Scheduled Tribes has been set up under Article 338A on the bifurcation of the erstwhile National Commission for Scheduled Castes and Scheduled Tribes to oversee the implementation of various safeguards provided to Scheduled Tribes under the Constitution. The Commission comprises a Chairperson, a Vice-Chairperson and three full time Members (including one lady Member). The term of all the Members of the Commission is three years from the date of assumption of charge:

### **Duties and functions:**

Article 338A of Constitution of India has assigned the following duties and functions to the Commission:

- (a) To investigate and monitor all matters relating to the safeguards provided for the Scheduled Tribes under the Constitution or under any other law for the time being in force or under any order of the Government and to evaluate the working of such safeguards;
- (b) To inquire into specific complaints with respect to the deprivation of rights and safeguards of the Scheduled Tribes;
- (c) To participate and advise in the planning process of socio-economic development of the Scheduled Tribes and to evaluate the progress of their development under the Union and any State;
- (d) To present to the President, annually and at such other times as the Commission may deem fit, reports upon the working of those safeguards;
- (e) To make in such reports, recommendations as to the measures that should be taken by the Union or any State for effective implementation of those safeguards and other measures for the protection, welfare and socio-economic development of the

- Scheduled Tribes, and
- (f) To discharge such other functions in relation to the protection, welfare & development and advancement of the Scheduled Tribes as the President may, subject to the provisions of any law made by Parliament, by rule specify.

The Commission shall discharge the following other functions in relation to the protection, welfare and development and advancement of the Scheduled Tribes, namely:-

- (i) Measures that need to be taken over conferring ownership rights in respect of minor forest produce;
- (ii) Measures to be taken to safeguard rights of the tribal communities over mineral resources, water resources, etc. as per law;
- (iii) Measures to be taken for the development of tribals and to work for more viable livelihood strategies;
- (iv) Measures to be taken to improve the efficacy of relief and rehabilitation measures for tribal groups displaced by development projects;
- (v) Measures to be taken to prevent alienation of tribal people from land and to effectively rehabilitate such people in whose case alienation has already taken place;
- (vi) Measures to be taken to elicit maximum cooperation and involvement of tribal communities for protecting forests and undertaking social afforestation;
- (vii) Measures to be taken to ensure full implementation of the Provisions of Panchayats (Extension to the Scheduled Areas) Act, 1996 (40 of 1996);
- (viii) Measures to be taken to reduce and ultimately eliminate the practice of shifting cultivation by tribals that lead to their continuous disempowerment and degradation of land and the environment.

## **National Scheduled Tribes Finance and Development Corporation (NSTFDC)**

The NSTFDC has been set up in April 2001 as a Government Company under Section 25 of the Companies Act, 1956 (A Company not for profit). It is the apex institution for financing scheme(s)/project(s) for economic development of the Scheduled Tribes. The broad objectives of NSTFDC are to provide soft loans for identified trades/business/professions and other economic activities of importance, upgradation of skills and to make the existing State Scheduled Tribes Finance & Development Corporations more effective. In furtherance to meet the above objectives, NSTFDC provides loans for viable income generating scheme(s)/project(s) costing up to Rs. 25.00 lakhs per unit/profit centre through the State Channelising Agencies (SCAs) and also provides grants for skills development programmes, besides facilitating upgradation of skills of officers of SCAs through periodic training programmes.

## **Tribal Cooperative Marketing Development Federation of India Ltd. (TRIFED)**

The Tribal Cooperative Marketing Development Federation of India Limited (**TRIFED**) was set up by the Government of India, in the year 1987. Its prime objective is to provide market development assistance and information to its members for their minor forest produce and surplus agricultural produce operation. The authorised share capital of TRIFED is Rs. 300.00 crores..

The price support to minor forest produce (MFP) and surplus agricultural produce (SAP) are subject to fluctuations. For meeting the unforeseen contingencies of losses because of such fluctuations in the products already procured, the Ministry has been giving financial assistance to TRIFED to set off a part of such losses.

The organisation also promotes sale of tribal handicrafts/handlooms and organic food through Tribes Shop at 9, Mahadev Road (Behind Parliament Street), and duty free shop at Indira Gandhi International Airport, New Delhi.

Addresses/Contacts:

**Ministry of Tribal Affairs**

(i)	7 <sup>th</sup> Floor, A-Wing, Shastri Bhavan New Delhi-110001	(ii)	Grouns Floor & 1 <sup>st</sup> Floor, Jeevan Tara Building, Sansad Marg, New Delhi-110001
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Website [www.tribal.gov.in](http://www.tribal.gov.in)

*Contact:* PIO as per notification and directory of officials given in reply to Section 4(1)(b)(xvi) and 4(1)(b)(xvi)

**National Commission for Scheduled Tribes**

The Chairperson, National Commission for Scheduled Tribes

B-Wing, 6<sup>th</sup> Floor, Lok Nayak Bhavan, New Delhi-110003

Tele/FAX: 24625378, 24604689, 24624648, 24654826

Website: [www.ncst.nic.in](http://www.ncst.nic.in)

**Tribal Cooperative Marketing Development Federation of India Limited (TRIFED)**

The Managing Director

Tribal Cooperative Marketing Development Federation of India Limited

2<sup>nd</sup> Floor, NCUI Building, 3, Institutional Area, August Kranti Marg

New Delhi-110016

Tele: 26569064, 26968247

FAX: 26866149, 26866926

Website: [www.trifed.nic.in](http://www.trifed.nic.in)

**National Scheduled Tribes Finance and Development Corporation (NSTFDC)**

The Chairman

National Scheduled Tribes Finance and Development

Corporation NBCC Tower, 5<sup>th</sup> Floor, Bhikaji Cama Place

New Delhi-110066.

Tele: 26712519, 26712539, 26712562, 26712572,

26172392 FAX: 26712574

Website: [www.nstfdc.nic.in](http://www.nstfdc.nic.in)



**Section 4 (I) (b) (ii) of  
Right to Information Act, 2005  
Ministry of Tribal Affairs  
Powers and duties of officers and employees**

The Ministry of Tribal Affairs, Government of India, is governed by the provisions contained in the manual of office procedure in regard to its functioning and powers and duties of its officers and employees. Broadly, the powers and duties of the officers and employees of the Ministry are given below:-

- (1) The Ministry is responsible for formulation of policies of the government in relation to business allocated to it and also for the execution and review of those policies.
- (2) For the efficient disposal of business allotted to it, the Ministry is divided into wings, divisions, branches and sections as depicted in the organizational chart.
- (3) The Ministry is headed by a Secretary to the Government of India who acts as the administrative head of the Ministry and principal adviser of the Minister on all matters of policy and administration within the Ministry.
- (4) The work in the Ministry is divided into five wings with a Joint Secretary level officer in charge of each wing. He is vested with the maximum measure of independent functioning and responsibility in respect of the business falling within his wing subject, however, to the overall responsibility of the secretary for the administration of the Ministry as a whole.
- (5) A wing comprises a number of divisions each functioning under the charge of an officer of the level of director/joint director/deputy secretary having branches each under the charge of an Under Secretary or equivalent officer as per the details given in the organizational chart.
- (6) A section is the lowest organizational unit in the Ministry with a well defined area of work. It normally consists of assistants and clerks supervised by a section officer or an equivalent officer. Initial handling of cases (including noting and drafting) is generally done by assistants and clerks who are also known as the dealing hands.

The division-wise details of distribution of work amongst officers of the Ministry are as given below:-

1. **Establishment Division:** This Division deals with the following subjects:
  - (a) All services matters pertaining to Group A,B & C officials of Ministry and personal staff of Ministers.
  - (b) Transfer/posting and Work distribution among Sections
  - (c) Framing/amendment of RRs and filling ex-cadre posts
  - (d) Training/Workshops/seminars related matters
  - (e) APARs/Pension/Property returns related issues

- (f) Consultants/Outsourced DEOs related matters
- (g) Medical reimbursement/Tuition fees/LTC/Advances/Honorarium
- (h) AVMS/CSCMS portal related matters
- (i) Passport related issues
- (j) Audit related matters/e-office

**2. Bills & Cash:** This Division deals with the following subjects:-

- (a) Bills and Accounts related matters
- (b) Salary bills/income tax/Form-16/GPF/LTC adjustments
- (c) Tour & travel matters /TA-DA Bills/HBA Advances
- (d) Service verification/PBR maintenance

**3. General Administration:** This Division deals with the following subjects:-

- (a) All housekeeping matters pertaining to the secretariat of the Ministry
- (b) Management of Vehicles/Telephone/Newspapers/DTH etc.
- (c) Procurement of Hardware/Software (furniture/computer/stationery etc.)
- (d) Organizing various meetings/farewells/conferences in and outside Ministry
- (e) Record Room
- (f) CR Section

**4. Vigilance:** This Division deals with the following subjects:-

- (a) All Vigilance matters pertaining to MoTA
- (b) Vigilance related complaints from CVC and other Ministries
- (c) Probity portal/SOLVE portal

**5. Grants & PVTG:** This Division deals with the following subjects:

- (a) Grants under Article 275(1) of the Constitution of India
- (b) Organizing PAC meetings
- (c) 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

**6. Eklavya Model Residential School (EMRS):** This Division deals with EMRS related issues.

**7. Special Central Assistance to Tribal Sub-Scheme (SCA to TSS):** This Division deals with the following subjects:

- (a) Special Central Assistance to Tribal Sub Scheme (SCA to TSS)
- (b) Ashram Schools, Hostels at VTCs.
- (c) Niti Aayog Matters
- (d) Vanbandhu Kalyan Yojana (VKY)
- (e) Multilateral (UNDP, IFAD etc.)

- 8. STC:** This Division deals all matters relating to STC component at Central & State level
- 9. Constitutional & Legislative Matters (CLM) Division:** This Division deals with the following subjects:
- (a) All Schedule V Areas, including Governors' Report and Tribal Advisory Councils (TACs)
  - (b) PRI/PESA
  - (c) ITDP/ITDA, MADA Cluster
  - (d) Legal and Constitutional matters relating to scheduling/rescheduling of list of STs
  - (e) Scheduling/De-scheduling of list of STs
  - (f) Matters pertaining to Reservation for STs
- 10. TRI & Media:** This Division deals with the following subjects:-
- (a) Tribal Research Institutes including Annual Plans
  - (b) Tribal Museums
  - (c) All Media related matters
  - (d) Research (including Centre of Excellence)
  - (e) Tribal Festival including National Tribal Carnival
- 11. Livelihood :** This Division deals with the following subject:
- (a) The Tribal Co-operative Marketing Development Federation of India Ltd. (TRIFED) related issues including Administrative issues
  - (b) MFP Marketing
  - (c) NSTFDC related issues including Administrative issues
  - (d) Skill Development matter & coordination
  - (e) Health and AYUSH Gaps (including Sickle Cell Anemia)
- 12. Forest Right Act :** This Division deals with all the following subject:-
- (a) Forest Rights Act
  - (b) Land and Rehabilitation & Resettlement (R&R) issues
  - (c) Mining related issues
  - (d) Bio-diversity issues
  - (e) Preservation of local flora and fauna in tribal areas, Gene bank etc.
- 13. Non Governmental Organisation (NGO) Division:** This Division deals with the matter pertaining to release of grant to NGOs
- 14. Scholarship Division:** This Division deals with the following subject:-
- (a) Scholarship
  - (b) DBT Cell of the Ministry
  - (c) DFLD-DTA

- 15. Parliament & Coordination (PC) Division:** This Division deals with the following subjects:
- (a) Parliament matters
  - (b) Coordination within Ministry and coordination regarding Cabinet notes/EFC/SPF memo recd. from other Departments/Ministries
  - (c) E-Samiksha
  - (d) Monitoring of LIMBS
  - (e) Republic Day – Tribal Guests
  - (f) RTI matters – Nodal Division for forwarding the applications to concerned Division
  - (g) All matters regarding Coordination with Divisions of the Ministry.
- 16. NCST:** This Division deals with the following subjects:-
- (a) All matters pertaining to NCST (including Administration matters)
  - (b) All matters pertaining to Atrocities on ST and Regulations.
- 17. Public Grievances & Policy Analyses (PG & PA) Division:** This Division deals with the following subjects:
- (a) Public Grievances
  - (b) Result Framework Document (RFD)/Citizen Charter
  - (c) National Tribal Policy
  - (d) Matter relating to Finance Commission,; High Level and Other Committees for Tribal Development.
  - (e) Policy matters pertaining to STs not handed by any other sections.
- 18. Integrated Finance Division (IFD):** This Division deals with the following subjects:
- (a) All matters pertaining to financial advice.
  - (b) Budget matters
  - (c) Liaison with the Ministry of Finance.
- 19. Statistics Division:** This Division deals with the following subjects:-
- (a) MoTA Annual Reports
  - (b) Evaluation of TD Programmes
  - (c) Gender Budgeting Issues
  - (d) World Bank matters
  - (e) Statistics including infrastructure Gaps; Maps; Analysis of Data
  - (f) Science & Technology in Tribal Development
  - (g) Output Outcome Monitoring Framework (OOMF)
- 20. Official Language Division:** This Division deals all matters pertaining to Official Language.

**Section 4 (I) (b) (iii) of  
Right to Information Act, 2005**

**Ministry of Tribal Affairs**

**Procedure followed in decision-making process**

The procedure followed in the decision making process including channels of supervision and accountability is as per the Standard Government Instructions contained in Administrative and Financial Acts/Rules/Regulations/Policies etc. Details of some are given under Section 4(I)(b)(iv) & (v).

**Section 4 (I) (b) (iv) of  
Right to Information Act, 2005**

**Ministry of Tribal Affairs**

**Norms set for the discharge of functions**

In so far as the Administrative norms for the discharge of functions allocated to the Ministry of Tribal Affairs are concerned, the provisions contained in the Manual of Office Procedure are followed. The day to day Administrative functioning is governed by various set of Acts and Rules. Some of the commonly used ones include :-

1. All India Services Rules, etc.
2. Fundamental Rules and Supplementary Rules (FR & SR)
3. Central Civil Services Conduct Rules, 1964
4. Central Civil Services (Pension Rules), 1972
5. Central Services (Medical Attendance) Rules, 1944
6. Central Civil Services leave Rules, 1972
7. Central Civil Services Leave Travel Concession rules
8. Staff Car Rules

Similarly the financial business of the Ministry are executed as per the Financial Rules including the following :-

1. General Financial Rules 2005 as amended from time to time
2. Delegation of Financial Power Rules, 1978 as amended from time to time.
3. Fiscal Responsibility and Budget Management Act and rules made thereunder.

The instructions made by the Government from time to time also govern the financial business.

## **Section 4 (I) (b) (v) of Right to Information Act, 2005**

### **Ministry of Tribal Affairs**

#### **Rules, Regulations, Instructions, Manuals and Records for discharging functions**

The Ministry of Tribal Affairs has enacted the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 on 31<sup>st</sup> December, 2007 and the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Rules, 2007 on 1<sup>st</sup> January, 2008. However in regard to its day to day functioning this Ministry, like other Ministries/Departments of Government of India, is governed by General Rules and Regulations which are issued by Ministry of Finance/DOPT etc. The set of Rules which govern the Functioning is given below:-

1. Central Secretariat Manual of Office Procedure
2. Fundamental Rules and Secondary Rules (FR&SR)
3. Central Civil Services Conduct Rules, 1964
4. Central Civil Services (Classification, Control & Appeal) Rules, 1965
5. General Financial Rules (GFR)
6. Delegation of Financial Power Rules (DFPRs)
7. Central Civil Services (Pension Rules), 1972
8. Central Services (Medical Attendance) Rules, 1944
9. Central Civil Services leave Rules, 1972
10. Central Civil Services (Leave Travel Concession) Rules.
11. Vigilance Manual

Others are : -

1. List of Scheduled Tribes in relation to the States and the Union Territories as notified from time to time.
2. State Wise list of Scheduled Areas.
3. The Provisions of the Panchayats (Extension to the Scheduled Areas)[PESA] Act, 1996
4. Five Year Plan/Budget Documents.
5. Fiscal Responsibilities and Budget Management Act, 2003 and Rules made there under.
6. Guidelines governing grants under different schemes/ programmes of the Ministry
  - (a) Grants under Article 275(1)
  - (b) SCA to TSP
  - (c) NGO/Coaching/PTG/VTC/Price Support etc.

The copies of the schemes/programmes are available on demand. The salient features of the schemes are enumerated in the enclosed brochure and the Annual Report of the Ministry. The schemes are also available on the website of the Ministry i.e. <http://www.tribal.gov.in>

**Section 4 (I) (b) (vi) of  
Right to Information Act, 2005**

**Ministry of Tribal Affairs**

**A statement of categories of documents that are held by it for its  
control**

1. Files relating to the subject/matters handled/dealt in the Ministry as per the Record Retention Schedule
2. Report of the Scheduled Areas and Scheduled Tribes Commission (under the chairmanship of Shri U.N. Dhebar), 1960-61 (Volume-I & Volume-II)
3. Report of the Scheduled Areas and Scheduled Tribes Commission (under the chairmanship of Shri Dileep Singh Bhuria), 2002-2004 (Volume-I, Volume-II & Volume-III)



**Section 4 (I) (b) (vii) of  
Right to Information Act, 2005**

**Ministry of Tribal Affairs**

**Particulars of any arrangement that exists for consultation with, or  
representation by, the members of the public in relation to the  
formulation of its policy or implementation thereof**

The representations received from the members of public are dealt by the officers dealing with the concerned subjects. The public also have access to the Ministry through its website i.e. Ministry's website through e-mail. <http://www.tribal.gov.in>.

The Ministry also invites comments/views from the members of public/stakeholders from time to time on important issues of policy formulation. For instance, the Ministry invited comments of the public on the draft "Scheduled Tribes (Recognition of Forest Rights) Bill, 2005" and the draft "National Tribal Policy". The Ministry invited comments of the public by placing the same on the Ministry's website through e-mail.

**Section 4 (I) (b) (viii) of Right to  
information Act, 2005**

**Ministry of Tribal Affairs**

***A statement of the Boards, Councils, Committees and  
other bodies consisting of two or more persons  
constituted as its part or for the purpose of its advice,  
and as to whether meetings of those boards, councils,  
committees and other bodies are open to the public,  
or the minutes of such meetings are accessible for  
public***

1. National Commission for Scheduled Tribes
2. Parliamentary Consultative Committee attached to the Ministry of Tribal Affairs
3. Project Appraisal Committee (PAC) consisting of Secretary (Tribal Affairs) as Chairman with representatives of NITI Aayog, Financial Advisor and representatives of concerned States as members/invitees
4. Research Advisory Committee under the chairmanship of Joint Secretary to decide about the admissibility of giving grant-in-aid to the research agency for a specific project under the scheme of “Supporting of Projects of All India or Inter-state Nature”
5. Complaint Committee in regard to prevention of sexual harassment of women employees at work place.
6. Apex Committee headed by Economic Adviser to examine the proposal of Tribal Research Institutes (TRIs).

The meetings of none of these committees are open to members of public in general.  
The minutes of the meetings of the committees are available unless classified.

**Section 4(I) (b) (ix) of  
Right to Information Act, 2005  
Ministry of Tribal Affairs  
Directory of Officers**

<b>Sl.No</b>	<b>Officer's Name</b>	<b>Contact</b>
1	Sh. Arjun Munda Hon'ble Cabinet Minister	011-23388482 (O) 011-23381499 (O) 011-23070577 (FAX)
2	Smt. Renuka Singh Hon'ble Minister of State	011-23382254 (O) 011-23382239 (O) 011-23382114 (FAX)
3	Sh. Deepak Khandekar Secretary (Tribal Affairs)	011-23381652 (O) 011-23073160 (FAX)
4	Ms. M.R Tshering Joint Secretary	011-23383622 (O)
5	Dr. Naval Jit Kapoor Joint Secretary	011-23073489 (O)
6	Sh. A.K Singh Joint Secretary	011-23340468 (O)
7	Sh Sanjay Pandey Joint Secretary & Financial Adviser	011-23071022 (O)
8	Sh. Biswajit Das Deputy Director General	011-23340471(O)
9	Sh. Jaideep Singh Kochher (Economic Adviser)	011-23363176 (O)
10	Sh. Anil Kumar Addepally Director	011-23073706 (O)
11	Ms. Nivedita Director	011-23386893 (O)
12	Sh. Rajender Kumar Director	011-23383965 (O)
13	Sh. Roopak Chaudhuri (Director)	011-23367333 (O)
14	Ms. Shyla Titus Director	011-23340470 (O)
15	Shri Manoj Bapna, Director	011-23070508 (O)
16	Sh. Vijay Gopal Mangal Deputy Secretary	011-23073708 (O)
17	Dr. Rakesh Kumari Joint Director	011-23340461 (O)
18	Sh. Vinit Kumar Joint Director	011-23340463 (O)
19	Sh. Nadeem Ahmad Under Secretary	011-23343708 (O)

20	Sh. Uttam Kumar Kar Under Secretary	011-23340473 (O)
21	Sh. K. Chandra Sekhar Under Secretary	011-23340278 (O)
22	Smt. Reema Sharma Under Secretary	011-23387187 (O)
23	Sh. Jeewan Kumar	011-23387007 (O)
24	Sh. Pramod Kumar Sahoo Under Secretary	011-23363709 (O)
25	Sh. Ashgar Ali Under Secretary	011-23340472 (O)
26	Sh. Manoj Kumar Jha Under Secretary	011-23340466 (O)
27	Sh. Jossy Joespeh Under Secretary	011-23387469 (O) 011-23073749 (O)
28	Sh. Biswa Bihari Panigrahi Deputy Director	011-23381903 (O)
29	Sh. K. C. Meena Deputy Director	011-23340461 (O)
30	Sh. H.P Jaiswal Deputy Director	011-23383728 (O)
31	Shri D. C. Ray Deputy Director	011-23340472 (O)
32	Ms. Sasmita Sahu Research Officer	011-23340467 (O)
33	Shri Rajesh Kumar Section Officer	011-23340462 (O)
34	Ms. S. K. Jolly Section Officer	011-23340278 (O)
35	Sh. Santosh Kumar Section Officer	011-23340462 (O)
36	Shri S. Padmanabha Under Secretary	011-023385770 (O)
37	Sh. Dharm Bir Kumar Singh Section Officer	011-23389535 (O)
38	Ms. Heera Kataria Section Officer	011-23340473 (O)
39	Sh. Veer Vikaram Section Officer	011-23387512 (O)
40	Shri R. K. Verma Research Officer	011-23340278 (O)

**Section 4 (D)(b)(x) of Right to Information Act, 2005**

**Ministry of Tribal Affairs**

**Monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations**

S. No.	Name of the Officer	Designation
<b>Secretary [Rs. 2,25,000 + Allowances]</b>		
1.	Shri Deepak Khandekar	Secretary
<b>Joint Secretary Level [Pay Level Matrix '14' + Allowances]</b>		
2.	Ms. Meera Ranjan Tshering	Joint Secretary
3.	Dr Naval Jit Kapoor	Joint Secretary
4.	Shri Biswajit Das	Deputy Director General (Stat)
5.	Shri A.K. Singh	Joint Secretary (in-situ)
<b>Joint Secretary Level [Pay Level Matrix '15' + Allowances]</b>		
6.	Shri Jaideep Singh Kocher	Economic Adviser
7.	Vacant	Economic Adviser
<b>Director [Pay Level Matrix '13' + Allowances]</b>		
8.	Ms. Nivedita	Director
9.	Shri Rajender Kumar	Director
10.	Dr. A. Anil Kumar	Director
11.	Shri Roopak Chaudhuri	Director
12.	Ms. Shyla Titus	Director
13.	Shri Manoj Bapna	Director
<b>Deputy Secretary [Pay Level Matrix '12' + Allowances]</b>		
14.	Shri Vijay Gopal Mangal	Deputy Secretary
15.	Vacant	Deputy Secretary
<b>Joint Director [Pay Level Matrix '12' + Allowances]</b>		
16.	Shri Vinit Kumar	Joint Director
17.	Vacant	Joint Director
18.	Vacant	Joint Director
19.	Vacant	Dy Adviser
<b>Sr. Principal Private Secretary [Pay Level Matrix '12' + Allowances]</b>		
20.	Shri Satish Kumar	Sr. PPS
21.	Vacant	Sr. PPS
<b>Joint Director (Official Languages) [Pay Level Matrix '12' + Allowances]</b>		
22.	Dr Rakesh Kumari	Joint Director (OL)
<b>Under Secretary [Pay Level Matrix '11' + Allowances]</b>		
23.	Ms. Reema Sharma	Under Secretary
24.	Shri P.K. Sahoo	Under Secretary
25.	Shri K. Chandra Sekar	Under Secretary
26.	Shri Nadeem Ahmed	Under Secretary
27.	Shri Jeewan Kumar	Under Secretary
28.	Shri Manoj Kumar Jha	Under Secretary
29.	Shri Uttam Kumar Kar	Under Secretary
30.	Shri Asghar Ali	Under Secretary
31.	Shri S. Padmanabha	Under Secretary
32.	Shri Arvind Mudgal	Under Secretary
33.	Shri Jossey Joseph	Under Secretary
<b>Deputy Director [Pay Level Matrix '11' + Allowances]</b>		
34.	Shri K. C. Meena	Deputy Director
35.	Shri Satyendar Kumar	Deputy Director

36.	Shri B.B. Panigrahi	Deputy Director
37.	Shri H.P. Jaiswal	Deputy Director
38.	Vacant	Deputy Director
<b>Principal Private Secretary [Pay Level Matrix '11' + Allowances]</b>		
39.	Shri G. Rajesh Kumar	PPS
40.	Shri Lakshmi Naryain	PPS
41.	Shri Harvinder Singh	PPS
42.	Shri Madhu Sawhney	PPS
<b>Research Officer [Pay Level Matrix '10' + Allowances]</b>		
43.	Shri Ramesh Kumar Verma	Research Officer
44.	Shri Dheeraj Chandra Ray	Research Officer
45.	Ms. Sasmita Sahu	Research Officer
<b>Assistant Director (Official Languages) [Pay Level Matrix '10' + Allowances]</b>		
46.	Shri Shivdarshan Kori	Assistant Director
<b>Senior Accounts Officer [Pay Level Matrix '9' + Allowances]</b>		
47.	Shri C.K. Nahal	Sr. Accounts Officer
<b>Section Officer [Pay Level Matrix '8' / '10' + Allowances]</b>		
48.	Shri Santosh Kumar	Section Officer
49.	Smt. Heera Kataria	Section Officer
50.	Shri Dharm Bir Kumar Singh	Section Officer
51.	Shri R S Meena	Section Officer
52.	Smt. S.K. Jolly	Section Officer
53.	Shri Veer Vikram	Section Officer
54.	Shri Rajesh Kumar	Section Officer
55.	Shri Kamraj Malik	Section Officer
56.	Shri Ashok Kumar	Section Officer
57.	Shri Ram Narayan	Section Officer
58.	Shri S. G. Timothy	Section Officer
59.	Vacant	Section Officer
60.	Vacant	Section Officer
61.	Vacant	Section Officer
62.	Vacant	Section Officer
63.	Vacant	Section Officer
<b>Assistant Accounts Officer [Pay Level Matrix '8' + Allowances]</b>		
64.	Shri Vinod Kumar	AAO
<b>Private Secretary [Pay Level Matrix '8'/'10' + Allowances]</b>		
65.	Smt. Deepika Satija	Private Secretary
66.	Ms. Rekha Kumar	Private Secretary
67.	Ms. Renu Sharma	Private Secretary
68.	Ms. Deepa Joshi	Private Secretary
69.	Ms. Rashmi Manchanda	Private Secretary
70.	Shri Guru Dutt	Private Secretary
71.	Shri Gaya Prasad	Private Secretary
72.	Vacant	Private Secretary
73.	Vacant	Private Secretary
<b>Senior Hindi Translator [Pay Level Matrix '7' + Allowances]</b>		
74.	Shri Hemant Kumar	Senior Hindi Translator
<b>Assistant Section Officer [Pay Level Matrix '7' + Allowances]</b>		
75.	Ms. Shweta Gautam	Assistant Section Officer
76.	Ms. Deblina Maity	Assistant Section Officer
77.	Shri Dixit Papanai	Assistant Section Officer
78.	Shri Sanjay Kumar Sharma	Assistant Section Officer
79.	Shri Brajesh Kumar Singh	Assistant Section Officer
80.	Shri Aditya Gosain	Assistant Section Officer
81.	Ms. Priyanka Kumari	Assistant Section Officer

82.	Shri Sandeep (3869)	Assistant Section Officer
83.	Shri Vikram	Assistant Section Officer
84.	Shri Anurag Sharma,	Assistant Section Officer
85.	Shri Sandeep (3829)	Assistant Section Officer
86.	Shri Subhash Kumar	Assistant Section Officer
87.	Shri Mukesh Kumar Yadav	Assistant Section Officer
88.	Shri Rahul Kumar	Assistant Section Officer
89.	Shri Ankit Arora	Assistant Section Officer
90.	Shri Vikas	Assistant Section Officer
91.	Shri Mahipal Sigh Kokhar	Assistant Section Officer
92.	Shri Kundan	Assistant Section Officer
93.	Ms. Sikha	Assistant Section Officer
94.	Vacant	Assistant Section Officer
95.	Vacant	Assistant Section Officer
96.	Vacant	Assistant Section Officer
97.	Vacant	Assistant Section Officer
98.	Vacant	Assistant Section Officer
<b>Senior Investigator [Pay Level Matrix '6' + Allowances]</b>		
99.	Vacant	Senior Investigator
100.	Vacant	Senior Investigator
<b>Junior Hindi Translator [Pay Level Matrix '6' + Allowances]</b>		
101.	Shri Kushal Kumar Shaw	Junior Hindi Translator
102.	Vacant	Junior Hindi Translator
<b>Legal Assistant [Pay Level Matrix '7' + Allowances]</b>		
103.	Vacant	Legal Assistant
<b>Personal Assistant [Pay Level Matrix '7' + Allowances]</b>		
104.	Satbir Singh	Personal Assistant
105.	Vacant	Personal Assistant
<b>Accountant [Pay Level Matrix '6' + Allowances]</b>		
106.	Vacant	Accountant
<b>Stenographer Grade 'D' [Pay Level Matrix '4' + Allowances]</b>		
107.	Shri Pramod Kumar	Steno Grade D
108.	Shri Harshwant Singh	Steno Grade D
109.	Ms. Pooja Agarwal	Steno Grade D
110.	Shri Kunal Negi	Steno Grade D
111.	Ms. Sandhya Meena	Steno Grade D
112.	Vacant	Steno Grade D
113.	Vacant	Steno Grade D
114.	Vacant	Steno Grade D
115.	Vacant	Steno Grade D
<b>Senior Accountant (P&amp;AO) [Pay Level Matrix '7' + Allowances]</b>		
116.	Shri Suresh Kumar Golani	Sr. Accountant
<b>Junior Artist [Pay Level Matrix '6' + Allowances]</b>		
117.	Vacant	Jr. Artist
<b>Computer [Pay Level Matrix '4' + Allowances]</b>		
118.	Smt. Sunita Tyagi	Computer
119.	Smt. Kusum Arya	Computer
<b>Senior Secretariat Asst [Pay Level Matrix '4' + Allowances]</b>		
120.	Vacant	Senior Secretariat Asst
121.	Vacant	Senior Secretariat Asst.
<b>Junior Secretariat Asst [Pay Level Matrix '2' + Allowances]</b>		
122.	Shri Khem Chand	Junior Secretariat Asst.
123.	Vacant	Junior Secretariat Asst.
<b>Lower Division Clerk [Pay Level Matrix '2' + Allowances]</b>		
124.	Vacant	Lower Division Clerk (P&AO)



<b>Staff Car Driver [Pay Level Matrix '2' + Allowances]</b>		
125.	Shri Devender Kumar	Staff Car Driver
126.	Shri Khem Chandra Chitra	Staff Car Driver
<b>Junior Secretariat Asst [Pay Level Matrix '1' + Allowances]</b>		
127.	Sh. Bables Kumar	MTS
128.	Sh. Ved Prakash	MTS
129.	Shri Raj Kumar	MTS
130.	Shri Umesh Prasad	MTS
131.	Shri Joginder Das	MTS (P&AO)
132.	Shri Ram Das	MTS
133.	Sh. K. Gopal	MTS
134.	Sh. Pan Singh	MTS
135.	Sh. Kailash Kumar	MTS
136.	Sh. Raghubinder Singh	MTS
137.	Vacant	MTS
138.	Vacant	MTS
139.	Vacant	MTS
140.	Vacant	MTS
141.	Vacant	MTS
142.	Vacant	MTS

**Section 4 (I) (b) (xi) of Right to Information  
Act, 2005**

**Ministry of Tribal Affairs**

*Budget allocation of each of its agency, indicating  
the particulars of all plans, proposed expenditures  
and reports on disbursements made*

**Budget Allocation**

The details of Budget allocation for various schemes/programmes of Ministry for BE RE 2016-17 to BE 2018-19 and 2019-20 is at Annex.-I

Ministry of Tribal Affairs

BE/RE/Exp. for the year 2014-15 to 2019-20 (Schemes)

Annexure - I  
(Rs. in crore)

S.No	Name of Scheme	BE	RE	EXP	BE	RE	EXP	BE	RE	EXP.	BE	EXP. As on 23.05.19
		2016-17			2017-18			2018-19		2019-20		

1	SCA to TSP	1250.00	1200.00	1195.03	1350.00	1350.00	1350.01	1350.00	1350.00	1349.81	1350.00	
2	Grants under Article 275 (1)	1400.00	1260.00	1265.86	1500.01	1500.00	1510.70	1800.01	1820.00	1819.82	2294.56	
	Eklavya Model Residential School										0.31	
3	Support to NSTFDC	70.00	60.00	60.00	60.00	55.00	55.00	65.00	65.00	65.00	80.00	
4	Van Bandhu Kalyan Yojna	1.00	1.00	1.00	0.01	0.00	0.00	0.01	0.00	0.00	0.01	
5	Aid to Voluntary Organizations working for the Scheduled Tribes	120.00	120.00	120.00	120.00	120.00	119.94	130.00	120.00	114.00	110.00	
6	Vocational Training Centers (NGOs)											
7	Strengthening of Educational among ST Girls											
8	Development of Particularly Vulnerable Tribal Group (PTG)	200.00	340.00	340.21	270.00	240.00	239.49	260.00	250.00	250.00	250.00	
9	Institutional Support for Development and Marketing of Tribal Products-TRIFED	49.00	49.00	49.00	49.00	44.95	44.95	54.15	72.50	72.50	83.00	
10	Support to Tribal Research Institutes (TRIs)	21.00	17.00	15.11	80.00	80.00	79.00	100.00	100.00	99.99	100.00	
11	Minimum Support Price for Minor Forest Produce (MSP for MFP)	158.00	3.00	2.00	100.00	25.00	8.59	130.00	97.47	96.85	130.00	
12	National Fellowship and Scholarship for Higher Education of ST students	50.00	80.00	79.98	120.00	100.00	99.72	100.00	100.00	99.98	100.00	5.80
13	Scholarship to the ST Students for Studies Abroad	1.00	0.39	0.39	1.00	1.00	1.00	2.00	2.00	2.00	2.00	
	PMS, Book Bank and Upgradation of Merit											
14	Pre-Matric Scholarship				265.00	318.00	294.08	350.00	310.00	311.50	340.00	
15	Post-Matric Scholarship				1347.07	1436.00	1463.91	1586.00	1643.03	1647.56	1613.50	0.04
16	Boys & Girls Hostels				10.00	7.00	7.00	0.00				
17	Ashram Schools				10.00	7.00	7.00	0.00				
18	Vocational Training Centers				3.00	0.00	0.00	0.00				
	Scheme of Institute of Excellence /Top Class Institute											
	Umbrella Programme for Development of Scheduled Tribes: Tribal Education	1454.22	1659.84	1659.31								
19	Tribal Festivals, Research Information & Mass Education	17.39	6.39	4.69	12.04	6.35	4.01	25.00	25.00	23.35	25.00	

20	Monitoring and Evaluation	8.00	2.00	1.39	3.00	3.00	1.27	5.00	2.50	2.42	1.50	0.23
21	Improving Development Programmes in the Tribal Areas	0.39	0.01	0.00	0.01	0.00	0.00	0.01	0.00	0.00	0.01	
22	Information Technology - Ministry											
	Information Technology -NCST											
	<b>Grand Total</b>	<b>4800.00</b>	<b>4798.63</b>	<b>4793.96</b>	<b>5300.14</b>	<b>5293.30</b>	<b>5285.67</b>	<b>5957.18</b>	<b>5957.50</b>	<b>5954.78</b>	<b>6479.89</b>	<b>6.07</b>

Expenditure status as  
on 23.05.2019

\*

**Section 4 (I) (b) (xii) of Right to Information  
Act, 2005**

**Ministry of Tribal Affairs**

***The manner of execution of subsidy programme,  
including the amounts allocated and the details  
of beneficiaries of such programmes***

Under the programmes/schemes of the Ministry of Tribal Affairs, no subsidy component is involved. The release of grants to the eligible agencies is governed by the provisions of the concerned scheme/programme.

**Section 4 (I) (b) (xiii) of Right to  
Information Act, 2005**

**Ministry of Tribal Affairs**

***Particulars of recipients of concessions,  
permits or authorisations granted by it***

Not applicable

**Section 4 (I) (b) (xiv) of Right to Information  
Act, 2005**

**Ministry of Tribal Affairs**

***Details in respect of the information, available to or held  
by it, reduced in an electronic form***

1. Annual Report 2016-17 of the Ministry of Tribal Affairs
2. Guidelines of Schemes/Programmes of the Ministry of Tribal Affairs
3. List of Scheduled Areas (V & VI Schedule)
4. List of Scheduled Tribes
5. List of Particularly Vulnerable Tribal Groups (PTGs)
6. Procedure for Issue of Scheduled Tribes Certificate
7. Procedure for Inclusion in or Exclusion from the list of Scheduled Tribes
8. Constitutional Guarantees for Scheduled Tribes

# Section 4 (I) (b) (xv) of Right to Information Act, 2005

## Ministry of Tribal Affairs

### *Particulars of facilities available to citizens for obtaining information*

#### **Library**

The Ministry of Tribal Affairs does not have any public library or reading room for public use.

#### **Website**

Website of the Ministry of Tribal Affairs <http://www.tribal.gov.in> can be accessed for details regarding all the schemes/programmes of the Ministry of Tribal Affairs including the proforma (downloadable) for submitting the applications under the various schemes/programmes implemented by the Ministry of Tribal Affairs.



# **Section 4 (I) (b) (xvi) of Right to Information Act, 2005**

## **Ministry of Tribal Affairs**

### ***Name and designation and other particulars of Public Information Officers***

Necessary notifications have been issued designating CPIO and Appellate Authorities under RTI Act, 2005. Details of Appellate Authority and CPIOs are available on the Website of the Ministry of Tribal Affairs.