



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

**Government of India  
MINISTRY OF TRIBAL AFFAIRS  
Shastri Bhawan, New Delhi-110001  
(As on 30<sup>th</sup> November, 2021)**

# Index

S. No.	Details of information	Page Numbers
1.	Particulars of organisation, functions and duties <b>[Section 4(1)(b)(i)]</b>	1-8
2.	Powers and duties of officers and employees <b>[Section 4(1)(b)(ii)]</b>	9-13
3.	Procedure followed in decision-making process <b>[Section 4(1)(b)(iii)]</b>	14
4.	Norms set for the discharge of functions <b>[Section 4(1)(b)(iv)]</b>	15
5.	Rules, regulations, instructions, manuals and records for discharging functions <b>[Section 4(1)(b)(v)]</b>	16
6.	Statement of categories of documents that are held by it for its control <b>[Section 4(1)(b)(vi)]</b>	17
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>	18
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>	19
9.	Directory of officers and employees <b>[Section 4(1)(b)(ix)]</b>	20-22
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>	23-26
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>	27-28
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 authorizations 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.

The Ministry of Tribal Affairs functions under the overall guidance of the Union Minister of Tribal Affairs assisted by Ministers of State.

Secretary in the Ministry is assisted by three 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, four Deputy Secretaries, one Joint Director, nine Under Secretaries, six Deputy Directors, one Assistant Director, one Research Officers, ten Section Officers.

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

National Commission for Scheduled Tribes (NCST);  
Tribal Cooperative Marketing Federation of India (TRIFED)  
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**

7 <sup>th</sup> Floor, A-Wing, Shastri Bhavan New Delhi-110001	Grounds Floor & 1 <sup>st</sup> Floor, Jeevan Tara Building, Sansad Marg, New Delhi-110001
--	--

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 NSIC Business Park

NSIC Estate, Okhla Phase III, Okhla Industrial Area, New Delhi, Delhi 110020

Ph.-091(11) 71600410, 71600415, 71600420

Email: pers.div.trifed@gmail.com

**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 six 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. **Special Central Assistance:** This Division deals with the following subjects:
  - i. Special Central Assistance to Tribal Sub Plan
  - ii. Multilateral (UNDP, IFAD etc.)
  
2. **Grants:** This Division deals with the following subjects:
  - i. Grants under Article 275(1) of the Constitution of India
  - ii. Organizing PAC meetings.

**3. PVTG:** This Division deals with the following subjects:

- i. 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

**4. EMRS:** This Division deals with the following subjects:

- i) EMRS related issues

**5. Administration & Establishment Division:** This Division deals with the following subjects:

- i. All services matters pertaining to Group A, B & C officials of Ministry and personal staff of Ministers.
- ii. Transfer/posting and Work distribution among Sections
- iii. Framing / amendment of RRs and filling ex-cadre posts.
- iv. Training/Workshops/seminars related matters
- v. APARs / Pension / Property returns related issues
- vi. Consultants / Outsourced DEOs related matters
- vii. Medical reimbursement / Tuition fees / LTC / Advances / Honorarium
- viii. AVMS / CSCMS portal related matters
- ix. Passport related issues
- x. All housekeeping matters pertaining to the secretariat of the Ministry.
- xi. Management of Vehicles / Telephone / Newspapers / DTH etc.
- xii. Procurement of Hardware/Software (furniture/computer/stationery etc.)
- xiii. Organizing various meetings / farewells / conferences in and outside Ministry
- xiv. Record Room
- xv. CR Section
- xvi. Bills and Accounts related matters
- xvii. Salary bills / Income tax / Form – 16 / GPF / LTC adjustments
- xviii. Tour & travel matters / TA - DA bills / HBA Advances
- xix. Service verification / PBR maintenance

**5. NGO Division:** This Division deals with the following subjects:

- i. All matters pertaining to release of grants to NGO

**6. Integrated Finance Division:** This Division deals with the following subjects:

- i. Finance (IFD)
- ii. Demands for grants
- iii. Financial performance
- iv. Monitoring of outcomes

- v. Compilation of scheme wise expenditure in North Eastern States
- vi. Audit

**7. Constitutional & Legislative Matters Division:** This Division deals with the following subjects:

- i. All Schedule V Areas, including Governors' Report and Tribal Advisory Councils (TACs).
- ii. PRI / PESA
- iii. ITDP/ITDA, MADA Cluster
- iv. Legal and constitutional matters relating to scheduling/rescheduling of list of STs.
- v. Scheduling / rescheduling of list of STs.
- vi. Matters pertaining to Reservation for STs

**8. Livelihood:** This Division deals with the following subject:

- i. The Tribal Co-operative Marketing Development Federation of India Ltd. (TRIFED)
- ii. Minor Forest Produce (MFP) Marketing
- iii. NSTFDC related issues including Administrative issues
- iv. Skill Development matters & coordination
- v. Health and AYUSH Gaps (including Sickle Cell Anemia)

**9. NCST Division:** This Division deals with the following subjects:

- i. All matters pertaining to NCST (including Administration)
- ii. All matters pertaining to Atrocities on ST and Regulations

**10. Public Grievances & Policy Analysis Division:** This Division deals with the following subjects:

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

**11. Parliament and Coordination:** This Division deals with the following subjects:

- i. Parliament matters
- ii. Coordination within Ministry and coordination regarding Cabinet notes / EFC / SFC memo recd. from other Departments / Ministries

- iii. E - Samiksha
- iv. Monitoring of LIMBS
- v. Republic Day – Tribal Guests
- vi. RTI matters – Nodal Division for forwarding these applications to concerned division

**12. Statistics Division:** This Division deals with the following subjects:-

- i. MOTA Annual Reports
- ii. Evaluation of TD Programmes
- iii. Gender Budgeting Issues
- iv. World Bank matters
- v. Statistics including infrastructure Gaps; Maps; Analysis of Data
- vi. Science & Technology in Tribal Development.
- vii. Output Outcome Monitoring Framework (OOMF)

**13. Forest Right Act:** This Division deals with the following subjects:-

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

**14. Scholarship & DBT:** This Division deals with the following subjects:-

- i. Scholarship
- ii. DBT Cell of the Ministry

**15. TRIs & Media:** This Division deals with the following subjects:-

- i. TRI including Annual Plans
- ii. Tribal Museums
- iii. All Media related matter
- iv. Research (including Centre of Excellence)
- v. Tribal Festival including National Tribal Carnival

**16. Vigilance:** This Division deals with the following subject:

- i. All Vigilance matters pertaining to Ministry of Tribal Affairs
- ii. Vigilance related complaints from CVC and other Ministries

**17. STC Monitoring:** This Division deals with the following subject:

- i. All matters relating to STC component at Central & State level

**18. Official Language Division:** This Division deals with the following subject:

- i. All matters relating to Official Language in Ministry of Tribal Affairs

**Section 4 (l) (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(l)(b)(iv) & (v). A copy of channel of submission is available on Ministry's website: <https://tribal.gov.in>

**Section 4 (l) (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 2017 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 (l) (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 (l) (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 (l) (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(l) (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	011-23062153 (O) 011-23062154 (O) 011-23062158 (FAX)
3.	Shri Bishweswar Tudu Hon'ble Minister of State	011-23070580 (O) 011-23070669 (O)
4.	Sh. Anil Kumar Jha Secretary (Tribal Affairs)	011-23381652 (O) 011-23073160 (FAX)
5.	Ms. R Jaya Joint Secretary	011-23383622 (O)
6.	Dr. Naval Jit Kapoor Joint Secretary	011-23073489 (O)
7.	Sh. A.K Singh Joint Secretary	011-23340468 (O)
8.	Ms. Yatinder Prasad Joint Secretary & Financial Adviser	011-23071022 (O)
9.	Sh. Biswajit Das Deputy Director General	011-23340471(O)
10.	Sh. Shiv Singh Meena (Economic Adviser)	011-23363176 (O)
11.	Sh. Anil Kumar Addepally Director	011-23073706 (O)
12.	Sh. Rajender Kumar Director	011-23383965 (O)
13.	Ms. Athira S. Babu Director	011-23340272 (O)
14.	Shri Manoj Bapna, Director	011-23070508 (O)
15.	Sh. Vijay Gopal Mangal Director	011-23340273 (O)
16.	Sh. Mukesh Kumar Deputy Secretary	011-23383303 (O)
17.	Sh. Manoj Kumar Singh Deputy Secretary	011-23340270 (O)
18.	Sh. Vaibhav Goyal Deputy Secretary	011-23340470 (O)

19.	Ms. R. Mythili Deputy Secretary	011-23386893 (O)
20.	Sh. Satyendra Kumar Joint Director	011-23340463 (O)
21.	Sh. Nadeem Ahmad Under Secretary	011-23343708 (O)
22.	Sh. Uttam Kumar Kar Under Secretary	011-23340473 (O)
23.	Sh. K. Chandra Sekhar Under Secretary	011-23380068 (O)
24.	Smt. Reema Sharma Under Secretary	011-23387187 (O)
25.	Sh. Jeewan Kumar Under Secretary	011-23387007 (O)
26.	Sh. Ashgar Ali Under Secretary	011-23340455 (O)
27.	Sh. Manoj Kumar Jha Under Secretary	011-23340466 (O)
28.	Sh. Arvind Mudgal Under Secretary	011-23340462 (O)
29.	Sh. H. Chinzason Under Secretary	011-23363709 (O)
30.	Sh. Biswa Bihari Panigrahi Deputy Director	011-23381903 (O)
31.	Sh. Sumanta Chakraborty Deputy Director	011-23340478 (O)
32.	Shri D. C. Ray Deputy Director	011-23340472 (O)
33.	Sh. R.K.Verma Deputy Director	011-23340278 (O)
34.	Sh. Manoj Kumar Research Officer	011-23383728 (O)
35.	Sh. Sushil Bading Section Officer	011-23389535 (O)
36.	Ms. Heera Kataria Section Officer	011-23340473 (O)
37.	Sh. R. S. Meena Section Officer	011-23386980 (O)
38.	Ms. S. K.Jolly Section Officer	011-23340278 (O)
39.	Sh. Veer Vikaram Section Officer	011-23387512 (O)
40.	Sh. Kamraj Malik Section Officer	011-23387469 (O)
41.	Sh. Ashok Kumar Section Officer	011- 23381903 (O)

42.	Sh. Ram Narayan Section Officer	011- 23386952 (O)
43.	Sh. S. G. Timothy Section Officer	011- 23340472 (O)
44.	Ms. Deepa Joshi Section Officer	011- 23070580 (O)

## Section 4 (l)(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

Sr. No.	Employee Name	Designation	Pay Level	Paid Basic Total
1	Shri Anil Kumar Jha	Secretary	17	225000
2	Dr. Naval Jit Kapoor	Joint Secretary	14	211800
3	Ms. Rangachar Jaya	Joint Secretary	14	211800
4	Ms. Yatinder Prasad	Joint Secretary And Financial Advisor	14	211800
5	Shri A K Singh	Joint Secretary	14	193800
6	Shri Biswajit Das	Deputy Director General	14	172200
7	Shri Shiv Singh Meena	Economic Advisor	14	162300
8	Dr. A Anil Kumar	Director	13	155900
9	Shri Manoj Bapna	Director	13	191800
10	Shri Rajender Kumar	Director	13	165400
11	Shri Vijay Gopal Mangal	Director	13	134500
12	Ms. Athira S Babu	Director	13	142700
13	Shri Satyendra Kumar	Joint Director	12	102800
14	Shri Mukesh Kumar	Deputy Secretary	13	130600
15	Shri Manoj Kumar Singh	Deputy Secretary	12	109100
16	Ms. R Mythili	Deputy Secretary	12	94100
17	Shri Vaibhav Goyal	Deputy Secretary	12	86100
18	Shri Satish Kumar	Senior PPS	12	102800
19	Shri Arvind Mudgal	Under Secretary	11	88400
20	Shri Asghar Ali	Under Secretary	11	91100
21	Shri H Chinzason	Under Secretary	11	91100
22	Shri Jeewan Kumar	Under Secretary	11	91100
23	Shri K Chandra Sekar	Under Secretary	11	102500
24	Shri Manoj Kumar Jha	Under Secretary	11	91100
25	Shri Nadeem Ahmad	Under Secretary	11	91100
26	Ms. Reema Sharma	Under Secretary	11	91100
27	Shri Uttam Kumar Kar	Under Secretary	11	102500

28	Ms. Deepika Satija	Principal Private Secretary	11	88400
29	Shri G Rajesh	Principal Private Secretary	11	91100
30	Shri Harvinder Singh	Principal Private Secretary	11	88400
31	Shri Lakshmi Naryain	Principal Private Secretary	11	88400
32	Ms. Madhu Sawhney	Principal Private Secretary	11	74000
33	Shri Biswa Bihari Panigrahi	Deputy Director	11	93800
34	Shri Dhiraj Chandra Ray	Deputy Director	11	71800
35	Shri Rahul Kumar	Deputy Director	11	69700
36	Shri Ramesh Kumar Verma	Deputy Director	11	71800
37	Shri Sumanta Chakraborty	Deputy Director	11	76200
38	Shri Ved Prakash Meena	Deputy Director	11	96600
39	Shri Dinesh Kumar Jha	Additional Private Secretary	10	90000
40	Shri Tej Singh	Senior Accounts Officer	10	90000
41	Shri Sanjay Kumar	Assistant Director (OL)	10	84900
42	Shri Manoj Kumar	Research Officer	10	57800
43	Shri Ashok Kumar	Section Officer	10	69000
44	Ms. Deepa Joshi	Section Officer	10	82400
45	Ms. Heera Kataria	Section Officer	10	84900
46	Shri K R Malik	Section Officer	10	69000
47	Shri Rohtas Singh Meena	Section Officer	10	82400
48	Shri Sushil Bading	Section Officer	10	73200
49	Shri Ram Narayan	Section Officer	8	62200
50	Shri S G Timothy	Section Officer	8	60400
51	Shri S K Jolly	Section Officer	8	68000
52	Shri Veer Vikram	Section Officer	8	74300
53	Shri Guru Dutt	Private Secretary	10	77700
54	Ms. Rekha Kumar	Private Secretary	10	82400
55	Ms. Renu Sharma	Private Secretary	10	82400
56	Ms. Rashmi Manchanda	Private Secretary	9	82600
57	Shri Gaya Prasad	Private Secretary	8	58600
58	Shri Sanjay Kumar	Assistant Accounts Officer	9	61500
59	Shri Banshi Bihari Dutta	Assistant Private Secretary	8	50500
60	Shri Sandeep Mukherjee	Assistant Private Secretary	8	50500
61	Shri Shashank Gupta	Assistant Private Secretary	8	58600
62	Shri Gopal Sinha	First P A	8	50500
63	Shri Sudhakar Chowdhury	First P A	8	50500
64	Shri Aditya Gosain	Assistant Section Officer	7	53600

65	Shri Ankit Arora	Assistant Section Officer	7	50500
66	Shri Anurag Sharma	Assistant Section Officer	7	53600
67	Shri Brajesh Kumar Singh	Assistant Section Officer	7	53600
68	Ms. Deblina Maity	Assistant Section Officer	7	55200
69	Shri Dixit Papanai	Assistant Section Officer	7	53600
70	Ms. Kajal Dixit	Assistant Section Officer	7	44900
71	Shri Kundan Kumar	Assistant Section Officer	7	49000
72	Shri Mahipal Singh Khokhar	Assistant Section Officer	7	49000
73	Shri Mukesh Kumar Yadav	Assistant Section Officer	7	53600
74	Shri Naveen Bhardwaj	Assistant Section Officer	7	46200
75	Shri Rahul Kumar	Assistant Section Officer	7	53600
76	Shri Sandeep	Assistant Section Officer	7	53600
77	Shri Sanjay Kumar Sharma	Assistant Section Officer	7	53600
78	Ms. Shikha	Assistant Section Officer	7	49000
79	Ms. Shweta Gautam	Assistant Section Officer	7	56900
80	Shri Subhash Kumar	Assistant Section Officer	7	53600
81	Shri Vikas	Assistant Section Officer	7	49000
82	Shri Vikram	Assistant Section Officer	7	53600
83	Shri Vinay	Assistant Section Officer	7	44900
84	Shri Satbir Singh	Personal Assistant	7	56900
85	Shri Anil Kumar Rawat	Second P A	7	52000
86	Shri Sarvan Singh Baghel	Second P A	7	47600
87	Ms. Archana	Senior Translation Officer	7	66000
88	Shri Kushal Kumar Shaw	Junior Hindi Translator	6	41100
89	Shri Shivam Tripathi	Junior Translation Officer	6	35400
90	Ms. Sneha Lata Panda	Language Personal Assistant	6	37600
91	Shri Ritesh Kumar	Senior Accountant	6	38700
92	Shri Pramod Kumar	Stenographer Grade D	6	39900
93	Shri Kunal Negi	Stenographer Grade D	4	31400
94	Shri Bharat Singh Rathore	Stenographer Grade D	4	25500
95	Shri Harshwant Singh	Stenographer Grade D	4	34300
96	Ms. Jayita Das	Stenographer Grade D	4	25500
97	Shri Mukesh Kumar Bisht	Stenographer Grade D	4	25500
98	Ms. Pooja Agarwal	Stenographer Grade D	4	32300
99	Ms. Sandhya Meena	Stenographer Grade D	4	28700
100	Shri Devender Kumar	Staff Car Driver	4	42200
101	Shri Khem Chand Chitra	Staff Car Driver	3	28400

102	Shri Khem Chand	Junior Secretariat Assistant	4	42200
103	Shri Arvind Swansi	Lower Division Clerk	2	21100
104	Shri Kamal	Lower Division Clerk	2	24500
105	Shri Mandeep	Lower Division Clerk	2	21700
106	Shri Joginder Das	Multi Tasking Staff	4	38600
107	Shri K Gopal	Multi Tasking Staff	3	37200
108	Shri Kailash Kumar	Multi Tasking Staff	3	37200
109	Shri Pan Singh	Multi Tasking Staff	3	37200
110	Shri Raghubinder Singh	Multi Tasking Staff	3	37200
111	Shri Bablesh Kumar	Multi Tasking Staff	2	35000
112	Shri Mithilesh Sinha	Multi Tasking Staff	2	35000
113	Shri Ved Prakash	Multi Tasking Staff	2	25200
114	Shri Ankur Bhadauria	Multi Tasking Staff	1	18000
115	Shri Mohammad Altamash	Multi Tasking Staff	1	18000
116	Ms. Poonam	Multi Tasking Staff	1	18000
117	Shri Raj Kumar	Multi Tasking Staff	1	33400
118	Shri Ram Kumar	Multi Tasking Staff	1	18000
119	Shri Ram Das	Multi Tasking Staff	1	33400
120	Ms. Sonali	Multi Tasking Staff	1	18000
121	Shri Umesh Prasad	Multi Tasking Staff	1	33400
122	Shri Janardan Kumar Kunwar	Peon	1	19100
123	Shri Pankaj Kumar Goel	Peon	1	22800
124	Shri Raj Kumar Samant	Peon	1	19100
125	Shri Santosh Sahu	Peon	1	19100

**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/ Non-Schemes of Ministry for BE RE EXP. 2018-19 to 2020-21 and BE 2021-22 is at **Annex.-I**

## Ministry of Tribal Affairs

## BE/RE/ Exp. for the year 2018-19 to 2021-22 (Schemes and Non- Scheme )

(Rs. in crore)

S.No	Name of Scheme	BE	RE	EXP.	BE	RE	EXP.	BE	RE	EXP.	BE	Exp. (As on 30.11.2021)
		2018-19			2019-20			2020-21			2021-22	
<b>(A) Schemes</b>												
1	SCA to TSP	1350.00	1350.00	1349.81	1350.00	1350.00	1349.86	1350.00	800.00	799.49	1350.00	1.10
2	Grants under Article 275 (1)	1800.00	1820.00	1819.82	2662.55	2662.55	2662.53	1350.00	800.00	800.00	1350.00	134.30
3	Grants to ASSAM Govt. under clause (a) of the Second proviso to Article 275 (1) of the Constitution	0.01	0.00	0.00	0.01	0.00	0.00	0.01	0.00	0.00	0.01	0.00
4	EMRS	0.00	0.00		0.31	16.22	16.21	1313.23	1200.00	1200.00	1418.04	767.70
5	Support to NSTFDC	65.00	65.00	65.00	80.00	80.00	80.00	150.00	0.00	0.00	0.01	0.00
6	Van Bandhu Kalyan Yojna	0.01	0.00	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	Aid to Voluntary Organizations working for the Scheduled Tribes	130.00	120.00	114.00	110.00	110.00	94.84	110.00	60.00	59.66	110.00	34.30
8	Development of Particularly Vulnerable Tribal Group (PTG)	260.00	250.00	250.00	250.00	250.00	250.00	250.00	140.00	140.00	250.00	2.52
9	Institutional Support for Development and Marketing of Tribal Products.	54.15	72.50	72.50	83.00	128.50	128.50	140.00	105.00	105.00	150.00	56.50
10	Support to Tribal Research Institutes (TRIs)	100.00	100.00	99.99	100.00	110.00	109.98	110.00	60.00	60.00	120.00	6.45
11	Minimum Support Price for Minor Forest Produce (MSP for MFP)	130.00	97.47	96.85	130.00	190.00	164.64	152.51	85.74	82.86	155.00	57.50
12	National Fellowship and Scholarship for Higher Education of ST students	100.00	100.00	99.98	100.00	100.00	99.89	100.00	120.00	120.00	150.00	75.90
13	Scholarship to the ST Students for Studies Abroad	2.00	2.00	2.00	2.00	2.00	1.90	2.00	4.76	4.76	3.00	0.41
14	Pre-Matric Scholarship	350.00	310.00	311.50	340.00	440.00	440.00	400.00	250.00	248.90	400.00	324.96
15	Post-Matric Scholarship	1586.00	1643.03	1647.56	1613.50	1826.39	1863.33	1900.00	1833.00	1830.18	1993.00	1394.76
16	Tribal Festivals, Research Information & Mass Education	25.00	25.00	23.35	24.00	24.00	23.23	24.00	12.00	9.00	30.00	3.86
17	Monitoring and Evaluation	5.00	2.50	2.42	2.50	4.00	3.83	4.00	2.00	1.82	5.00	1.41
18	Improving Development Programmes in the Tribal Areas	0.01	0.00	0.00	0.01	0.00	0.00	0.01	0.00	0.00	0.01	0.00
	<b>Sub- Total (Schemes)</b>	<b>5957.18</b>	<b>5957.50</b>	<b>5954.78</b>	<b>6847.89</b>	<b>7293.66</b>	<b>7288.74</b>	<b>7355.76</b>	<b>5472.50</b>	<b>5461.67</b>	<b>7484.07</b>	<b>2861.66</b>
<b>(B) Non- Schemes</b>												
1	Secretariat	27.76	27.76	27.22	30.50	31.84	26.68	35.21	25.35	24.37	29.80	22.39
2	National Commission for Scheduled Tribes (NCST)	15.06	14.74	12.58	16.57	14.66	12.27	20.03	10.15	8.60	11.00	8.55
	<b>Sub- Total (Non- Schemes)</b>	<b>42.82</b>	<b>42.50</b>	<b>39.80</b>	<b>47.07</b>	<b>46.50</b>	<b>38.95</b>	<b>55.24</b>	<b>35.50</b>	<b>32.97</b>	<b>40.80</b>	<b>30.94</b>
<b>Grand Total (Schemes+ Non Schemes)</b>		<b>6000.00</b>	<b>6000.00</b>	<b>5994.58</b>	<b>6894.96</b>	<b>7340.16</b>	<b>7327.69</b>	<b>7411.00</b>	<b>5508.00</b>	<b>5494.64</b>	<b>7524.87</b>	<b>2892.60</b>

Updated on 28.06.2021 as per Appropriation Account Stage II. Further updated expenditure of 2016-17 as per DDG 2018-19.

**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 (l) (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 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.