

No. 48016/1/2022-Estt
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi

Dated: 28.03.2023

To

1. Chief Secretary to State Govt./UT Administration (All States/UTs)
2. Principal Secretary/ Secretary (in charge of (Tribal Development) (All States/UTs))

Subject: Guidelines for implementing the scheme “Administrative Costs to States/UTs for implementation of the Schemes” -regarding.

Sir/Madam,

I am directed to enclose herewith a copy of Guidelines for implementation of the scheme of “Administrative Costs to States/UTs for implementation of the Schemes”

- 2 This issues with the approval of competent authority.

Encl: - As above

Yours faithfully


(Reema Sharma)

Under Secretary to the Govt. of India

Tel: 011-2338718

Copy forwarded for information and necessary action to:

1. CEO, NITI Aayog, New Delhi
2. Secretary, National Commission for STs
3. Principal Secretary/Secretary, Finance Department of States (with notified STs)
4. Principal Secretary/Secretary, Planning Department of States (with notified STs)

Copy forwarded for information to:

- (i) PS to MTA/ Addl PS to MoS(TA)-RS / PS to MOS(TA)-BT
- (ii) PPS to Secretary(TA)
- (iii) All Bureau Heads in Ministry of Tribal Affairs

Administrative Cost to States/UT for implementation of the schemes

1. Background:

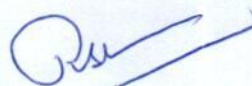
Ministry of Tribal Affairs (MoTA) was set up in 1999 with the objective of providing a integrated and focused approach to the socio-economic development of the Scheduled Tribes. It is the nodal Ministry for the overall policy and planning the programs for development and welfare of Scheduled Tribes through financial assistance, supplements the efforts of the other Central Ministries/Departments, the State Governments and Voluntary Organizations, and to fill critical gaps considering the needs of Scheduled Tribes.

1.1. A significant portion of the funds available with MoTA is utilized through the State/UT Government under various schemes, as follows:

- i). Pre-Matric Scholarship
- ii). Post Matric Scholarship
- iii). Special Central Assistance to Tribal Sub-schemes (now Special Central Assistance for Integrated Tribal Village Development)
- iv). Scheme under proviso to Article 275(1) of the Constitution
- v). Eklavya Model Residential Schools
- vi). Development of Particularly Vulnerable Tribal Groups
- vii). Support to Tribal Research Institutes
- viii). Livelihood interventions (MSP to MFP etc.)

1.2 Apart from the schematic allocation, there are several other initiatives where States/UT play a key role in implementation and monitoring. Some of these initiatives are as follows:

- i). Implementation of Forest Rights Act, 2006
- ii). Constitution and Legal Matters (scheduling of communities, Annual Report of Governors etc.)
- iii). Utilization of funds under Scheduled Tribe Component of State and Union Government.
- iv). Protection to Scheduled Tribes and Redressal of grievances.
- v). Tribal Health issues

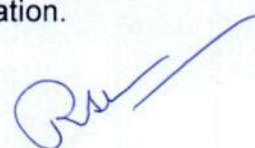


1.3. In the recent few years, MoTA has taken several significant initiatives for digitization of schemes and processes.

Some of the major portals developed in this context where States/UT are a key stakeholder are as follows:

Scheme/ Initiative	URL
ADIGRAMS(Grants under Article 275 (1), SCA to TSS, PVTGs)	https://grants.tribal.gov.in
Eklavya Model Residential Schools	https://emrs.tribal.gov.in
Pre and Post Matric Scholarship Scheme	https://dbttribal.gov.in
National Fellowship Scheme	https://fellowship.tribal.gov.in
National Scholarship Scheme (Top Class)	https://scholarships.gov.in
NGO Grants	https://ngo.tribal.gov.in/
Adiprashikshan	https://adiprashikshan.tribal.gov.in
Tribal Research Institute (TRI)	https://tritribal.gov.in
Tribal Digital Document Repository	https://repository.tribal.gov.in
Forest Rights Act	https://forestrights.nic.in/
Scheduled Tribe Component (STC)	https://stcmis.gov.in
Tribal Health	https://swasthya.tribal.gov.in

1.4. Role of States/UT is very crucial in implementation of various interventions of MoTA, both schematic and non-schematic. To make their role more effective and efficient it is important that adequate support is provided to the States/UT to establish appropriate systems to formulate, implement and monitor the entire project cycles right from conceptual stage to implementation and evaluation.



1.5. Previously, the administrative support to the States/UTs was given through the respective grant provisions while releasing grants under different schemes. Multiple monitoring units under different schemes cause difficulty for supervision at the level of Ministry. Such individual monitoring also creates silos in government programs, resulting in lack of integration.

To overcome this challenge, and to provide comprehensive support to the State/UT Government it has become imperative to consolidate the provisions under the component of administrative expenses. It is therefore proposed to support one integrated monitoring unit for ST Welfare/Development program in State/UT through combining the provisions for administrative expenses under individual schemes. The State Project Monitoring Units (SPMU) are mandated to monitor Tribal Welfare programs and implementation of provisions of various Acts in letter and spirit. While the planning of State Tribal Sub Plan (TSP) is the main priority, a close coordination with the Centre and Gap based planning is other major responsibility as there is a huge deficiency as far as Gap analysis is concerned.

2. Objective:

Main objectives of funding are to:

- i). Establish State/UT Programme Management Unit for effective planning, implementation and monitoring of various schemes funded and supported by MoTA for development and welfare of tribals.
- ii). Regularly update portals of various schemes and initiatives of MoTA in coordination with Central PMU.
- iii). Monitor important statutory and policy-based interventions, which may not have any separate support of grant funds.
- iv). Provide financial and physical details in respect of the projects implemented under various schemes and programmes.
- v). Analyse the implementational efficiency of the scheme, so as to provide inputs for future corrections.

3. Components to be covered:

3.1 Functions of the State Programme Management Unit:

- i). To ensure compliance of the requirements under various schematic interventions as outlined in **Annexure**.



- ii). setting up of systems and mechanisms, especially ICT for effective implementation and monitoring of different government programmes and schemes for tribal development and welfare.
- iii). monitoring of the physical and financial progress of tribal development schemes – Central as well as State
- iv). strengthening data collection and data analytic capacities through improved capacities and tools from state to district level collection, collation, and analysis of data about efficient utilization of fund and outreach of the programme.
- v). design training and capacity building frameworks/programmes for field functionaries
- vi). conceptualizing, designing and piloting of innovative interventions and database management.
- vii). facilitate convergence with other Departments on effective planning and utilization of Tribal Sub Plan Schemes
- viii). documentation of best practices, case studies and scalable models
- ix). Knowledge management and information dissemination through various mediums
- x). To render effective inputs to the Tribes Advisory Council of the States at the stage of Project formulation itself and adopt a focused approach.
- xi). To give credible inputs for annual Reports of the Governors for Administration of Schedule V area.
- xii). any other task assigned by MoTA and State Govt in respect of programmes and schemes of tribal development and welfare.

3.2 Structure of the State/UT Programme Management Unit:

The Project Management Unit will have a pool of experts having the required technical expertise needed to support and improve the efficiency of different programmes and schemes.

The PMU will provide technical expertise in different domains such as education, health, livelihood, Forest Rights Act 2006 and other constitutional/statutory matters for various schemes/programmes being implemented with support from MoTA, along with experts in the cross-cutting areas like Monitoring and Evaluation, Research, Documentation, Data Analytics, Training and Capacity building, with support team for data entry and web management.



The broad structure of the PMU can be as follows:

3.2.1 State PMU will be headed by the Commissioner/Director Tribal Development/Welfare, who will be the focal point for coordinating with the PMU in the Ministry of Tribal Affairs.

State PMU will be located in a safe structure within the premises of a government building. It can be co-located at the State Data Centre/State NIC Centre. No expenditure will be incurred under this scheme for construction of any new building for this purpose.

3.2.2. The technical resource team will consist of Programme Assistants/Data Entry Operators, and will be headed by a Programmer. Depending on the requirement, a statistical Assistant may also be hired. In larger States, the PMU technical resource team may be headed by a systems Analyst.

3.2.3. No specific manpower is prescribed, as there may be different levels of data base needs in different States/UTs, depending on the population of STs, area to be served under tribal development programmes, number of STC/TSP schemes, and other related factors. Generally, 5 to 15 persons may be hired depending on the requirement and size of the PMU. In case requirement is more than 15 persons in PMU, States/UT may send proposal to the Ministry justifying the higher requirement. However, the number of technical manpower in the PMU should be reasonable and be optimally utilised among various programmes and schemes of tribal welfare and development.

3.2.4. Hiring of manpower for SPMU will be done in accordance with the guidelines applicable in the State/UT for procurement of services. No permanent post will be created for this purpose. Secretary/Commissioner, Tribal Development will supervise the process of hiring of manpower for SPMU, and shall ensure that all necessary procedures are followed. While procurement of services will be done following procedures, care shall be taken that no contractual liability is created. Ministry of Tribal Affairs/Government of India shall not be responsible for any contractual liability in respect of the manpower of the SPMU. The responsibility of ensuring statutory compliances in respect of labour laws, wage payment, PF contribution, payment of necessary taxes, etc. shall be with the SPMU/State or UT Government.

3.2.5. While deciding about the qualification of the technical manpower for SPMU, the equivalent specifications of NIC will be the basis. Remuneration may be decided depending on the prevalent rates, subject to a maximum of the equivalent remuneration by NIC. Care should be taken to pay remuneration as a consolidated sum, without giving any scale of pay or without giving any DA/HRA or other allowances.

3.2.6. In case hiring is not done on individual basis, but through a service provider agency, care shall be taken to bind the agency to provide replacement of an equivalently competent person if the serving person discontinues or is discontinued.



3.2.7. Technical staff for SPMU will not be hired for any one specific scheme like Scholarship or PVTG Development; but will serve the PMU as a whole, and will be utilised in non-Scheme domains also, like in management of FRA database, STC/TSP implementation, documentation, etc.

However, no personnel hired for SPMU shall be utilised for any work beyond the activities assisted/facilitated by the Ministry of Tribal Affairs.

3.2.8. SPMU personnel will also be expected to be conversant with PFMS/GFR processes, and will undergo prescribed training for this purpose. SPMU will not hire any separate staff for accounts or administration.

3.2.9. Computer hardware can be procured including desktop, laptop, printers. One photocopy machine may also be procured for the State PMU, if needed. Necessary AMC should also be done.

3.2.10. Depending on the requirement, 5 to 15 desktop/laptop computers can be procured, along with necessary peripherals. It may be ensured that the desktop/laptop computers are used only for the purpose of PMU.

A technical Advisory Committee under the Commissioner/Director Tribal Development/Welfare with the State NIC Officer, a senior officer from Department of IT/e-Governance and a senior officer from Department of Finance may decide about the requirement and technical specifications, and also supervise the process of procurement, including deciding the technical and financial bids, in accordance with the approved procedure of transparent procurement and delegation of financial powers.

3.2.11. No expenditure should be incurred for purchase of the vehicle. Vehicle for the purpose of field visits may be hired based on the need.

3.3. The structure of the PMU shall be modular depending on the quantum of work and share of allocation of the respective States/UTs. However, States/UT shall have to give priority to important schemes/ interventions supported by MoTA for the respective State. Updation of portals of MoTA will take precedence over any other tasks and compilation/submission of essential reports as needed by the Ministry of Tribal Affairs will be done promptly.

4. Evaluation/ Social Audit/ Other Administrative Expenses:

Financial support provided to States/UT has been increasing over the years. It is therefore important and critical to ensure that these funds, reach the intended beneficiaries and result in better physical and financial outcomes. Funds under this scheme can therefore be utilized by States/UT for carrying out periodic evaluations of various schemes, social audits involving reputed organizations and for other administrative expenses towards better administration and monitoring of various schemes and initiatives of Ministry of Tribal Affairs

5. Financial Management:

5.1 The State/UT wise share of allocation will be worked out and will be conveyed to the State/UT Government by MoTA. The criteria for allocation of funds is as under:

a) 2/3rd weightage to proportion of ST population in the State as per latest census to total ST population.

(b) 1/3rd weightage to proportion of tribal dominated areas (i.e. Districts where tribal population is 25% or more and LWE affected Districts).

However, there shall be a minimum share of at least Rs. 40 lakh per State

5.2 The share of allocation will be dependent on the availability of budgetary grants, receipt of necessary utilization certificates, and the approved action plan.

5.3 State/UT Government will submit a proposal in the beginning of the financial year indicating the structure of the PMU including the number of personnel to be hired and other activities to be carried out as per the guidelines.

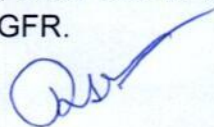
5.4 The financial support being sought should be within the share of allocation communicated to the State/UT by MoTA, and in accordance with these guidelines.

5.5 Normative allocation indicated in the beginning of a financial year will be subject to change on account of low utilisation, revised estimates, or any specific reason conveyed by the Ministry of Tribal Affairs.

5.6 The financial support to SPMU under this scheme may change/end after the end of the financial year 2025-26.

5.7 After making releases under this scheme, no grant will be released under the administrative component of any other scheme separately. It is expected that administration, management and monitoring of all schemes for tribal welfare and development, as initiated by Ministry of Tribal Affairs will be done through the integrated SPMU.

5.8 Ownership of physical and intellectual assets created or acquired out of funds released by Ministry for setting up of SPMU, shall vest in the Ministry and handling of these assets shall be in accordance with the GFR.



6. Monitoring Mechanism

The Secretary Tribal Affairs and all the concerned bureau heads in Ministry of Tribal Affairs will review the functioning of the SPMU on a quarterly basis so as to ensure that the purpose for which the SPMU are set up is served.

7. Change in the provisions of the scheme

The provisions of this Scheme can be changed at any time with the approval of Minister of Tribal Affairs, Government of India.



Scheme/ Intervention wise Responsibility

1. Scholarship Schemes:

- i). To be registered on the Portal. Login ID and Password will be issued to Principal Secretary/Secretary of the state, who is the administrator and other officials, including the Nodal officer looking after Scholarship division and technical person responsible for sharing the data.
- ii). To inform MoTA in case of transfer/retirement/ or change of officer so that only authorized user can use portal and facilitate MoTA in adding or Deactivate users. The SMS/e-mail will go to the officers registered on portal.
- iii). To upload the beneficiary wise details when the amount has been disbursed to the beneficiaries preferably by web services.
- iv). To upload UCs and SOEs through portal for releasing further fund as applicable.
- v). To furnish data of beneficiaries and expenditure under the scheme, to Government of India, regularly in the prescribed format for this purpose.
- vi). To undertake regular checking of portal for important notice or correspondence by MoTA.
- vii). The States/UTs are required to designate a technical person for coordination with MoTA to resolve issues of data, fund mismatch, PFMS issues etc.

2. ADIGRAMS (Article 275 (1) and PVTGs)

- i). Create project proposals and submit to Ministry of Tribal Affairs under Article 275(1) and CCD to PVTGs for approval by Project Appraisal Committee.
- ii). Upload information/ data related to projects starting from creation of projects, submission of proposal, approval, allocation and utilization of resources, physical progress, beneficiaries reached, geographical coverage on real time basis.
- iii). Upload legacy data for approved sanctioned projects of previous FYs (since 2017-18 or of projects sanctioned prior to 2017-18 but not yet completed) on ADIGRAMS portal for full project cycle.
- iv). Facilitate registration of state/district or below level Implementing Agencies for project execution.



- v). Allocate funds sanctioned to each project to Implementing Agencies using the portal/update the portal.
- vi). Upload progress of ongoing/ completed projects along with evidence like photographs/ videos/beneficiaries' details etc. on real time basis.
- vii). Upload financial progress, generate/upload Utilization Certificates.
- viii). Geo-tag assets and map projects on the portal.
- ix). Undertake project monitoring using Inspection Mobile Application of ADIGRAMS to assess the progress at ground.
- x). Use the portal for collating physical and financial progress reports as well as for periodic review and prudent management.
- xi). Use Output & Outcome Management Framework (OOMF) for result-based monitoring of the projects.
- xii). Upload good case studies/best practices/videos/Human impact stories from the field.

3. SCA for ITVD

- i). Identify socio-economic indicators to highlight development deficits of ST population
- ii). Conduct a critical gap analysis to assess the deprivation of STs on identified socio-economic parameters
- iii). Identify priority-areas under TSP in consultation with line Departments to fulfil the objectives of VDP.
- iv). Prepare a comprehensive Perspective Plan and Annual TSP documents considering various sources of funding.
- v). Grant approval for re-appropriation of TSP funds from one department to another after mid-year review to meet the requirement of VDP.
- vi). Undertake scrutiny of the schemes/programmes submitted by the line departments to ensure that :
 - a) concerned departments are providing for STs in their budget and plans funds and guidelines to the same extent as is available to other populations, in proportion to their requirement.
 - b) only those schemes/programmes, that full-fill the criteria of securing direct benefits to ST individuals, households and localities and are aligned to the strategic objectives of VDP are included.

- c) Service delivery standards under various departmental schemes are established and adhered to.
- vii). Design a comprehensive monitoring framework with well-defined indicators.
 - viii). Devise a mechanism for speedy transfer of funds directly to field formations under intimation to District Headquarters, instead of being routed through District Headquarters, by enforcing on them a system of accountability for effective utilization of funds.
 - ix). Conduct evaluation to assess the impact of the interventions under VDP on the socio-economic conditions of STs on regular basis.
 - x). Ensure the follow up of the schemes implemented and maintenance of proper records on assets created etc.
 - xi). Ensure that service delivery is standardized and adhered to in time-bound manner.
 - xii). Ensure transparency and accountability at all levels in the implementation of VDP and dissemination of information electronically relating to schemes/programmes, allocation, and expenditure along with physical targets and achievements in respect of each department and placing this information in public domain.
 - xiii). Ensure that all the institutional mechanisms are established at various levels, i.e., State, District, Block, Gram Sabha etc. as laid down in the guidelines.

4. TRI

- i). The resources in the State PMU will be responsible for uploading the projects and activities in details on Digital Document repository, Virtual Art and Culture Portal, Media (Photo/video) Repository, Migration and other portals developed by MoTA.
- ii). TRI would update fund flow status on portal, updating details of whether the funds given by MoTA for different projects has been received by the TRI from the respective State Government and have been given to respective Implementing Agency.
- iii). A quarterly progress report would be uploaded on portal.
- iv). Conduct field monitoring of the ongoing projects to ensure the implementation of the projects as per the objectives and guidelines and provide feedback and learning to the Ministry for further improvement in the scheme.

5. Forest Rights Act

- i). Updation of FRA portal and submission of MPRs.
- ii). Digitization of recognition rights
- iii). Public Awareness drives



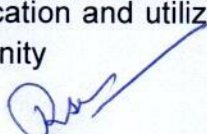
- iv). Capacity building of DLC and SDLC, tribal welfare department and forest department officials and PRIs as well as community leaders
- v). Mapping, Demarcation of land vested under FRA, land surveys,
- vi). Updation of Record of Rights etc.
- vii). Undertaking pre-recognition activities as provided under Section 6 of Forest Rights Act and Forest Rights Rules 6, 8 and 10.
- viii). Undertaking post-recognition activities as provided under Forest Rights Rule 16.

6. NGO Grants

- i). Timely Inspection and submission of Inspection reports at district and State level.
- ii). To maintain data base of the NGO run projects with compliances such as EAT module including regular qualitative checking of expenditure details filed on EAT by NGOs, verification of documents uploaded by NGOs and deficient documents.
- iii). To compile and assess the grading reports of NGOs / complaints & complaint-based reports and follow up with State authorities on them.
- iv). Assist the organizations for filling the registration and application forms, and provide technical support for uploading of key documents, scheme norms, PFMS issues, EAT module, and firsthand support to State / District authorities on online NGO portal
- v). Assist all stakeholders as a dedicated helpline in grievance redressal and coordination with NGOs
- vi). Assist the NGOs in making compliances with the requirement of scheme guidelines and provide regular updates and technical support to the NGOs.
- vii). For uploading data of NGOs and grants released on the Monitoring Dashboards of the Government and as per framework designed by NITI Aayog.
- viii). Conduct training programs and hand holding sessions for the NGOs.
- ix). Monitoring of attendance of students and vehicle GPS tracking reports of ambulances and sharing such reports with NGOs.
- x). Conduct field monitoring of the ongoing projects to ensure the implementation of the projects as per the objectives and guidelines and provide feedback and learning to the Ministry for further improvement in the scheme.

7. STC Monitoring

- i). Assist in development of programme/schemes specific indicators to assess the impact and effectiveness of allocation and utilization of resources under STC for the development of tribal community



- ii). Provide support in analysis of data pertaining to STC for discussion with the line Ministries and the State Governments.
- iii). Any other tasks assigned from time-to-time MoTA and Tribal Welfare Department of the concerned State.

8. Constitution and Legal Matters

- i). Assist in preparation of proposal and related compliances for scheduling of communities.
- ii). Ensure compliance to matters related to report of Governors, submission of comments on the reports of National Commission of Scheduled Tribes (NCST).
- iii). Timely compliance of various legal matters referred to the State/UT Government by MoTA.
- iv). Any other tasks assigned from time-to-time MoTA and Tribal Welfare Department of the concerned State.

9. Tribal Health

- i). Analysis of existing data available in health matters of STs and work out gaps in the health sector.
- ii). Knowledge management and coordination with the stakeholders towards solving health problems.
- iii). Providing hand holding support and technical assistance in preparation of concept note, contextual and customized District Action Plans to Districts in the matter of tribal health.
- iv). Explore the feasibility of convergence of resources and give feedback to the State and Ministry for effective health management.
- v). Sickle Cell management in collaboration with the States and other stakeholders.
- vi). Provide platform for collaboration, monitoring, learning and evaluations with stakeholders
- vii). Any other tasks assigned from time-to-time MoTA and Tribal Welfare Department of the concerned State.

10. Livelihoods

- i). Technical support to State Nodal Department (SND) on sustainable livelihood promotion including skill development for the tribal communities and areas in farm, non-farm, and allied sectors.
- ii). Provide leadership guidance in development and implementation of perspective annual work plan (AAP) for the State/District under Pradhan Mantri Jan-Jatiya Vikas Mission (PMJVM).

- iii). Provide overall Leadership roadmap for executing of all Pradhan Mantri Jan-Jatiya Vikas Mission activities in the State with help of project implementation agencies and TRIFED.
- iv). Demonstration, documentation, and promotion of innovative livelihood models for the tribal areas under PMJVM, PMAAGY, Article 275 (1) and scheme of NSTFDC.
- v). Identify opportunities for convergence with various government flagship schemes (State/Central).
- vi). Undertake necessary liaison and coordinate implementation of the scheme activities with all key stakeholders (project implementing agencies, district administration, line department, NGOs, technical agencies, banks, TRIFED, NSTFDC, STFDC etc.)
- vii). Provide monitoring, capacity building and handholding support for social mobilization activities related to implementation of rural livelihood programmes for STs of the State Government.
- viii). Coordinate and monitor activities of State, District and Block by tracking overall performance especially the MFP procurement and training programs under PMJVM.
- ix). Facilitate marketing linkages and contribute towards alignment of the annual work plans and budget to the marketing strategy of Minor Forest produces & Tribal products (Art & crafts) in coordination with TRIFED regional office.
- x). Design various Innovative operating procedures, formats, templates, dashboards, etc. for extended and better implementation of the rural livelihood programmes.
- xi). Support the department & MoTA in organizing workshops, seminars, and field visits.
- xii). Prepare and support Implementation plans for the state and districts for smooth implementation of the Programmes.
- xiii). Make regular interaction with project stakeholders to check whether mission activities are aligned with the needs of the target community.
- xiv). Be responsible for regular reporting to MoTA in form of generating MPR's, QPR's and other relevant reports.
- xv). Any other tasks assigned from time-to-time MoTA and Tribal Welfare Department of the concerned State.

Technical Areas:

11. Monitoring & Evaluation



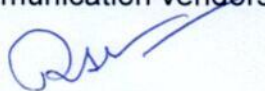
Technical Areas:

11. Monitoring & Evaluation

- i). Develop monitoring framework with indicators and the required information at different administrative level (national, state, district and below level) to assess the effectiveness of various schemes and interventions.
- ii). Design, develop and implement monitoring and evaluation framework aligned with the scheme objective and target which effectively serve the information needs for project management.
- iii). Assist in identifying the gaps and challenges impeding the effective implementation of various schemes.
- iv). Provide support to all stakeholders in the PMU to improve monitoring of implement of schemes.
- v). Develop framework to capture the progress of various schemes and ensure timely reporting (online and offline).
- vi). Plan, implement and coordinate the reviews and evaluation activities, and facilitate the implementation of independent reviews and evaluations
- vii). Any other tasks assigned from time-to-time MoTA and Tribal Welfare Department of the concerned State.

12. Media & Grievance Management

- i). Draft and edit articles, press releases, human interest stories and other advocacy/information materials.
- ii). Collaborate with the media by organizing project site visits, facilitate photo coverage and TV footage and utilizing both web-based and traditional media as appropriate.
- iii). Design tools on awareness creation on the schemes and entitlements
- iv). Monitor and evaluate the use and effectiveness of media materials. Maintain a library of media coverage, clippings etc.
- v). Monitor and evaluate impact of communication materials and events/campaigns to target audiences.
- vi). Closely work with the graphic designer / visual content creator to create communication products like notices, posters, advertisements, social media content, newsletters, press releases, brochures, reports, proposals etc.
- vii). Contribute and coordinate in development of any other communication materials like films, scripts, illustrations with external communication vendors.



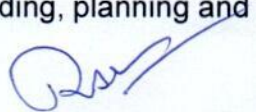
- viii). Collate grievances appearing in media clippings (online/ offline) and coordinate with concerned officers to take necessary action.
- ix). Any other tasks assigned from time-to-time MoTA and Tribal Welfare Department of the concerned State.

13. Research & Documentation

- i). Review relevant sources of information, such as existing literature, government schemes and documents and relevant regulatory frameworks regarding various schemes being implemented by MoTA and Tribal Welfare Department of the State/UT Government.
- ii). Carry out data cleaning, analyze data, and reporting findings from survey data etc. and prepare briefings regarding findings, visualizations, reports, and policy briefs for dissemination among various stakeholders
- iii). Initiate documentation of different activities in the project in close co-ordination with relevant stakeholders.
- iv). Identify implementation gaps at each level to bring in better coordination to enhance the implementation process.
- v). Prepare and document quarterly qualitative reports, best practices and research documents highlighting the processes and the impact.
- vi). Any other tasks assigned from time-to-time MoTA and Tribal Welfare Department of the concerned State.

14. Training & Capacity Building

- i). Identify training requirements at all levels for government functionaries, PRI members and other stakeholders.
- ii). Conduct training needs assessment with the target groups.
- iii). Provide technical support in reviewing and designing curriculum for training manuals.
- iv). Providing support in planning, preparation, and implementation of training programmes, including scheduling and: Communication and liasoning with all stakeholders, participants; Day to day co-ordination and monitoring to ensure timely completion of training programmes; Active monitoring and quality control of programmes, and preparation of regular progress reports.
- v). Help maintain a database of trainers and other resource persons and uploading on ADI PRASHIKSHAN portal of MoTA.
- vi). Perform any other tasks related to capacity building, planning and implementation.



- vii). Any other tasks assigned from time-to-time MoTA and Tribal Welfare Department of the concerned State.

15. E-Governance/ICT

- i). Assess the system requirements and suggest potential IT solutions based on both technical and implementation suitability.
- ii). Technical assistance to translate Ministry's and Tribal Welfare Department's requirement by designing techniques for the most efficient and cost-effective and sustainable IT solutions.
- iii). Regularly examine the existing IT systems, track flow of data and recommend changes/Upgradation etc. to make the system more effective for its optimum utilization and in line with emerging technologies.
- iv). Assisting in the development of, and migration to, new platforms the legacy data from the existing systems.
- v). Liaise with NIC and other stakeholders for smooth functionality of the IT systems at different levels, resolution of system related issues, and eradication of bugs, provide clarifications on system-based queries etc.
- vi). Manage and track data and ensure data security.
- vii). Perform the role of the Administrator for the IT enabled systems in consultation with the concerned persons.
- viii). Undertake the training need assessment and support required for effective and timely implementation of the IT systems at state level and district level.
- ix). Prepare User Manuals, training module, plan and organize training of various stakeholder's state and district level for effective use of the IT solutions.
- x). Assist in generating reports to meet the reporting requirements of various stakeholders.
- xi). Any other tasks assigned from time-to-time MoTA and Tribal Welfare Department of the concerned State.

