

File No.33/1/NCST/2017-Admn.
National Commission for Scheduled Tribes

6th Floor, 'B' Wing,
Loknayak Bhawan,
Khan Mrket,
New Delhi.

Dated: 23/5/2017

15/06/2017

OFFICE MEMORANDUM

Subject: Channel of submission and level of final disposal of cases dealt in
National Commission for Scheduled Tribes.

Considering the nature of work in NCST, channel of submission and level of final disposal of various types of cases being dealt with in NCST, is enclosed for information, guidance and observance.

This issues with the approval of competent authority.



(P.T. Jameskutty)
Deputy Secretary

Encl: As above

To :

(i) PS to Hon'ble Chairman, (ii) PS to Hon'ble Vice-chairperson (iii) PS to Hon'ble Member (Mr. Hari Krishna Damor) (iv) PS to Hon'ble Member (Mr. Harshadbhai Chunilal Vasava) (v) PS to Hon'ble Member (Smt. Maya Chintamni Ivnate), (vi) PPS to Secretary, NCST, (vii) PS to JS(NCST) (viii) PS to Dir. (ix) PS to DS (x) US (xi) AD, All Sections.

NATIONAL COMMISSION FOR SCHEDULED TRIBES
Level of Disposal/Channel of Submission

1.	Policy matters	Dealing Asstt. → US/AD → DS (Admn.) → JS → Secretary → Chairperson
2.	<u>Court cases – High Court/Supreme Court</u> (a) <u>Para-wise Comments:</u> (b) <u>Affidavits :</u>	DA → US/AD → DS/Dir. → JS Dealing Asstt. → US/AD → DS/Dir. → JS → Secretary → Chairperson (If present at HQ)
3.	<u>Administrative matters</u> (a) <u>Routine:</u> (b) <u>Important:</u>	Dealing Asstt. → US/AD → DS(Admn.) → JS DA → US/AD → DS/Dir.(Admn.) → JS → Secretary
4.	Submission of Representation/Petition by Public/Organisations for seeking report/sitting	Dealing Asstt. → US/AD → DS/Dir. → Member concerned/VC/Chairperson
5.	Reminders for seeking report.	Dealing Asstt. → US/AD → DS
6.	Reply to the Representation/Forwarding to the petitioner	Dealing Asstt. → Dir./US → DS/Dir. → Member concerned/VC/Chairperson
7.	Forwarding of Rejoinders	Dealing Asstt. → US/AD → DS/Dir → Member Concerned/VC/Chairperson
8.	Sitting Notice of the Commission where non-receipt of response/fit cases-proposals	Dealing Asstt. → US/AD → DS/Dir → JS → Member Concerned/VC/Chairperson
9.	Forwarding of Interim minutes /proceedings of the Sitting	Dealing Asstt. → US/AD → DS/Dir → Member Concerned → VC → Chairperson
10.	Proposal for closing of the case (Final Reports /Recommendation of the Sitting)	Dealing Asstt. → US/AD → DS/Dir. → JS → Secretary → Chairperson

11.	Reply to Parliament Question/Parliamentary matters (a) <u>Starred Question:</u> (b) <u>Unstarred Question:</u>	Dealing Asstt. →US/AD→ DS/Dir. →JS→ Secretary→ Chairperson (If present at HQ) DA→US/AD→DS/Dir.→JS→Secretary
12.	RTI	Dealing Asstt.→ CPIO→ Appellate Authority