



No. 13/2/2017-Coord.

भारत सरकार

Government of India

राष्ट्रीय अनुसूचित जन जाति आयोग

National Commission for Scheduled Tribes

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छठा तल, 'बी' विंग, लोक नायक भवन,  
6<sup>th</sup> Floor, 'B' Wing, Lok Nayak Bhawan,  
खान मार्केट, नई दिल्ली-110003  
Khan Market, New Delhi -110003  
Dated: 2<sup>nd</sup> February, 2018

To,

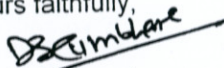
Officer in Charge,  
Regional office of NCST,  
Bhopal, Bhubaneswar, Jaipur, Raipur, Ranchi and Shillong

Sub: Conference of Officer in- Charge of Regional Offices of NCST at Hqrs of NCST, Lok Nayak Bhawan, Khan Market, New Delhi-3 on 8-1-2018 at 12:00 Noon- Follow up action on the decision taken regarding.

Sir,

I am directed to refer to the above subject and to say that workshop was held on 8.1.2018 at 10:00 Hrs. in the Conference Room of NCST at Lok Nayak Bhawan, New Delhi. The workshop was presided over by Shri Nand Kumar Sai, Hon'ble Chairperson, National Commission for Scheduled Tribes. A copy of the minutes of the workshop is enclosed for information and necessary action.

Yours faithfully,

  
(D.S Kumbhare)  
Under Secretary

Copy for necessary action to: -

1. Under Secretary, (Estt, Coordination & RU-IV)
2. AD (RU-II)
3. AD (RU-I & OL)
4. AD (Admin & RU-III)
5. ✓ NIC, NCST for uploading on the website.

(D.S Kumbhare)  
Under Secretary

Copy to: -

1. PS to Hon'ble Chairperson, NCST
2. PS to Hon'ble Vice-Chairperson, NCST
3. PA to Hon'ble Member (Shri HKD), NCST
4. PS to Hon'ble Member (Shri HCV), NCST
5. PS to Hon'ble Member (Smt. MCI), NCST
6. Sr.PPS to Secretary, NCST
7. PA to Joint Secretary, NCST
8. PA to Deputy Secretary,



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खान मार्केट, नई दिल्ली-110003  
Khan Market, New Delhi -110003  
Dated: 2<sup>nd</sup> February, 2018

सेवा में,

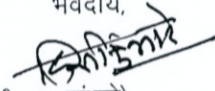
प्रभारी अधिकारी,  
एन.सी.एस.टी के क्षेत्रीय कार्यालय,  
भोपाल, भुवनेश्वर, जयपुर, रायपुर, रांची और शिलोंग

विषय: एन.सी.एस.टी के क्षेत्रीय कार्यालयों के प्रभारी अधिकारियों की एन.सी.एस.टी के मुख्यालय में दिनांक 8.1.2018 को 10 बजे हुई कार्यशाला-में लिए गए निर्णयों की अनुपालना हेतु।

म्होदय,

मुझे उपर्युक्त विषय का उल्लेख करते हुए यह कहने का निदेश हुआ है कि कार्यशाला आयोग के सम्मेलन कक्ष, लोकनायक भवन, नई दिल्ली में दिनांक 8.1.2018 को 10:00 बजे सपन्न हुई थी। कार्यशाला की अध्यक्षता श्री नन्द कुमार साय, माननीय अध्यक्ष, राष्ट्रीय अनुसूचित जनजाति आयोग द्वारा की गई। कार्यशाला के मिनट्स की एक प्रति सूचनार्थ एवं आवश्यक कार्यवाही हेतु संलग्न है।

भवदीय,

  
(डी.एस. कुंभारे)  
अवर सचिव

आवश्यक कार्यवाही हेतु प्रतिलिपि:-

1. अवर सचिव (समन्वय, स्थापना एवं अनुसंधान एकक- IV)
2. सहायक निदेशक, ( अनुसंधान एकक- II)
3. सहायक निदेशक, (राजभाषा एवं अनुसंधान एकक-I)
4. सहायक निदेशक (प्रशा. एवं अनुसंधान एकक- III)
5. एनआईसी, एन.सी.एस.टी, आयोग की वेबसाइट पर डालने हेतु।

(डी.एस. कुंभारे)  
अवर सचिव

प्रतिलिपि:-

1. माननीय अध्यक्ष के निजी सचिव
2. माननीय उपाध्यक्ष के निजी सचिव
3. माननीय सदस्य (श्री एच.के.डी) के निजी सहायक
4. माननीय सदस्य (श्री एच.सी.वी) के निजी सचिव
5. माननीय सदस्य (श्रीमती एम.सी.आई) के निजी सचिव
6. सचिव के वरिष्ठ प्रधान निजी सचिव
7. संयुक्त सचिव के निजी सचिव
8. उप सचिव के निजी सहायक



**Minutes of Conference of Officer in-Charge of Regional Office of National Commission for Scheduled Tribes (NCST) held on 8.1.2018 at Lok Nayak Bhawan, Khan Market, New Delhi.**

(File No. 13/2/2017-Coord)

List of participants is at Annexure: -

Chairperson, Vice Chairperson and three Members assumed their charge in month of January to March, 2017. Hon'ble Chairperson, Hon'ble Vice-Chairperson and Hon'ble Members are working from the HQs of NCST at New Delhi and time to time they are visiting States/UTs for discharging duties assigned to them. The NCST has six Regional Offices located at

1. Bhopal (Madhya Pradesh, Maharashtra, Karnataka, Kerala and Goa States and Union Territories of Dadra & Nagar Haveli and Lakshadweep)
  2. Bhubaneshwar (Andhra Pradesh, Odisha, Telangana, Tamil Nadu and West Bengal States and Union Territories of Andaman & Nicobar Islands and Puducherry)
  3. Jaipur (Gujarat, Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab, Rajasthan and Uttarakhand States and Union Territories of Daman & Diu, Chandigarh and Delhi NCR)
  4. Raipur (Chhattisgarh State)
  5. Ranchi (Bihar, Jharkhand, and Uttar Pradesh States)
  6. Shillong (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura States).
2. Regional Offices works as eyes and ears of the Commission. Regional Offices working with inadequate staff, as most of posts were lying vacant. Recently, some officers have been appointed, as officers in-charge of Regional Offices, who are on deputation. The Regional Offices deals with the representation(s) received from individual, through association and social workers directly and forwarded by the HQs. The Officer-in-charge of Regional Offices participates in the meetings of the State Level Caste Certificate Scrutiny Committee, Atrocity Monitoring Committee and other important meetings organized by the States/UTs.
3. To interact with the officer in-charge and asses the status of staff position, budget, dealing with the representation/policy issues and suggestion for strengthening Regional Offices, the Hon'ble Chairperson decided to hold the workshop and desired that officer in-charge of Regional Offices gave presentation on the following points: -
- (1) Scheduled Tribes Scenario in the State (s)/ UTs under their jurisdiction (with Statistical information on population, literacy, male-female ratio, dropout, major Scheduled Tribes, PVTGs, Scheduled Areas, Tribal Sub Plan (TSP), Special Central Assistance to Tribal Sub Plan (SCA to TSP) and Grants in-aid under Article 275 (1) of the Constitution of India etc.
  - (2) Major policy level decisions taken by the State Governments/ UT Administration on the Tribal issues.
  - (3) Information on number of cases (category wise) dealt in the Regional office with number of pending cases and successful cases for the last 3 years.
  - (4) Budget allotted to the Regional office for the last 3 years and its utilization with current year requirement.
  - (5) Ways of strengthening Regional offices to make them more effective.
  - (6) Staff position in the Regional office.
  - (7) Logistic requirements with justification.
  - (8) Any other issue with the permission of Chair.

Nand Kumar Sai  
Chairperson  
National Commission for Scheduled Tribes  
Govt. of India  
New Delhi



4. At the outset, Joint Secretary, welcomed the officer in-charge of Regional Offices, which was followed by introduction. Joint Secretary, NCST briefed the purpose of holding workshop and asked the officer in-charge to submit/present the information. Officer-in-charge of Regional Offices reported number of case files pending at the end of year during 2014-2015 to 2016-17: -

Name of Regional Office	No. of case files pending at the end of Year		
	2014-2015	2015-2016	2016-17
Bhopal	401	444	573
Bhubaneshwar	468	586	375
Jaipur	116	140	227
Raipur	88	111	116
Ranchi	59	190	141
Shillong	102	93	54

5. In regard to the pendency of the cases, officer in-charge explained that most of the cases are likely to be closed, since, the approval of Hon'ble Member in-charge of the State is required for closing the case. Staff position of the Regional Offices, budget allocation/utilization and the problems faced by them were pointed out by the officer in-charge one by one. The officer in-charge pointed out that they are having no experience/knowledge for checking reservation roster in services for Scheduled Tribes, therefore, training/workshop on reservation roster in services be organized. The officer in-charge was asked to suggest the name of State where sitting of Hon'ble Vice-Chairperson/Member is required for disposing the cases. The officer in-charge suggested the following States, where sitting requires to be held: -

Name of Regional Office of NCST	Name of the State	Name of Hon'ble Member (s), who Chaired the sitting
Bhopal	Madhya Pradesh	Hon'ble Vice -chairperson
	Maharashtra	Hon'ble Member (Smt. MCI)
Bhubaneshwar	Andhra Pradesh	Hon'ble Member (Smt. MCI)
	Odisha	Hon'ble Vice-Chairperson
Jaipur	Gujarat	Hon'ble Member (Shri HCV)
	Rajasthan	Hon'ble Member (Shri HKD)
Raipur	Chhattisgarh	Hon'ble Vice-Chairperson
Ranchi	Jharkhand	Hon'ble Vice-Chairperson
Shillong	Meghalaya	Hon'ble Member (Shri HKD)

6. In the Second Session, Hon'ble Chairperson, Vice-Chairperson, Hon'ble Members and Secretary NCST joined workshop. Hon'ble Chairperson, welcomed the officer in-charge of Regional Offices, followed by introduction. Joint Secretary, NCST briefed the issues discussed in the First Session. Secretary, NCST emphasized that the material for Annual Report of NCST for the year 2016-17 should be made available by today. If, there is any difficulty, the officer in-charge could stay one more day at HQs and make available the material. The presentation was given by each officer in-charge of Regional Offices on the agenda items mentioned in para-3.

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Chairperson  
National Commission for Scheduled Tribes  
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7. After detailed discussions, the following decisions were made: -

- (i) Impress Money allocated to Regional Offices to be enhanced up to Rs. 10,000/- (Ten thousand).
- (ii) In line with Government of India norms, hospitality facility of the officers of Regional offices to be enhanced @ Rs. 1500/- per month for Director, Rs. 1000/- per month for Deputy Director and Rs. 500/- per month for Assistant Director/Research Officer. In case there is no Gazetted officer, the officer in-charge will be entitled for Rs. 500/- per month for hospitality facility.
- (iii) It was brought to the notice of Hon'ble Chairperson that the Officer in-charge is required take the approval of the HQs before visiting the State coming under their jurisdiction. It was decided that there is no need to take prior approval of the HQs. An intimation may be sent to HQs before visiting the State/UT coming under their jurisdiction.
- (iv) Vehicle for spot visit be hired by the Regional Offices, following Government of India guidelines where official vehicle is not available.
- (v) Representation received in Regional Offices in different State languages should be get translated by the Officer in-charge of Regional Offices from the translator by paying remuneration as per rules.
- (vi) Television with setup-box be installed at all Regional Offices, so that they can get updated with the latest development and news about Scheduled Tribes.
- (vii) Daily/Weekly/Fort Nightly newspapers published from States (coming under their jurisdiction) be purchased by Regional Offices for bringing the news items in the notice of Hon'ble Chairperson/Vice-Chairperson/Member(s)/Secretary and Joint Secretary for quick action.
- (viii) Regional Offices are required to prepare the list of cases, which should be closed, for approval of Hon'ble Vice-Chairperson/Member(s) in-charge of the State.
- (ix) The Hon'ble Vice-Chairperson or Member in-charge of the State will visit the Regional Offices once in a month as per their convenience.
- (x) Officer in-charge of Regional Offices will contact the Estate Officer of respective States for allotment of Government accommodation for the office.
- (xi) The Officer -in-charge of Regional Offices will be nominated for workshops/training on roster for reservation in services for STs organized by the ISTM (DOPT) New Delhi with in coming months.
- (xii) To upgrade powers of DDO of the Regional Office of NCST at Ranchi and Raipur to CDDO to be processed by Administration Section at HQs.

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- (xiii) Requirement of funds of Regional Offices in current financial year will be considered on availability of funds from Ministry of Tribal Affairs in RE for the year 2017-18.
- (xiv) In regard to filling of Group B posts of joint cadre, a meeting for bifurcation of Group B posts of joint cadre will be convened with NCSC very soon.
- (xv) Officer in-charge of Regional Offices may contact the office of Hon'ble Vice-Chairperson/Hon'ble Member(s) for holding the sitting at their States as suggested in para-5
- (xvi) Admissibility of the representation and transfer of representation to Regional Offices should be decided by Hon'ble Chairperson, Hon'ble Vice-Chairperson, Hon'ble Members, Secretary and Joint Secretary.
- (xvii) It was pointed out that first notice issued by the Regional Offices and also HQs are not responded by the agencies. Hence, it was decided that first notice for collecting the facts on representations/press clipping from the respective organization/Ministry Department/State/PSU/PSUE etc. should be send by Speed Post.
- (xviii) It should be responsibility of the Assistant Director/Under Secretary in-charge of Research Unit to contact the concerned agencies for ensuring the attendance of the concerned officer(s) in the sitting(s) to be chaired by Chairperson/Vice-Chairperson/Member(s).
- (xix) Officer in-charge of Regional Offices should take up the matter with the Secretary, Tribal Development Department and Public Relation/Information Department of the concerned State (all State/UTs coming under their jurisdiction) for publicity of the powers and activities of NCST, as this issue was discussed in the 100<sup>th</sup> meeting of NCST held on 1.1.2018.

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Nand Kumar Sai  
Chairperson  
National Commission for Scheduled Tribes  
Govt. of India  
New Delhi



## ANNEXURE

## NATIONAL COMMISSION FOR SCHEDULED TRIBES

LIST OF PARTICIPANTS OF THE CONFERENCE OF OFFICER-IN- CHARGE OF REGIONAL OFFICES OF NCST HELD ON 8.1.2018 AT HQS OF NCST, LOK NAYAK BHAWAN NEW DELHI

(F. No. 13/2/2017-Coord)

NATIONAL COMMISSION FOR SCHEDULED TRIBES, HQs	
NAME AND DESIGNATION	CONTACT NUMBER
Shri Nand Kumar Sai, Chairperson	Ph. 24635721, Fax- 24624628
Miss Anusuiya Uikey, Vice Chairperson	Ph.24657272, Fax- 24657474
Shri H.K. Damor, Member	Ph. 24646954, Fax-24657373
Shri H.C. Vasava, Member	Ph.24623958, Fax-24657373
Smt. M.C. Ivnate, Member	Ph. 24657575, Fax-24657373
Shri Raghav Chandra, Secretary	Ph. 24635625, Fax-24624190
Shri S.K. Ratho, Joint Secretary	Ph. 24603669, Fax-24654826
Dr. N.P Meena, Director	Ph. 24615012
Shri D.S Kumbhare, Under Secretary	Ph. 24657271
Shri S.P Meena, Assistant Director	Ph. 24657271
Shri R.K Dubey, Assistant Director	Ph. 24601346
Shri Rajeshvar Kumar, Assistant Director	Ph. 24641640
Shri R.S Misra, Sr. Investigator	Ph. 24624190
<b>REGIONAL OFFICES OF NCST</b>	
<b>JAIPUR</b>	
Dr. Lalit Latta, Director, (Mob -9968807863) Email: <a href="mailto:lalit.latta@gov.in">lalit.latta@gov.in</a>	
<b>BHOPAL</b>	
Miss Deepika Khanna, Research Officer, (Mob-9893084854) Email: <a href="mailto:deepika1963@gmail.com">deepika1963@gmail.com</a>	
<b>BHUBANESHWAR</b>	
Shri V.Ashok Vardhan, Assistant Director (Mob-9036373618) Email: <a href="mailto:ashokvv92000@gmail.com">ashokvv92000@gmail.com</a>	
<b>Raipur</b>	
Shri P.K Das, Research Officer, (Mob- 97701379771) Email: <a href="mailto:ncstraipur27@gmail.com">ncstraipur27@gmail.com</a>	
<b>Ranchi</b>	
Smt. Minakshi Sharma, Assistant Director, (Mob-9415317467) Email: <a href="mailto:minaskshisharma.india@gmail.com">minaskshisharma.india@gmail.com</a>	
<b>Shillong</b>	
Smt. Minakshi Sharma, Assistant Director, (Mob-9415317467) Email: <a href="mailto:minaskshisharma.india@gmail.com">minaskshisharma.india@gmail.com</a>	

Nand Kumar Sai  
Chairperson

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