

No.22015/1/2014-Estt.  
Government of India  
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi  
Dated: 8.6.2017

OFFICE ORDER

**Subject: Work allocation among the officers of Ministry of Tribal Affairs – regarding.**

In partial modification of this Ministry's earlier office order dated 6.6.2017, allocation of work amongst Joint Secretary level officials of Ministry of Tribal Affairs has been undertaken and the updated distribution of Sections/Divisions is as follows:-

**i. Sh. Rajesh Aggarwal, Joint Secretary (Admin)**

- a) Scholarship & DBT
- b) Establishment & Vigilance
- c) Parliament & Coordination and General Administration
- d) PVTG
- e) ST Welfare Grants

**ii. Ms. Sunanda Sharma, EA (SS)**

- a) Public Grievances & Record Keeping
- b) NCST
- c) Official Language

**iii. Sh. Vinod Kumar Tiwari, Joint Secretary (VKT)**

- a) NGO
- b) Livelihood
- c) FRA Act and issues

**iv. Sh. Lal Sanglur, EA (LS)**

- a) Policy Analysis
- b) Research & Media

**v. Ms. Vishu Maini, DDG (Stats.)**

- a) Statistics
- b) Constitutional & Legal Matters (CLM)



vi. Ms. Meera Ranjan, Joint Secretary & FA

a) Internal Financial Division and Budget

2. Detailed work allocation amongst JS level and DS/Director level is at Annexure I.



(M. Dilip Kumar)

Deputy Secretary to the Govt. of India

Tel:23073706

**Copy to:**

1. PS to MTA / PS to MoS(TA) / PPS to Secy (TA) / PPS to JS(A) / PPS to JS (VKT) / PS to EA(SS) / PPS to EA(LS) / PS to DDG(Stat) / PS to JS&FA / PPS to CCA
2. All Officers / Sections of MoTA
3. Pay & Accounts Officer, Ministry of Tribal Affairs
4. DDO, B&C Section, Ministry of Tribal Affairs
5. Director NIC – to update the website
6. Hindi Section for providing hindi version
7. F.No. 22015/2/2013-Estt.
8. Office Order register/folder

## Work Allocation in various Divisions of Ministry of Tribal Affairs

### Shri Rajesh Aggarwal, Joint Secretary (Administration)

Scholarship & DBT	Establishment & Vigilance	PC & GA	PVTG	ST Welfare Grants (SWG)
Shri M. Dilip Kumar Dy. Secretary (Administration)				
Shri M.K. Jha US (Sch. & DBT)		Shri Asghar Ali Under Secretary (PC & GA)	Additional Charge - Ms. Shyla Titus, Deputy Secretary Additional Charge - Ms. Reena Sharma US (PVTG)	Shri Nadeem Ahmed Under Secretary (TSP) Shri Rajeev Prakash Director (SWG)
Shri S. Padmanabha, S.O. (Sch. & DBT)	Shri Jossy Joseph S.O. (Estt. & Vlg)	Shri Santosh Kumar S.O. (G.A.) – additional charge	Shri Santosh Kumar S.O. (Parl. & Coord)	Shri P.K. Sahoo, Under Secretary (Grants)
1. Scholarship 2. DBT Cell of the Ministry	1. All Services, budgetary, account matters pertaining to the Sect. of the Ministry. 2. Vigilance 3. Multilateral bodies UNDP, etc.)	1. All housekeeping matters pertaining to the secretariat of the Ministry. 2. IT -Procurement of Hardware/ Software etc. 3. Organizing various meetings	1. Parliament matters 2. Coordination with all divisions of the Ministry. 3. Coordination regarding Cabinet notes / EFC / SFC memo recd. from other Departments / Ministries 5. E Office 6. E. Saniksha 7. Website of Ministry.	1. All matters pertaining to PVTGs 2. All matters relating to A&N Islands, including Development project and other infrastructure projects. 3. Jarawa Policy and Shompen Policy
				1. SCA to TSP 2. Inter-Ministerial TSP Coordination 3. Ashram Schools, Hostels & VTGs 4. Niti Aayog Matters 5. Vanbandu Kalyan Yojana (VKY)
				1. Article 275 (1) Grants 2. Organizing and issuance of PAC meetings. 3. EMRS related issues

*Sh. Jha*

		<b>Ms. Sunanda Sharma, Economic Adviser (SS)</b>			
<b>Public Grievances &amp; Record Keeping</b>		<b>NCST</b>		<b>Official Language</b>	
Additional Charge – Shri Gopal Sadvhani, Director		Shri S. Das Director (NCST)		Ms. Rakesh Kumari, Joint Director (OL)	
Shri Dharmbir Singh, SO (Grievances) – Additional Charge.	Shri Narendra Kumar, SO (Record Keeping)	Additional Charge - Shri Vijay Kumar US (NCST)		Shri Shiv Darshan Kori Additional Director (OL)	
	Shri Bhati (Record Keeper)			Shri Hemant Kumar, Shri A.K. Tiwari and Shri Khusal Shah (Hindi Translators)	
1. Public Grievances 2. RTI Appeals 3. RFD / Citizens' Charter	1. Maintenance of records and Record Room	1. All matters pertaining to NCST (incl. Administration) 2. All matters pertaining to Atrocities on ST and Regulations.	1. All matters pertaining to Official Language 2. Translation 3. Coordination with D/o Official Language		
<b>Shri Vinod Kumar Tiwari, Joint Secretary (VKT)</b>					
<b>NGO</b>		<b>Livelihood</b>		<b>FRA Act and issues</b>	
Ms. Shyyla Titus, Deputy Secretary (NGO)		Shri Roopak Chaudhary Deputy Secretary (Livelihood & FRA)			
Ms. Reema Sharma, US (NGO)		Shri Chandrasekhar, US (Livelihood & FRA)			
Shri Rajiv Kumar Singh, Section Officer (NGO)		Shri Surinder Pal Sharma Section Officer (Livelihood)		Shri Shail Kumar, Section Officer (FRA)	
1. All matters pertaining to NGO.		1. TRIPED related issues including Administrative issues 2. MFP Marketing 3. Judicial Proceedings – Monitoring and coordination including LIMBS 4. NSTFDC related issues including Administrative issues 5. Skill Development matters & coordination. 6. Health and AYUSH issues (including Sickle Cell Anemia)		1. Forest Rights Act 2. Land and Rehabilitation & Resettlement (R&R) issues	

Sh. Sunanda

**Shri Lal Sanglur, Economic Adviser (IS)**

Policy Analysis	Research & Media
<p>Shri V. Ashok, Director (Policy Analysis and R&amp;M)</p>	
<p>Shri Biswa Bihari Panigrahi Dy. Director (Policy Analysis)</p>	<p>Shri Vijay Kumar, US (R&amp;M)</p>
<p>1. National Tribal Policy 2. TRIs; Tribal Museums 3. Matters relating to Finance Commission; High Level and Other Committees for Tribal Development. 4. Matters relating to NITI Aayog</p>	<p>Shri Ramesh Kumar Verma, RO (R&amp;M)</p> <p>1. Research and Media (including Tribal Carnival).</p>
<p><b>Smt. Vishnu Maini, DDG (Statistics)</b></p>	
<p><b>Statistics</b></p>	<p><b>Constitutional &amp; Legal Matters (CLM)</b></p>
<p>Smt. C.H. Honey Director (Stats)</p>	<p>Shri Gopal Sadrwani, Director (CLM)</p>
<p>Shri D.N. Mandal Deputy Director (Stats)</p>	<p>Shri Uttam Kumar Kar, Under Secy (CLM)</p>
<p>Satyendra Kumar, Deputy Director (Stats)</p>	<p>Shri Dharam Bir Kumar Singh S.O. (CLM)</p>
<p>1. Tribal Statistics 2. MOT A Annual Reports 3. Evaluation of TD Programmes 4. Women &amp; Child issues 5. Science &amp; Technology in Tribal Development.</p>	<p>1. Legal and constitutional matters. 2. Scheduling / rescheduling of list of STs. 3. All Schedule V Areas, including Governors' Report and Tribal Advisory Councils (TAGS). 4. ITDP / ITDA, MADA Cluster 5. PRI/PESA</p>

**Ms. Meera Ranjan, Joint Secretary & FA**

**Internal Financial Division and Budget**

Ms. Nivedita,  
Director (IFD)

Shri Jeevan Kumar  
Under Secretary (IFD)

Ms. Sunanda Sharma,  
Section Officer (IFD)

to IFD

located will be dealt by respective Divisions.

*S. S. S.*

**Ms. Meera Ranjan, Joint Secretary & FA**

**Internal Financial Division and Budget**

Ms. Nivedita,  
Director (IFD)

Shri Jeevan Kumar  
Under Secretary (IFD)

Ms. Sunanda Sharma,  
Section Officer (IFD)

1. All matters pertaining to IFD
2. Budget
3. All Audit Paras

- All policy matters on the subject allocated will be dealt by respective Divisions.

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