

DIRECTORATE OF TRIBAL WELFARE.
SECRETARIAT COMPLEX, Port Blair-744101,

Port Blair, dated the 11th May, 2012.

Order No : 207.

In supersession of DTW's Order No.390, dated.30th October, 2006 the Director (TW) has been pleased to re-allocate the works amongst the staff of the Tribal Welfare Department with immediate effect as under:-

Sl. No.	Name & Designation	Work re-allocated	Name of Supervisor	Name of Link Officer
ESTABLISHMENT MATTER				
1.	Nirmala Devi, Head Clerk	1. Over all in-charge of Establishment Section. 2. Checking of all bills related to Salary/ FVC etc, cash book & stamp accounts etc. 3. Maintenance of files and other records. 4. All policy related matter of establishment section 5. Settlement of medical reimbursement claims 6. Maintenance of daily attendance registers of all Office staff, C.L & R.H Register. 7. Transfer and Posting 8. Supervision and deployment of all Class – IV officials including watch and ward duty. 9. Checking of log books of all vehicles & report of any discrepancy if any and maintenance of all Departmental vehicles. 10. Review of audit queries relating to establishment. 11. Attend all works as and when assigned by higher authorities	AD (Admn)	1) Smti Rahat Jahan Begum, HGC 2) Shri K Mehmmod, LGC
2.	Smti Rahat Jahan Begum, HGC:-	1. Maintenance of service books, 2. Issue of Periodical Increment Certificate, 3. Matters relating to official language 4. Sanction all kinds of Advances 5. Adjustment of TA/LTC claims etc, 6. All Pension related matters 7. Other Miscellaneous correspondence, 8. Attend all works as and when assigned by higher authorities	Head Clerk	1) Nirmala Devi, HC 2) Shri K Mehmmod, LGC
3.	Shri Mehmood, LGC	1. Function as Cashier. Handling of cash & maintenance of cash book & other records relating to cash & accounts 2. Function as Bill Clerk. Prepare of salary bills and will maintain the GPF ledger of Group C (say to be Group D) 3. Caretaker of office building 4. Maintenance of Expenditure Booking Register and preparation of half yearly/ quarterly/ monthly expenditure statement 5. Attend all works as and when assigned by higher authorities	Head Clerk	1) Smti Rahat Jahan Begum, HGC 2) Smti Seema Devi, LGC
4.	Smti Seema Devi, LGC	1. Incharge Diary & Dispatch, 2. In charge of Library 3. Maintenance of accounts of service stamps and file index, 4. Settlement of electric bills, news paper bills, and telephone bills 5. Preparation of all bills other then salary bills including FVC 6. Attend all works as and when assigned by higher authorities	Head Clerk	1) Shri K Mehmmod, LGC 2) Smti Rahat Jahan Begum, HGC
5.	Shri Nasir Ahmed, Computer Assistant Gr-A	1. Function as Nodal Officer for updating of website 2. Liaisoning of National Commission for SCs, STs & OBCs etc. 3. Function as Stationary Clerk	Head Clerk	1) Shri Mehmood, LGC 2) Smti Seema Devi, LGC

Tribal Sub-Plan & Centrally Sponsored Scheme
7. Attend all works as and when assigned by higher authorities

PLANNING CELL

6.	Smti Kajal Roy, Junior Research Officer	<ol style="list-style-type: none"> Incharge Legal Cell. HMAC Matters. Tribal Councils in Nicobar Annual General Administration report including write up on Tribal Welfare Activities as and when required. VIP visits and correspondences AAJVS matters including Expert Group on Primitive Tribal Groups. A & N Islands (PAT) Regulation, 1956 & issues connected thereof. Parliament Question. Court Cases relating to Primitive Tribal Groups. Review of audit queries relating to Planning. Attend all works as and when assigned by higher authorities 	AC (TW)	<ol style="list-style-type: none"> Shri Sandeep Kumar, Extension Officer Shri Rajan George, Senior Investigator
7.	Shri Rajan George, Senior Investigator	<ol style="list-style-type: none"> Recommendations of the National Commission for SCs and STs. 20 Point programme (collection and compilation) Implementation of reservation for SCs, STs in services. Matter relating to atrocities of SCs and STs. Collection and maintenance of various statistical data of Scheduled Tribe which include population, birth death facilities like health, education & social data provided to STs & Official visits of the Public functionaries. He will assist RO (J) in all compilation works. Attend all works as and when assigned by higher authorities 	JRO	<ol style="list-style-type: none"> Smti Kajal Roy, Junior Research Officer Shri Dinesh Kumar Gupta, SI
8.	Shri.Sandeep Kumar, Extension Officer (TW)	<ol style="list-style-type: none"> Formulation of Annual Tribal Sub-Plan, Annual Plan and its implementation in respect of sector "Welfare of SCs, STs & OBCs & review & monitoring of progress of implementation thereof. Collection & Compilation of various reports & returns in respect of plan schemes under sector - "Welfare of SCs, STs & OBCs" and Tribal Sub-Plan. Matter relating to co-ordination meeting. Creation of posts & all Appointment and promotion related matter with filling up of vacant posts Framing of Recruitment Rules of all categories of posts Formulation of BE & RE All General Court matters including establishment Incharge RTI Cell Matter relating to ITF. All matter relating to STs and other miscellaneous matters. Proposal under Centrally Sponsored Schemes & Progress Report & then implementation. Attend all works as and when assigned by higher authorities 	JRO	<ol style="list-style-type: none"> Smti Kajal Roy, Junior Research Officer Shri Rajan George, Senior Investigator

OBC CELL

1.	Shri Dinesh Kumar Gupta, Senior Investigator	<ol style="list-style-type: none"> Incharge OBC Cell Attend all works as and when assigned by higher authorities 	AC (TW)	<ol style="list-style-type: none"> Smti Sindhu, PA Shri Rajan George, Senior Investigator
2.	Smti Sindhu, PA	<ol style="list-style-type: none"> Exclusively attached with Chairman In the absence of Chairman, she will assist Incharge, OBC Cell 		<ol style="list-style-type: none"> Smti S Ganga Sarwasthi, Steno Smti PR Sajni, PA

CONFIDENTIAL CELL				
1.	Smti PR Sajni, PA	1. Incharge Confidential cell 2. Attend all works as and when assigned by higher authorities	AD (Admn)	1) Smti S Ganga Sarwasthi, Steno 2) Smti Seema Devi, LGC
2.	Smti S Ganga Sarwasthi, Steno	1. Attached with AC (TW) 2. Attend all works as and when assigned by higher authorities	AC (TW)	1) Smti Sindhu, PA 2) Smti Seema Devi, LGC

In addition to above, all officials including Group 'C' (say to be Group D) will maintain punctuality and will not leave office without the permission of their immediate Supervisors.

Assistant Commissioner (TW)
F.No.5-28/2012-TW/

OFFICE ORDER BOOK

Copy to: -

1. P.A to Pr.Secretary (TW), for kind information to Pr.Secretary (TW),
2. P.A to Director (TW), for kind information to Director (TW),
3. The Assistant Director (Admn), TW Department for information and necessary action
4. All concerned
5. Spare copies -5 Nos.

Assistant Commissioner (TW)