

**THIS CHARTER IS THE STATEMENT OF THE MISSION AND COMMITMENT
OF THE DEPARTMENT OF TRIBAL WELFARE**

Director : 231639(O)

231639(F)

INTRODUCTION

The Directorate of Tribal Welfare functions under the overall Administrative control of Secretary (TW). For day to day functioning, the Directorate is headed by a Director (TW) who is assisted in his duties by Assistant Commissioner (TW), Research Officer (TW) and other supporting staff. Another Administrative unit of the Directorate functions under the Project Officer, ITDP , Car Nicobar to co-ordinate the implementation of the Tribal Sub-Plan. Besides, an Autonomous Body called Andaman Adim Janjati Vikas Samiti (AAJVS), which is headed by the Lt. Governor looks after the welfare of the Primitive Tribes. Funds to the AAJVS are provided by the Administration in the form of grant-in-aid from Special Central Assistance of the Govt. of India, Ministry of Welfare as well as the UTs budget.

VISION

To facilitate the reduction and removal of the gap in the human Development Indices (HDIs) of the Scheduled Tribe population vis.-a-vis. the general population and help empower socially and economically the Scheduled Tribes to enable them to exercise effective control over their life style, natural resource base and to make informed choices.

OBJECTIVE

The main activities of the Tribal Welfare Department include formulation of Tribal Sub-Plan, distribution of funds under the Special Central Assistance, co-ordination with the various departments of the Administration for implementation of the various schemes, and monitoring the progress of implementation of the Plan schemes. Besides the Tribal Welfare Department is implementing a few schemes viz- Grant of additional of scholarship to tribal students prosecuting higher / professional education in the mainland and a training course in computer application at Car-Nicobar for the benefit of the tribal boys and girls. When the objective of providing higher education and training in computer application are achieved, it will go along way to help the tribals in getting employment in Govt. Department, thereby improving their representation in govt. service against the

reserved posts for the STs. The citizen's charter will facilitate dissemination of the information among the tribals about the schemes being implemented by the Tribal Welfare Department so that the tribals come forward to avail themselves of the benefit of the schemes.

Accordingly the following citizen charter is formulated:

a) **Payment of additional scholarship to tribal students :**

Sl.No.	Subject	Time frame	Public contact officer	Redressal Officer
1.	Calling for proposal from Director of Education for grant of addl. scholarship to ST students	During the month of August / September.	Research Officer (TW)	Director (TW)
2.	Processing of proposal for sanctioning of scholarship	15 days after action under SI.No. 1	- do -	- do -
3.	Disbursement of addl. scholarship to ST students	Two weeks after action under SI.No. 2	- do -	- do -

b) **Selection of ST trainees for 1 year course in computer and payment of stipend to the trainees :-**

Sl.No.	Subject	Time frame	Public Contact Officer	Redressal Officer
1.	Calling of application from the ST candidates and scrutiny	One month from the last date of receipt of application.	PO, ITDP, Car-Nicobar	DC, C/Nicobar
2.	Issue of interview call	15 days after action at SI.No. 1	- do -	- do -

3.	Putting results of selection process on notice board	One week after sitting of Selection Committee	- do -	- do -
4.	Grant of stipend to the selected trainees.	Attendance report to be submitted by Computer Instructor to PO,ITDP by 1st of every month..	- do -	
5.	Disbursement of stipend to the trainees.	10th of every month.	-do-	-do-

(c) Management of Primitive Tribal Settlements :

S.No	Subject	Time Frame	Public Contact Officer	Redressal Officer
1.	Maintenance of essential services (Water supply, power supply, food supply and communication)	1 week	In-charge Tribal Settlement	Concerned HOD
2.	Maintenance of basic facilities (Health, Education, Housing etc.)	1 week	--do--	--do--
3.	Miscellaneous	1 month	--do--	--do--

The Tribal Welfare Department fixed the following time frame for disposal of public issues including the issues connected with primitive tribal settlements.

(A) Recruitment to various post in the Tribal Welfare Department: -

S.No	Subject	Time Frame	Public Contact Officer	Redressal Officer
1.	Scrutiny of Applications	1 month from last date of receipt of Application	Assistant Commissioner(TW) / Research Officer(TW)	Director (TW)
2.	Issue of Interview Call	15 days after action under S.No 1	--do--	--do--
3.	Putting results of Selection Process on Notice Board	1 Week after Siting of DPC/Selection Committee	--do--	--do--

Schemes Under 11th Five Year Plan

The following schemes included under 11th Five Year Plan 2007-2012 under sector Welfare of SCs, STs are being implemented by the Tribal Welfare Department.

1. Strengthening of the Directorate of Tribal Welfare
2. Grant of additional scholarship to tribal students.
3. Grant-in-aid to AAJVS and Tribal Councils for Nicobarese.
4. Other Backward Class Commission.
5. Research & Documentation works of Scheduled Tribe.