

**File No.: 14/01/2024-Coord.**  
**National Commission for Scheduled Tribes**  
(Coordination Section)

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2<sup>nd</sup> floor, LNB, Khan Market, New Delhi-3  
New Delhi, the 19<sup>th</sup> of December 2024

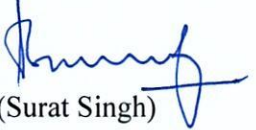
**OFFICE ORDER**

**Sub: Channel of submission and level of disposal of grievances relating to STs- reg.**

In continuation of the Office Order of even number dated 10.12.2024 and to expedite the disposal of grievances relating to Scheduled Tribes, the channels of submission and levels of disposal of grievances have been reviewed, as envisaged in D.O. letter No. 502/2/2/2021-CA.V dated 27th November, 2024 received from the Cabinet Secretary of India. The channels of submission and levels of disposal of grievances, Research Unit-wise, is revised as under:

Sl. No.	Research Unit	Channel of Submission			
		First level	Second level	Third level	Final Disposal
1.	RU- I	Research Officer/ Assistant Director	Dy. Director/ Director	Secretary	Hon'ble Chairperson
2.	RU- II	Research Officer/ Assistant Director	Dy. Director/ Director	Secretary	Hon'ble Member (NC)
3.	RU- III	Research Officer/ Assistant Director	Dy. Director/ Director	Joint Secretary	Hon'ble Member (JH)
4.	RU- IV	Research Officer/ Assistant Director	Dy. Director/ Director	Joint Secretary	Hon'ble Member (AL)

2. After approval, the file related to handling grievances (including Sitting/Hearing or Minutes of Sitting) may be sent directly by the Offices of Hon'ble Chairperson/Members to the concerned Second Level Officer to enable timely action.
3. This issues with the approval of Competent Authority.

  
(Surat Singh)

Director (Admn. & Coordination)

**Copy to:**

1. PS to Hon'ble Chairperson, NCST
2. PS to Hon'ble Member (NC), NCST
3. PS to Hon'ble Member (AL), NCST
4. PS to Hon'ble Member (JH), NCST
5. Sr. PPS to Secretary, NCST
6. PA to Jt. Secretary, NCST
7. All the Unit Heads of Research Units
8. Deputy Director (Coord. & RU- I)
9. AD (OL) – for providing Hindi version.
10. All the Officers/ Officials of NCST concerned.
11. NIC, NCST – for uploading on the WhatsApp group of NCST