

No. 2/8/2017-Coord

Government of India
National Commission for Scheduled Tribes

Minutes of meeting held on 18.8.2017 at 3:15 PM in Conference Room of NCST under the Chairmanship of Secretary, National Commission for Scheduled Tribes on status of Tour Reports of Hon'ble Chairperson, Vice-Chairperson and Members of the NCST.

Hon'ble Chairperson vide notes dated 31.7.2017 has directed to present the status of reports of Tours undertaken since assuming the charge of office up-to July,2017 by Hon'ble Chairperson, Vice-Chairperson and Members of the NCST, within 7 days. Status of tour reports was submitted for perusal of Hon'ble Chairperson. Hon'ble Chairperson vide notes dated 14.8.2017 has stated that the performance of personnel staff of Chairperson is not satisfactory. Time to time, Secretary, NCST is to take cognizance to improve the speed and work efficiency. Accordingly, Secretary, NCST fixed a meeting for 18.8.2017 at 3:15 PM to discuss the status of Reports under taken by the Hon'ble Chairperson, Vice-Chairperson and Members of NCST with their personal staff. List of participants is at Annexure-I.

Secretary, NCST wants to know from personal staff of Hon'ble Chairperson, Vice-Chairperson and Members, there is any difficulty to prepare tour report? After detail discussion, the following decisions were taken:-

- (a) Tour Report should be prepared by accompanying staff/official with-in a week from the date of return to Head quarter from the tour.
- (b) Tour Report should contain details of key persons/officials met, major issues discussed during tour and specific recommendations. Copy of uniform format for presentation of tour report, as finalized/approved in the 96th meeting of the Commission held on 30.5.2017 is to be adopted in addition to tour resume, if any.
- (c) The language (English or Hindi) of tour report to be verified/checked thoroughly.
- (d) The photographs depicted in tour reports should be of good quality and subject focused.
- (e) The twitter/facebook account of Hon'ble Chairperson, Vice-Chairperson and Member(s) should be opened, for interaction in social media.
- (f) Report of tour under-taken by the Hon'ble Chairperson, Vice-Chairperson and Member(s) should be brought to the notice of media officer of MTA/NCST at National level and Public Relation Officer (PRO) of concerned State, for dissemination.


30.8.17
(S.K Ratho)

Joint Secretary to the Government of India

Copy to all concern

ANNEXURE-I

List of participants in meeting held on 18.8.2017 at 3:15 PM in Conference Room of NCST under the Chairmanship of Secretary, National Commission for Scheduled Tribes on status of Tour Reports of Hon'ble Chairperson, Vice-Chairperson and Members of the NCST.

Sl No.	Name	Designation	
1	Shri Raghav Chandra	Secretary	In chair
2	Shri S.K Ratho	Joint Secretary	
3	Smt. K.D Bhansor	Director	
4	Smt. C. Jenny Raj,	Sr. PPS to Secretary, NCST	
5	Shri R.S Misra	Senior Investigator	
6	Shri Sanjay Kumar Kanojia	PS to Hon'ble Chairperson	
7	Smt. Sushma Gautam	PA to Hon'ble Chairperson	
8	Shri Abhishek Dubey	PA to Hon'ble Chairperson	
9	Shri Gaurav Kumar	PS to Hon'ble V.C	
10	Shri Sukhdev	PA to Hon'ble V.C	
11	Shri Sudhir Atram	PS to Hon'ble Member (MCI)	
12	Miss. Rekha Koram	PA to Hon'ble Member (MCI)	
13	Miss Nupur Gupta	PA to Hon'ble Member (HKD)	
14	Miss Ankita	PA to Hon'ble Member (HCV)	
15	Shri Vaseem Akram	PA to Director, NCST	
16	Shri Shiv Kumar	Office of Joint Secretary	