

**CITIZEN'S CHARTER**

**TRIBAL WELFARE**

Name of the Department :

S. No.	Services/ works being provided	Documents required	Officer(s) responsible for disposal of the service	Time frame for Disposal	Appellate Officer
1	Providing of additional scholarship to ST students pursuing higher education in local as well as mainland colleges	<ol style="list-style-type: none"> <li>1) Prescribed Proforma duly countersigned by the Principal</li> <li>2) Bank details including IFSC code</li> <li>3) ST certificate issued by the Tehsildar</li> <li>4) AADHAR duly seeded with bank account</li> <li>5) Ration card</li> <li>6) Islander ID Card</li> </ol>	<ol style="list-style-type: none"> <li>1) Principal of the concerned college</li> <li>2) Extension Officer as dealing person</li> <li>3) Assistant Commissioner/ Research Officer</li> <li>4) Director (TW)</li> </ol>	45 days from the date of receipt of application from the Principal concerned of the Institute	Secretary (Tribal Welfare)
2	Providing of additional scholarship to OBC students pursuing higher education in local as well as mainland colleges	<ol style="list-style-type: none"> <li>1) Prescribed Proforma duly countersigned by the Principal</li> <li>2) Self declaration of Parents/ Guardian's about income</li> <li>3) Certificate of Tehsildar</li> <li>4) Undertaking of Parent/ Guardian regarding unemployment</li> <li>5) Bank details including IFSC code</li> <li>6) OBC certificate issued by the Tehsildar</li> <li>7) AADHAR duly seeded with bank account</li> <li>8) Ration card</li> <li>9) Islander ID Card</li> </ol>	<ol style="list-style-type: none"> <li>1) Principal of the concerned college</li> <li>2) SI (OBC) as dealing person</li> <li>3) Assistant Commissioner/ Research Officer</li> <li>4) Director (TW)</li> </ol>	45 days from the date of receipt of application from the Principal concerned of the Institute	Secretary (Tribal Welfare)
3	Financial assistance to tribal patient for undergoing treatment at mainland hospitals	<ol style="list-style-type: none"> <li>1) Application of ST patient together with Referral certificate issued by the Medical Superintendent of GB Pant</li> </ol>	<ol style="list-style-type: none"> <li>1) Junior Research Officer (TW) as dealing person</li> <li>2) Medical</li> </ol>	<ul style="list-style-type: none"> <li>• 5 days from the date of receipt of application from the</li> </ul>	Secretary (Tribal Welfare)

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No.	Services/ works being provided	Documents required	Officer(s) responsible for disposal of the service	Time frame for Disposal	Appellate Officer
		Hospital 2) Estimate of the cost of treatment from the referral hospital in which the ST patient undergoes medical treatment 3) Admissibility Certificate of DHS on the estimate of the referral hospital 4) Final bill/voucher/ summary report of the patient for the release of final payment	Superintendent, DHS, Port Blair 3) Assistant Commissioner/ Research Officer 4) Director (TW)	ST patient • 10 days from the date of receipt of admissibility certificate from the DHS • 30 days from the date of receipt of Final bill/voucher/ summary report from the ST patient	
4	RTI matters	1) Form-A together with application fee in the form of cash/	1) Research Officer/ PIO for Planning Matter/OBC matter 2) Assistant Director (Admn)/APIO for establishment matter	30 days from the date of receipt of application	Director (TW)

  
 DIRECTOR (TW)