



File No. 64/2/NCST/2018-Admn.
Government of India
National Commission for Scheduled Tribes

6th Floor, B Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003
Dated: 03.12.2019

OFFICE ORDER

It has been observed that the File Tracking System (FTS) is not being operated by Research Units, Administration, Establishment Sections and personal staff of Hon'ble Chairperson and Members properly and this is causing problem while tracking the moment of files/receipts etc.

All the Units and personal staff of Hon'ble Chairperson, Members, Secretary, Joint Secretary and staff associated with Deputy Secretary, Director, Assistant Directors and Research Officer are again requested to ensure the movement of files/receipts etc. through FTS with immediate effect.

This issues with the approval of the Competent Authority.

(R.K. DUBEY)

Assistant Director (Admn)

Copy to:

1. PS to Hon'ble Chairperson, NCST, New Delhi.
2. PA to Hon'ble Members, (HCV), (HKD), (MCI), NCST, New Delhi.
3. Sr. PPS to Secretary, NCST, New Delhi.
4. PS to Joint Secretary, NCST, New Delhi.
5. PA to Deputy Secretary, NCST, New Delhi.
6. PA to Director, NCST, New Delhi.
7. Assistant Directors/Research Officer, NCST, New Delhi.
8. NIC cell for uploading on NCST website.
9. All NCST Regional Offices.
10. Assistant Director (OL) for Hindi Version.