

**DR. MCR HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF ANDHRA PRADESH HYDERABAD**



**TRIBAL CULTURAL
RESEARCH AND
TRAINING INSTITUTE**



FOREWORD

The Tribal Cultural Research and Training Institute, Hyderabad was established in the year 1962 by the Government of Andhra Pradesh as per the recommendations of various Committees and Commissions. In the era of planned change and development, scientific studies of various tribal communities, their levels of socio-economic conditions, extent of utilization of available natural and human resources, multifarious problems faced by them are essential for promoting their sustainable development. The Research and Training Institute was entrusted with the responsibilities of conducting ethnographic studies on various tribal groups, problem oriented studies, planning for tribal development, conducting various Human Resource Development courses and undertaking monitoring and evaluation of tribal development programmes. The Institute has been attending to all the above functions in addition to tasks, entrusted by Tribal Welfare Department and Government from time to time. Eventhough the Instiute was established nearly 38 years ago and number of posts have been created, authentic and systematic documentation of functions and responsibilities of all the staff members is not properly attempted.

As per the instructions given by the Government of Andhra Pradesh and Dr. Marri Chenna Reddy H.R.D. Institute of Administration, the T.C.R. & T.I., Tribal Welfare Department entrusted the responsibility of compiling the Departmental Manual and Functionary Manual of the Institute to Dr. K. Mohan Rao, former Director of T.C.R. & T.I. and Shri J. Siddhartha Kumar, Joint Director (Retired) of the same Institute vide Director's order Rc.No.1910/97/TRI/Trg. dated 8-2-1999.

The Departmental Manual provide glimpses into the historical perspectives of origin, growth, present status, structure, objectives and functions and responsibilities of personnel manning the Department. A systematic attempt is made by the compilers to document all Government orders pertaining to creation of various posts and schemes in chronological order.

It is the endeavour of the authors to make this Hand Book to serve as reference Document for the staff and other interested persons in order to get more insight about the purpose for creation of various posts and responsibilities and functions associated with the posts.

It is hoped that this Manual would serve as "COMPASS" to the Department in its various Research, Training, Development activities, Monitoring and Evaluation in the field of Tribal Affairs.

C.R. BISWAL
Secretary to Govt. Tribal Welfare Department

**TRIBAL CULTURAL
RESEARCH AND
TRAINING INSTITUTE**

**DEPARTMENTAL
MANUAL**

**GOVERNMENT OF
ANDHRA PRADESH**

ACKNOWLEDGEMENT

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In pursuance of the above orders we have undertaken the responsibility of compilation of both Departmental Manual and Functionay Manual based on Government orders, instructions, rules and regulations of Tribal Welfare Department, the exigencies of research and training activities connected with Tribal Development. An attempt is made to prepare the comprehensive Functionary Manual in order to make it as a source material for guidance of the staff in discharging of their duties. In this important task, Sri D. Ramachandra Raju, Director In-charge (Retired), Sri P. Lakshminarayana, the present Director In-charge extended their spontaneous co-operation in preparing both Departmental Manual and Functionary Manual.

The compilers express their gratitude to Sri T. Madhusudhan Rao, Joint Director in-charge, Sri D. Lakshmaiah, Deputy Director; Sri K. Kanakambaram, Deputy Director (Retired); Sri P. Sai Prasada Rao, Deputy director; Sri O.S.V.D.

Prasad, Deputy Director; Sri M. Joseph, Deputy Director, Sri K. Sudarsan Rao, Deputy Director; Smt. K.R. Vinaya Kumari, Editor; Sri M. Ananthasayanam Raju, Lecturer; Sri Damodar Reddy Lecturer; Sri Mohd. Yusufuddin, Research Officer; Sri Mohd. Jamal Ahmed, Programme Officer for making available all the relevant Government orders, instructions, guidelines etc. of their respective Divisions/Cells for compiling this Functionary Manual. We also express our thanks to Sri R. Vedaraj, Research Assistant, Dr. V. Subramanyam, Research Investigator, Sri A. Yadagiri, Museum Caretaker-cum-Librarian (MCTL); Sri U.P. Ramakrishna, Artist; Sri V.C. Vijayakumar, Research Invesigator; and Sri S.A. Salam, Research Investigator for their special services rendered. The consultants place on record their appreciation and gratitude to all the research and ministerial staff of the Institute for their unfailing co-operation in preparing this manual.

Last but not least, our special thanks are due to Sri B. Venateswara Rao, Sri B. Bajrang, Senior Assistant; Sri K.D.N. Prasad Typist; Miss K. Kumari, of the Department for their valuable services rendered in their areas of specialisation in their spare time in accomplishing this important task of preparation of Departmental Manual.

Dr. K. Mohan Rao
Director, T.C.R. & T.I.
(Retired)

Place : Hyderabad,
Date : 13th December, 1999

Sri J. Siddhartha Kumar
Joint Director, T.C.R. & T.I.
(Retired)

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GENESIS OF TRIBAL CULTURAL RESEARCH & TRAINING INSTITUTE:

1.1 INTRODUCTION:

India is one of the few countries in the world having the largest concentration of tribal communities. As per 1991 Census reports, the population of Scheduled Tribes is 67.8 millions constituting about 8% to the total population of the country. There are about 250 main tribal communities speaking nearly 105 languages / dialects and 225 subsidiary dialects in the country.

Andhra Pradesh has 33 Scheduled Tribe communities speaking about ten (10) different dialects. The list of Scheduled Tribes of Andhra Pradesh is furnished in Annexure - 1A. Of the 33 tribal groups, eight (8) were recognised as Primitive Tribal Groups (P.T.Gs) by Government of India for release of Special Central Assistance to implement special schemes. The list of recognised P.T.Gs is furnished in Annexure - 1B. The Scheduled Tribe Population is found in all the 23 districts of the Andhra Pradesh State. The total tribal population of the State is 41.99 lakhs according to 1991 Census Constituting 6.31 percentage to the total population of the State. The percentage of tribal literacy of the State is 17.16 against A.P. State literacy of 44.09 according to 1991 Census. The tribal communities of A.P. possess distinct and rich cultural heritage. They contributed immensely for the enrichment of the composite Indian heritage. But geographical isolation of these communities for several centuries made them more or less stagnant in their economic conditions. Further the British policy of Laissez faire towards tribals and their development resulted in their exploitation and encroachment of their lands and other natural resources. As a result, the gullible tribals are reduced as landless labourers. The British administrators and some of the erstwhile rulers neglected the tribal communities because of various factors.

1.2 CONSTITUTIONAL DIRECTIVES :

After attainment of Independence, the founding fathers of Indian Constitution formulated a visionary policy of tribal development by incorporating the various provisions on the principles of Social Justice, equity and compensatory discrimination.

1.3 ETHNOGRAPHIC STUDIES DURING BRITISH RULE :

Several centuries of isolation, distinct culture, complex socio-economic problems put together necessitated to adopt different approach which is needed for planning and execution of various developmental programmes for the tribals and tribal areas. All over the world, Anthropologists, Sociologists undertook various ethnographic and problem oriented studies among tribal communities in different parts of the world and their findings revealed that stereo-typed development programmes are not suitable to the local tribal communities. Therefore, they recommended for indepth studies of various tribal communities before introduction of planned change among these pre-literate societies.

During British Rule in India, the administrators Commissioned distinguished anthropologists and other social scientists to study the ways of life of local castes and communities extensively and utilised this knowledge for administration of the Sub-continent. For example, books like "People of India" by Risley, "The Tribes and Castes of the Central Provinces of India" by R.V.Russell, "Castes and Tribes" in Northern India by Crooks, "Castes and Tribes of Southern India" by Edgar Thurston and K.Rangachari produced monument works about the life and culture of the people of respective regions and these books served as good reference books even in modern times. Some of the Internationally known Anthropologists such as Verrier Elwin, Christoph Von Furer Heimendorf worked as advisors to erstwhile State Governments. They also produced authoritative works on several tribal communities of India.

1.4 VARIOUS COMMISSIONS AND COMMITTEES RECOMMENDATIONS :

In pursuance of the provisions of Article 339 of the Constitution of India, several Commissions and Committees were appointed by the President of India from time to time to investigate into and report about the problems of Scheduled Tribes and Scheduled Areas and suggest recommendations for the solutions of the problems for the development of Scheduled Tribes and Scheduled Areas.

The Scheduled Tribe population in Andhra Pradesh as per Scheduled Tribes Orders 1950 was 7,66,679 and it worked out 2.4% to the total population of the state as per the scheduled Tribe modification Orders 1956, the S.T. population increased to 11,49,919 and their population constituted 3.68% to the general population of the State. The Commissioner for the S.Cs and S.Ts in his Eleventh report stated that if a State having a tribal population of one million and above should have one such institute and were such institute already

existed, grant should be given to re-organise and extend it in the field of Research as well as Training. During Second Five Year Plan period, Tribal Cultural Research and Training Institutes were functioning in Four States Viz., Bihar (1952), Orissa (1953), Madhya Pradesh (1954) and West Bengal (1955). While reviewing the works of these Research Centres, the Commissioner observed that "The Institutes were primarily meant for conducting researches on tribal life and formulation of appropriate schemes for tribal welfare. It was however noticed that most of the Institutes had not applied themselves to problems of direct utilities to Government Department. In the Third Five Year Plan, therefore, it was proposed to re-organise the entire programme of the research in order to ensure that these Institutes undertake studies of the problems of direct utility to the various Government Departments.

1.5 GENESIS OF TRIBAL CULTURAL RESEARCH & TRAINING INSTITUTE:

In view of these recommendations and sizable S.T. population in Andhra Pradesh, Tribal Cultural Research and Training Institute (TCR & TI) was originally established in Andhra University, Waltair, Visakhapatnam in the Department of sociology. This Research Unit in Andhra University undertook monographic studies of Samantha (Khonds / Jatapu) and Gadaba tribes in the districts of Srikakulam and Visakhapatnam during the latter parts of 1960's.

1.6 THE COMMITTEE ON SPECIAL MULTIPURPOSE TRIBAL BLOCKS (Dr. Verrier Elwin Committee, March 30, 1960) :

Article 46 of the Constitution of India lays down that "The state shall promote with special care the educational and economic interests of the weaker sections of the people and in particular, of the scheduled castes and scheduled tribes, and shall protect them from social injustice and all forms of exploitation". In accordance with this policy, large sums of money have been spent on number of schemes in 43 Special Multipurpose Tribal Blocks set up in the most under-developed parts of tribal India. The Elwin Committee was appointed to examine the work and the programmes of these Special Multipurpose Blocks. The Committee submitted report on 30-3-1960. The Committee observed that :

"THE CULTURAL RESEARCH INSTITUTES HAVE A GREAT TASK TO PERFORM IN THE GRADUAL ADJUSTMENT OF THE TRIBES TO CHANGES TAKING PLACE ALL OVER THE COUNTRY. ALL WELL PLANNED SCHEMES REQUIRED A

CERTAIN AMOUNT OF FACTUAL AND STATISTICAL INFORMATION AND THE CULTURAL RESEARCH INSTITUTES SHOULD CHALK OUT THEIR PROGRAMMES IN SUCH A WAY SO AS TO FURNISH THE NECESSARY DATA".

The Committee recommended that "The work of Tribal Cultural Research Institutes should be greatly intensified in a practical directions; that the publication of the material should be accelerated; that the development departments should keep the Research Officers fully in the picture, consult them more frequently and atleast consider what they say; and that they should be given proper status as scientific bodies with freedom to express their views freely and dispassionately".

1.7 THE SCHEDULED AREAS AND SCHEDULED TRIBES COMMISSION :

The Scheduled Areas and Scheduled Tribes Commission (1960-61) popularly known as Dhebar Commission aptly emphasised the need for research and surveys in tribal areas.

The Commission stated that "Welfare programmes for STs should be in consonance and harmony with their way of life. This required first hand information regarding their culture, religion and the way of life so that development programmes can be adjusted to the tribals needs and aspirations. Thus research into these aspects of tribal life is an essential pre-requisite for effective planning". This commission re-defined the functions of the tribal research institute as follows:

- (i) Collection of basic socio-economic data for surveys referred to earlier for the use of Welfare Department in the formulation and implementation of schemes for tribals particularly for their economic development.
- (ii) Research on craft and industries which will be of immense value for the economic development of the tribals by the utilisation of their skill and local materials and resources.
- (iii) Examinations of Tribal Welfare schemes with special reference to:
 - a) The impact on their attitudes, skills and knowledge.
 - b) The social and economic changes brought about by them.
 - c) Improvement of the programme.
- (iv) Assistance to the State Government etc., in their training programmes for

the personnel engaged in tribal welfare by arranging orientation courses for departmental and field staff. Training can be made more problem centered by making an intelligent use of case-studies which would be available as a result of research by these institutes.

- (v) Research in tribal philology with a view to preparing text books and primers in tribal languages, collection of folk songs, folklore, stories of tribal heroes etc. For this purpose, the Institutes may also seek collaboration of Universities and research scholars.
- (vi) Teaching of tribal languages or dialects to the field staff of the Tribal Welfare Department.

Dhebar Commission felt the need for the effective implementation of the Protective Regulations against the exploitation of these weakest among the weaker sections along with the development programmes formulated on the basis of systematic studies conducted, should be given top priority. It is in this connection that the Scheduled Areas and Scheduled Tribes Commission recommended for establishment of Tribal Research Institutes in all the States where the Scheduled Tribe population was ten lakhs and above and also in States with Scheduled Areas.

1.8 ESTABLISHMENT OF TRIBAL CULTURAL RESEARCH & TRAINING INSTITUTE:

In pursuance of these recommendations, the Government of India have sanctioned the Tribal Cultural Research and Training Institute, Hyderabad under the Central sector during the Third Five Year Plan. Accordingly, the Government of Andhra Pradesh have established the TCR & TI at Hyderabad during 1962-63 vide G.O.Ms.No. 1242, Education Department, dt: 2-5-1962 copy enclosed in Annexure - II.

1.9 AIMS AND OBJECTIVES OF THE INSTITUTE:

The aims and objectives of Tribal Cultural Research and Training Institute, at Hyderabad as envisaged in the above Government Order are broadly categorised as follows:

- I. MONOGRAPHIC AND ETHNOGRAPHIC STUDIES
 - a) Tribal Culture
 - b) Tribal dialects
 - c) Folklore and Religion

- d) Cultural Traditions
- e) Tribal Dances, Arts and Crafts

II. SOCIO-ECONOMIC AND BENCHMARK SURVEYS:

Socio-Economic Surveys of tribal areas / different tribal communities highlighting major problems of individual tribes.

III. PLANNING FOR TRIBAL DEVELOPMENT:

- a) Preparation of Perspective plans, Action plans.
- b) Problems oriented studies etc.
- c) Monitoring and close liaison and coordination with Tribal Welfare Department.

IV. EVALUATION STUDIES OF ONGOING TRIBAL DEVELOPMENT PROGRAMMES:

Concurrent Evaluation studies.

V. ESTABLISHMENT OF MUSEUM OF TRIBAL LIFE, CULTURE AND DEVELOPMENT:

VI. ESTABLISHMENT OF LIBRARY:

1.10 MONOGRAPHIC STUDIES:

Immediately after establishment of TCR & TI., Monographic studies on individual tribes were undertaken on Savaras in the tribal areas of Srikakulam district, Naikpodu in Adilabad and adjoining areas and Yerukulas in plain areas of Andhra region of the State. In course of time brief ethnographic account of all the 33 tribes of Andhra Pradesh was prepared and made available to Tribal Welfare Department and Government and other policy makers.

1.11 SOCIO-ECONOMIC SURVEYS OF TRIBAL DEVELOPMENT BLOCKS:

Simultaneously, socio-economic and benchmark surveys of certain T.D. Blocks in the districts of Srikakulam, visakhapatnam, West Godavari, Khammam and Adilabad were also taken up and the findings of these surveys facilitated in the preparation of development plans for the tribals.

1.12 EVALUATION STUDIES:

Subsequently, evaluation studies of ongoing Tribal Development Schemes

such as (a) Study of Ashram Schools, (b) Absenteeism Wastage and Stagnation in Elementary Schools of Tribal Areas of Andra Pradesh, (c) A study of the Andhra Pradesh Scheduled Tribes Co-operative Finance and Development Corporation Limited, Visakhapatnam etc., were undertaken and submitted reports to Tribal Welfare Department to take appropriate action for effective functioning of these institutions. Thus goes the genesis of Tribal Cultural Research and Training Institute, Hyderabad.

CHAPTER - 2

EVOLUTION OF THE TRIBAL CULTURAL RESEARCH AND TRAINING INSTITUTE, HYDERABAD (1963 - 1999)

2.1 GROWTH OF THE INSTITUTE :

In the light of the recommendations of the Scheduled Caste / Scheduled Tribe Commission and Debar Commission (Scheduled Areas and Scheduled Tribes Commission), the then Director of Social Welfare submitted proposals for establishment of Tribal Cultural Research and Training Institute, at Hyderabad as per instructions of Government of India and State Government. The combined Department of Social Welfare Department established Tribal Cultural Research and Training institute (TCR & TI) during the year 1962-63 at Hyderabad under Central sector and an amount of Rs. 1.20 lakhs was sanctioned. Government in Social Welfare Department also sanctioned a post of Director (Designated as Ex- Officio Joint Director), Social Welfare Department, one Deputy Director (Principal of Training Wing of Research Institute), three (3) Research Officers, two Lecturers, three (3) Field Officers, one MCTL, One Statistician, one Artist, One Crafts Man and a Cinema Operator. In addition to the above posts, Ministerial staff, Drivers, Attenders were also sanctioned, Vide G.O.Ms.No. 1242 Edn., Dept., dt: 2-5-1962.

2.2 STAFF OF TRIBAL CULTURAL RESEARCH & TRAINING INSTITUTE :

Soon after the issue of the Government Orders, the posts of Director, Deputy Director were filled up by transfer from qualified officers from Social Welfare Department. During the year 1962-63 and subsequently all other posts were also filled up including ministerial staff at the beginning of the year 1963-64. Soon after the filling up of all the posts of Gazetted and Non-Gazetted with qualified persons, research and training activities were commenced.

2.3 FOUNDATION STUDIES AND TRAINING COURSES:

At the initial stages of starting of institute, monographic studies were conducted on individual tribes and also series of Orientation training courses

on tribal life, culture, Constitutional safe-guards, Protective Legislations and development were organised to different levels of officers working in tribal areas. During the year 1963-64, greater thrust was given for organising long term training courses for a period of 4 months to senior and junior officers separately. District level officers belonging to various line departments such as Agriculture, Animal Husbandry, Fisheries, Forests, Co-operation, Education, Industries, Women & Child Welfare Department, Block Development Officers, Extension Officers etc., were included in the senior level training courses. The village functionaries such as V.D.Os, Health Workers, Sub-Inspectors of police, Revenue Inspectors, Social Welfare Organisers, Deputy Forest Rangers, Foresters etc., were given orientation training under Junior Category of Training Programmes.

2.4 SANCTION OF ADDITIONAL POSTS:

In view of growing work load in the field of research, additional posts of 3 Research Assistants were sanctioned by the Government during the year 1964-65 (G.O.Ms.No. 1345, Edn., Social Welfare Department, dt: 18-5-64). A Copy is enclosed as Annexure-III. Immediately after recruitment of staff, socio-economic surveys of the TD Blocks were undertaken. The studies were taken up with main objectives of providing basic data on tribes living in the respective T.D. Block areas to facilitate accelerated development of tribals and tribal areas.

As proposed by the Annual Working Group during 1966-67 the posts of Statistical Officer, Geographer, Statistical Assistant, Computer - cum - field Investigators, Draughtsman were created in addition to a section of ministerial staff. These additional posts were sanctioned to take up planning for area development of Tribal areas. After filling up of these posts, staff took up regional planning studies. These reports were made available to concerned departments at State, District and Block levels. (G.O.Ms. No. 2953, Edn., (F.F.I.) Department, dt: 14-12-1966) A copy of the G.O. is furnished in the Annexure - IV.

2.5 STRENGTHENING OF INSTITUTE AND ESTABLISHMENT OF ZONAL RESEARCH CENTRES:

In order to locate the Research and Training units in close proximity of tribals and tribal areas, Government have sanctioned additional staff for establishment of 3 Zonal Research Centres Viz., (1) Visakhapatnam, covering the districts of Srikakulam, Vizianagaram, East Godavari, West Godavari, (2) Boorgampadu Khammam district covering all the Telengana Districts except

Mahaboobnagar and (3) Kurnool covering Mahaboobnagar, Kurnool, Cuddapah, Ananthapur, Chittoor, Guntur, Nellore, and Krishna districts. In order to promote inter-disciplinary research activities and to strengthen monitoring and evaluation studies, the posts of Research Officer, Statistical Officer, Publication Officer, Evaluation Officer, Programm Officer, Administrative Officer were sanctioned. In the category of Non-Gazetted posts, Evaluation Assistant, Computer-cum-Field Investigators, Cameraman, Draughtsman, Darkroom Assistant were created, vide G.O.Ms.No. 963, E & D Department dt: 27-4-1967 a copy of the G.O. is furnished as Annexure No. V. The above zonal Research Centres were established but the centres were wound up as Government of India did not agree for the regional set up since it was felt that "Regionalisation of Research effort" is not conducive for the comprehensive and holistic research in the tribal areas.

2.6 SANCTION OF POSTS OF SUBJECT MATTER SPECIALISTS:

THE STUDY TEAM ON TRIBAL DEVELOPMENT PROGRAMMES

(P.SHILU A O COMMITTEE) September, 1969 :

The Committee observed that "Tribal Development comprehends in its scope a whole range of activities involving such diverse subjects as agriculture, co-operation, Industries, Forests, Education, Health, Social Anthropology, etc., to be adequately equipped the Tribal Research Institute should have the necessary expertise in these disciplines to their disposal". In pursuance of these observation, Government sanctioned posts of subject matter specialists in Agriculture, Education, Animal Husbandary, Industries in order to facilitate Institute to take up formulation of comprehensive planning through adoption of inter-disciplinary approach. Government also sanctioned posts to establish Physical Anthropology, Nomadic and Semi-Nomadic and Publications cells. The Physical Anthropology cell was entrusted with the responsibility of taking up Nutrition and Health schemes. Nomadic and Semi-Nomadic unit was started to take up detailed socio-economic studies on Nomadic and Semi-Nomadic Tribes in view of their pathetic conditions. As the Institute has been producing number of reports, a Publication Cell was created to take up publication of various reports / information on tribes and Tribal Welfare and also to publish a bi-annual Journal. Details of posts created under the provisions of G.O.Ms. No. 1045, Rev. (TWI) Department, dt: 8-9-1970 are furnished in Annexure - VI.

2.7 DATA BANK :

During Fourth Five Year Plan, the Institute has built up 'Data Bank' on scheduled tribes to provide base line data for formulation of suitable strategies

for the development of scheduled areas and scheduled tribes and it conducted evaluation of the performance of various programmes which were in operation in the Tribal Development Blocks and the Girijana Co-operative Corporation etc.

2.8 CREATION OF TABULATION OFFICER AND SUPPORTING RESEARCH STAFF:

In order to maintain Socio-economic data collected from the field, one post of Tabulation Officer, Four (4) posts of CCFI's were sanctioned vide G.O.Rt.No.1386 (Rev. T.W.I.), dt: 31-7-1972. A Copy of the G.O., is furnished in Annexure - VII. As the Government of India and State Government entrusted the Institute with important responsibility of formulation of Tribal Sub-Plan at macro level and Integrated Tribal Development Project at meso level (district level), the Government also sanctioned four (4) posts of Research Assistants and Six (6) posts of Research Investigators vide G.O.Ms.No.92, (Emp. S.W.Department), dated:28-2-1974. A copy of the G.O. is furnished in Annexure - VIII.

2.9 SANCTION OF POSTS OF DEPUTY DIRECTORS:

In order to further strengthening of the Institute at middle level of the Organisation, four (4) posts of Deputy Directors in the disciplines of (1) Research, (2) Training, (3) Statistics, Surveys and Planning, (4) Information, Relocation and Administration were sanctioned, vide G.O.Ms.No.354, Emp. S.W.(D) Department, dt: 7-4-1976 and the same is furnished in Annexure - IX.

As the work-load in the areas of planning, monitoring evaluation and identification of tribal communities has been increasing, Government sanctioned four (4) additional posts of Deputy Directors, two (2) posts of Cartographers to ensure smooth running of the Institution Vide G.O.Ms.No.10, S.W. Department, dt: 9-1-1978. A copy of the same is furnished in Annexure - X.

2.10 SANCTION OF ADDITIONAL RESEARCH, TECHNICAL, MINISTERIAL STAFF AND ACCOUNTS SECTION :

In order to cope up with the increase work load and to ensure smooth running of administration the following Cells, Sections were sanctioned to the Institute.

(1) Caste and Community Cell, (2) Monitoring Cell, (3) Accounts branch, (4)

Research Officer (Linguistic), Assistant Librarian, Senior Droughts-man etc., were also sanctioned. The No. of posts sanctioned in each Cells, Sections are furnished vide G.O.Rt.No.98 S.W.(D) Department, dt: 13-6-1984, and the same is furnished in Annexure - XI.

2.11 ESTABLISHMENT OF TRIBAL STATUS VERIFICATION DIVISION:

It was found that hundreds of bogus tribal candidates have been availing the reservation benefits in the fields of employment, admissions into educational institutions including professional, technical courses, availment of developmental schemes etc.

In the regional conference of State Ministers of Tribal Welfare held at Trivandrum, Kerala State under the auspicious of the then Ministry of Home Affairs, the problem of false community certificates especially under the category of the Scheduled Tribes was discussed at length and a decision was taken to initiate pre-admission scrutiny of S.T. status claim of candidates seeking admission and scrutiny of S.T. status claims of candidates securing employment under S.T. quota. It was decided in the conference to entrust the staff to the concerned Tribal Welfare Department which have the expert assistance of Tribal Research Institutes. The Tribes Advisory Council had passed resolution to that effect in 1981. The Legislative Committee on Welfare of Scheduled Tribes of A.P. followed suit. Since then pre-admission scrutiny of S.T. status claims of candidates seeking admission into various professional and technical courses including B.Ed., M.B.A., M.C.A., courses, in Polytechnics etc., Government also issued orders to the effect that the pre-admission scrutiny of Scheduled Tribe status claims of candidates seeking admission is compulsory. As a result, from 1980 onwards the TCR & TI (G.O.Ms.No.119) T.E.Dept. dated: 2-03-1981 and on G.O.Ms.No.289 SW(J) Dept dt:28-11-1986, geared itself for the new function with its expert knowledge of Scheduled Tribes of A.P., to curb the bogus certificate holders from grabbing the benefits which are actually intended for ST candidates. Annexure-XII A.

Government in Social Welfare Department have also issued orders authorising the Tribal Welfare Department of which TCR & TI is an integral part to investigate into Scheduled Tribe status claims of employees who secured employment under Scheduled Tribe quota vide G.O.Ms.No.117 S.W.Dept., dt:1-7-1989 and a copy of the same is furnished in Annexure-XIII. The Hon'ble High Court of A.P. and the Hon'ble A.P. Administrative Tribunal in several Writ

Petitions and Writ Appeals directed the Department of Tribal Welfare to enquire into the ST status claims of various students and employees who secured admissions and employment under ST quota and decide about their community. In order to copy up the pains taking investigation and to prevent the SHAM tribals from grabbing un-intended benefits, Government have created an exclusive TSV Division in TCR & TI and sanctioned posts of Legal Assistant (1), Field Officers (2), and Research Investigators (2) vide G.O.Ms.No.98 S.W. (D) Department. dt:13-6-1984.

2.12 SANCTION OF ADDITIONAL STAFF TO MONITORING AND EVALUATION OF ITDA, PTG, MADA, ETC., SCHEMES :

In view of the changing strategies and quick flow of funds for accelerated development of STs, the Tribal Welfare Department entrusted the responsibility of close monitoring and evaluation of the Schemes taken up under ITDA, PTG, MADA, Cluster and other Tribal Development Schemes. The Government sanctioned the posts of Monitoring and Reporting Officer and Statistical Assistant vide G.O.Ms.No.98 S.W. (D) Department, dt: 13-6-1984 and the same is furnished in Annexure-XIV. A separate cell was also established in the Department of Tribal Welfare exclusively for the this purpose.

2.13 CREATION OF TWO REGIONAL TRIBAL CULTURAL RESEARCH AND TRAINING INSTITUTE CENTRES:

The tribals of A.P. are mostly concentrated in the scheduled areas of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, West Godavari, Khammam, Warangal, Adilabad and Mahaboobnagar Districts. In view of the growing need for action research in the tribal areas, the TCR & TI at Hyderabad is finding difficulty to cater to the research, training and evaluation needs of ITDAs. Therefore Government have agreed for decentralisation of TCR & TI, by constituting two (2) Regional TCR & TIs at Paderu of Visakhapatnam district, and at Bhadrachalam of Khammam district in order to gear up Research, including action Research, Planning, Evaluation, Training activities etc., in the jurisdiction as shown hereunder :

Location

- a) Regional Research Centre Paderu, Visakhapatnam Dist.
- b) Regional Research Centre, Bhadrachalam. (The centre originally sanctioned at Palvoncha and subsequently shifted to Bhadrachalam).

Jurisdiction

Srikakulam, Vizianagaram, Visakhapatnam and East Godavari Districts.

Khammam, Warangal, Adilabad, Karimnagar, Nalgonda and West Godavari Districts.

The Tribal Cultural Research and Training Institute, Hyderabad would have the jurisdiction over the remaining districts of the State. In addition, the Director, TCR & TI is made competent to inspect the above two Regional TCR & TIs. The details of the staffing pattern of these Regional TCR & TIs vide G.O.Ms.No.7 S.W.(D) Dept., dt: 10-1-1985 is furnished in Annexure-XV.

2.14 RECTIFICATION OF STRUCTURAL IMBALANCE AT HEAD QUARTERS :

There are certain wide gaps in the higher level decision making centers. There are no responsible and competent staff between Deputy Directors, and Director. Further, there is large wide gap between Deputy Directors and Research Officers. But it may not be possible to oversee the functional efficiency of the Deputy Directors and Research Officers. In order to rectify the structural imbalance in TCR & TI, Hyderabad the following two Joint Director posts have been created as shown below.

- a) Joint Director (Ethnography and Social Justice)
- b) Joint Director (Training, monitoring and Evaluation vide G.O.Ms.No.83, S.W. (D) Department dt: 11-3-1991. A copy is enclosed in Annexure-XVI.

2.15 NEHRU CENTENARY TRIBAL MUSEUM :

A Tribal Museum depicting the rich cultural heritage of tribes of Andhra Pradesh, is an essential adjunct of Tribal Research Institute. As the rich heritage is being disintegrated and disappearing, it is an important task of Institute to establish a permanent museum to systematically organise and depict the various facts of different life styles of tribes of Andhra Pradesh. Therefore, The Institute with the financial and administrative support of the Government of Andhra Pradesh and Government of India, the Institute embarked on the proposal of establishing Tribal Museum. This museum has been named as "Nehru Centenary Tribal Museum" (NCTM) as per the resolutions of State Level Committee constituted for Centenary celebrations of Late Pandit Jawarharlal Nehru. The construction of building has already been completed and the required staff was

sanctioned for interior decoration and maintenance of museum. The post sanctioned for the maintenance of Tribal Museum are furnished by G.O.Ms.No.83 S.W. (D) Department dt: 11-3-1991.

2.16.

After establishing the two Regional Research Centres at Paderu, Visakapatnam district and Bhadrachalam, Khammam district, there are certain areas of gaps in research and training activities. By deployment of some of the research staff of Head quarters to the Regional Centres, structural imbalances were created in the activities of TCR & TI. The strategies of development have been changing and massive investment is flowing in the Tribal Sub-Plan and other tribal development areas. Further externally aided projects are being formulated and being executed in the tribal areas. In these changing scenario, the Institute has to take up initiative to utilize its expertise to the growing needs of the department and the Government to take up areas specific focuse studies.

Thus, the number of Gazetted, Non-Gazetted, Ministerial and Class IV Posts sanctioned to the Institute so far together with their scales of pay is furnished in the Annexure - XVII.

CHAPTER - 3

ROLE OF THE INSTITUTE

3.1 The scope, objectives and emphasis of research studies of TCR & TI have been undergoing changes to suit the immediate as well as long term research needs of Tribal Welfare Department which came into existence in 1966 and to provide policy inputs for the Government for evolving suitable strategies for the development of Scheduled Tribes and Schedule Areas in the State over the successive Five Year Plan.

3.2 DELIENATION OF TRIBAL SUB PLAN AREA:

During Fifth Year Plan while continuing basic studies, evaluation studies and compilation of data bank etc., the Institute started gearing itself tot he new tasks assigned to it viz., delienation of Tribal Sub-Plan Areas (TSP) in the State (the task accomplished by TCR & TI) by identifying the Scheduled Areas and adjoining areas of tribal concentration, a herculian task considering the fact that more that 6734 tribal villages in the agency tracts of Visakhapatnam district were not mapped and not coded at that time.

3.3 RATIONALISATION OF SCHEDULED AREAS:

The Scheduled Areas are situated in 9 districts in the State viz., Srikakulam, Vizianagaram, Visakhapatanam, East Godavari, West Godavari, Khammam, Warangal, Adilabad and Mahaboobnagar.

The Institute was directed by the Government to prepare comprehensive proposals to make entire TSP area coterminous with Scheduled Area. Proposals were prepared with approval of District Collectors concerned and submitted to Government of A.P. and in turn, Government have submitted the same to Government of India. Government of India has been asking for clarifications from time to time and the Institute has been attending to this important correspondence as and when required.

3.4 FORMULATION OF TRIBAL SUB-PLAN AREA AND PERSPECTIVE PLANS FOR DEVELOPMENT OF TRIBALS:

In the second meeting of the Central Research Advisory Council for TRIs

in the country which was held at New Delhi on 15-2-1974 under the Chairmanship of Prof. S.C. Dubey, it was stated that the TRIs would have to play an important role with the initiation of a new strategy for the development of tribals in the Fifth Five Year Plan period as "The preparation of Sub-Plan and preparation of projects in the context of new strategy for development of tribal areas has engaged the attention of TRIs because primary responsibility for support has fallen on them". The Central Research Advisory Council was requested to put off items of research suggested "as the preparation of sub-plan and preparation of projects is a new field for the TRIs which requires tremendous preparatory work". It is clear from the above that Government of India gave top priority for plan formulation by TRIs during Fifth Five Year Plan.

In addition to preparation of TSP, the Institute formulated perspective plans for development of tribals inhabiting all eight (8) I.T.D.A. areas during the Fifth Five Year Plan itself and submitted to Government for onward transmission to Government of India. Planning Commission and Government of India appreciated the quality of all the plan documents. During successive Five Year Plans, the Institute has been preparing Five Year Plans and Action Plans for TSP areas in addition to guiding the formulation of annual I.T.D.A., Action Plans. This is an ongoing regular and mandatory research work of the Institute.

List of Integrated Tribal Development Agencies (I.T.D.As.) functioning in the State is furnished below:

TABLE NO. 1

Sl. No	District	Name of the I.T.D.A.	No. of Sub Plan Villages		
			Scheduled	Non-Scheduled	Total
1	2	3	4	5	6
1.	Srikakulam	Seethampeta	108	240	348
2.	Vizianagaram	Paravathipuram	298	170	468
3.	Visakhapatnam	Paderu	3,368	98	3,466
4.	East Godavari	Rampachodavaram	559	40	599
5.	West Godavari	Kota Ramachandra Puram(K.R.Puram)	102	1	103
6.	Khammam	Bhadrachalam	889	3	892
7.	Warangal	Eturnagaram	177	77	254
8.	Adilabad	Utnoor	412	164	576
9.	Mahboobnagar	(Chenchu Project Area)	25	3	28
		Total	5,938	796	6,734

I.T.D.A. for P.T.G. (Chenchu) Srisailam, Kurnool District.

(The jurisdiction of I.T.D.A. covers the Chenchu areas of Mahaboobnagar, Prakasam, Kurnool, Guntur, Nalgonda and Ranga Reddy Districts.)

3.5 IDENTIFICATION OF MADA POCKETS AND CLUSTERS:

During the same period, the areas of relative tribal concentration situated outside the Tribal Sub-Plan areas were identified as MADA pockets. Still smaller pockets of relative tribal concentration were identified as tribal clusters for adoption of Modified Area Development Approach (MADA) for the development of tribals in the MADA and cluster areas. Andhra Pradesh is the first in the country to do this exercise which was appreciated by Government of India. These areas were identified and necessary comprehensive proposals were submitted to Government with the support of maps for release of Special Central Assistance. Identification of MADA, Clusters etc., is continuous process as Government of India relaxes the criteria of this areas from time to time.

The list of MADA pockets and Clusters identified and proposals submitted for release of Special Central Assistance is furnished district-wise in the following Table.

TABLE NO.
MADA POCKETS AND CLUSTERS - DISTRICT WISE

Sl. No.	District	No. of MADA Pockets	No. of Villages Covered	No. of Sub Clusters	No. of Villages Covered
1	2	3	4	5	6
1.	Srikakulam	2	31	—	—
2.	Vizianagaram	—	—	2	37
3.	Visakhapatnam	—	—	2	42
4.	West Godavari	—	—	2	18
5.	Krishna	1	14	—	—
6.	Guntur	1	9	—	—
7.	Khammam	2	14	1	5
8.	Warangal	7	61	2	7
9.	Karimnagar	1	27	1	7
10.	Nizamabad	2	36	1	6
11.	Medak	1	75	—	—
12.	Adilabad	1	—	1	12
13.	Mahaboobnagar	5	55	2	15
14.	Nalgonda	18	146	—	—
15.	Rangareddy	1	6	3	31
	Total	41	474	17	180

3.6 IDENTIFICATION OF P.T.G. AND PLAN FORMULATIONS :

As per Government of India instructions, the Institute identified most backward tribes of A.P. as Primitive Tribal Groups on the basis of Criteria prescribed by Government of India and submitted proposals to Government of India through State Government. Government of India recognised the following a PTGs out of 10 groups suggested. The Institute prepared perspective plans for these 8 PTGs. and submitted to Government.

1. Savara
2. Chenchu
3. Kolam
4. Thoti
5. Khond
6. Gadaba
7. Porja
8. Kondareddy

The Institute has been engaging in preparation of plans for the remaining two tribal communities.

3.7 TRIBAL STATUS VERIFICATION:

In pursuance of the decision taken in the Regional Conference of State Ministers of Tribal Welfare held at Trivendrum, Kerala State under the auspicious of Ministry of Home Affairs, Government of India, the admission rules of all professional and technical courses have incorporated rules requiring pre-admission scrutiny of Scheduled Tribe status claim of candidates seeking admission into various Engineering, Medical, courses of Agricultural University, B.Ed., M.B.A., M.C.A., courses, Polytechnics etc. Government also issued orders to the effect that the pre-admission scrutiny of S.T. status claims of candidates seeking admission is compulsory. As a result, from 1980 onwards, the TCR & TI geared itself for the new function and with its expert knowledge of the scheduled tribes, the Institute has been able to effectively curb the bogus certificate holders from grabbing the benefits which were actually meant for historically backward scheduled tribes candidates (G.O.Ms.No.119 T. Department, dt: 2-3-1981 and G.O.Ms.No.289 SW (J) Department, dt: 28-11-1986. See Annexure-XII-A&B.

3.8 Government in Social Welfare Department also issued orders authorising the Tribal Welfare Department of which TCR & TI is an integral part to investigate into the S.T. status claims of employees who secured employment under S.T. quota, Vide G.O.Ms.No.117, S.W. Department dt:1-7-1989. See Annexure-XIII.

3.9 Further, the Hon'ble High Court of Andhra Pradesh and Hon'ble A.P. Administrative Tribunal in several Writ Petitions and Writ Appeals directed the Department of Tribal Welfare to enquire into the S.T. status claims of various

students and employees who secured admissions and employment under S.T. quota and decide about their genuineness. The Hon'ble High Court of Andhra Pradesh while dealing with a false community certificates case pertaining to the admission into M.B.B.S. Course in Gandhi Medical College held that TCT & TI is an appropriate body with its expert knowledge on Scheduled Tribes to cause enquires into false S.T. certificates.

3.10 As a result of the expert knowledge and pains taking investigative work conducted by the TCT & TI, the Tribal Welfare Department is able to check the much elusive problem of false S.T. certificates and has been able to ensure successful implementation of the scheme of reservation in the matters of admission into professional, technical and other courses and appointments in State and Central Government services. The TCR & TI has brought to light various bogus certificate holders belonging to non scheduled tribes who have fraudulently usurped to the genuine scheduled tribe candidates of their legitimate seats and jobs with the help of the bogus Community Certificates without any kind of remorse. It is for this reason, the Hon'ble Supreme Court directed the State Government and the Union Government to bring about law to curb the incident of false community certificates in Civil Appeal No.4545 of 1993 (Director of Tribal Welfare, A.P. Vs Laveti Giri). in the said Civil Appeal, the Hon'ble Supreme Court directed that the expert knowledge of TCR & TI on ethnological, social, cultural and linguistic characteristics of scheduled tribe communities in each State should be utilised and directed that representative from the Tribal Research Institute should be made a member of every scrutiny committee at District level. Accordingly, Govt. of A.P. have issued orders in G.O.Ms.No.58 S.W.Dept., dt: 12-5-1997 to constitute district level scrutiny committee with a representative of TCR & TI as member to guide the scrutiny committee in examining the S.T.Community Certificates and also to conduct enquires into the complaints against false S.T. certificate holders. Thus the services and expertise of TCR & TI have become very valuable in safeguarding the interests of genuine Scheduled Tribes in matters of admission and employment and there by ensuring the success of the constitutional scheme of reservations for the Scheduled Tribes.

3.11 ASSIGNMENT OF SCRUTINY OF SCHEDULED CASTE CLAIMS :

Government in Social Welfare Department, A.P. Hyderabad have issued orders entrusting the investigation work relating go Scheduled Caste bogus

cases and also on behalf of Social Welfare Department to the Officers of the TCR & TI of Tribal Welfare Department in unrepresented districts of A.P. and Rayalaseema Zones vide Govt.Memo.No.17529/J2/97-1, dt: 5-12-97 at District Level Scrutiny Committee meetings.

3.12 REVIEW OF PROTECTIVE REGULATIONS :

Government of A.P. enacted the following Protective Regulations to safeguard the interests of tribals in the Scheduled Areas of the State.

1. The Andhra Pradesh Scheduled Areas Land Transfer Regulation of 1959 (as amended from time to time).
2. The Andhra Pradesh Scheduled Areas Money Lenders Regulation of 1960 (as amended from time to time).
3. The Andhra Pradesh Scheduled Tribes Debt. Relief Regulation 1970.

As a part of two pronged strategy of development and protection, the Department of Tribal Welfare has geared up the enforcement machinery for the effective implementation of the protective regulations which were promulgated by the Governor in exercise of powers conferred under para5(2) of Fifth Schedule to the Constitution to provide the much needed protection. The progress of implementation has been closely and regularly monitored and reviewed by the Department of Tribal Welfare with the help of TCR & TI. Besides these, studies on the problem of land alienation and money-lending in the scheduled areas were conducted and on the basis of findings of these studies amendments to the laws were suggested for removal of lacunae in the existing legislations for affording comprehensive protection to the tribal interests. This work has been taken up by the Institute systematically and on regular basis since 1985. This Institute is also looking after the interests of the tribals envisaged in other relevant legislations such as Extension of Panchayat Raj Act 1998 to the Scheduled areas of the State etc. Further, the TCR & TI., has been using its expert knowledge of various legislations and the history of various legislations in the Scheduled Area of the state for preparation of effective and comprehensive counter affidavits in all writ petitions filed against Government challenging the Protective Regulations, scheduling of Villages etc.

3.13 SUPPLY OF MATERIAL ON SPECIFIC ISSUES RELATING TO :

a) A.P. FOREST ACT OF 1957

b) A.P. MINES AND MINERALS (REGULATION & DEVELOPMENT) ACT, 1957

The Institute is also providing material on specific issues/problems to Commissioner of Tribal Welfare / Government on issues relating to A.P., Forest Act 1957 and A.P. Mines and Minerals (Regulations & Development) Act 1957 as and when required.

3.14 CLARIFICATION REGARDING DOUBTS IN NOMENCLATURE OF SCHEDULED TRIBES :

While conducting ethnographic studies on all Scheduled Tribes of A.P. and other non-scheduled tribes communities with similar nomenclature, the Institute has been helping the Tribal Welfare Department and State Government in weeding out non-scheduled tribe communities with identical nomenclature who have been masquerading as one of the scheduled tribes with similar name. Further, with the empirical data collected through studies on various communities staking their claim for inclusion in the list of scheduled tribes, the TCR & TI has been zealously safeguarding the interests of the listed scheduled Tribes by not recommending to Government ineligible and undeserving communities for inclusion in the list of Scheduled Tribes.

3.15 ETHNOGRAPHIC STUDIES :

The Institute has been taking up detailed ethnographic studies on the tribal communities on whom scanty information is available. This Institute has been also furnishing ethnographic details on various castes and communities to Government of India. Anthropological Survey of India and other National level organisations for official purpose. This is one of the important tasks of the Institute.

3.16 PLANNING, MONITORING AND EVALUATION OF TRIBAL DEVELOPMENT SCHEMES :

In the late June, 1997, the Union Secretary of Social Justice and Empowerment Department, Government of India, while presiding over the meeting of Directors of TRIs at New Delhi stressed that "The TRIs are the intellectual wing of tribal development setup and should be involved in preparation in annual plans, designing schemes for socio-economic

development of tribal communities and in monitoring and evaluation of implementation of various schemes". He further emphasised that the TRIs should continuously gather and update information, Statistics etc. which would be useful for drawing up schemes and programmes for accelerated development of tribal communities. This Institute is being engaged in preparation of plans for the development of Tribals monitoring of the programmes as well as evaluation of the programmes implemented.

3.17 TRAINING WING:

a) Regular Training Programme :

The Institute has two functional wings viz., Research and Training. The Research and Training Wings are complementary to each other. While the research results, Case studies / success stories are utilized in the training programmes, the field problems discussed training classes are referred to research wing for further examination and solutions. The Institute is regularly conducting inservice training programmes to the officials and non-officials engaged in tribal development. The following are various training programmes organised by the Institute every year.

- a) Appraisal Training courses for District Level Officers in Tribal Culture and changing strategies of Tribal development.
- b) Orientation Courses and workshops to the field level functionaries on various field problems and approach and strategies of development.
- c) Peripatetic Training programmes to Tribal Leaders including statutory tribal representatives and other prominent social workers belonging to STs, traditional leaders etc.,
- d) Training courses to MPP President, Sarpanches and Standing Committee members on powers and functions with reference to amended Gram Panchayat Act 1997.
- e) Orientation workshops to Project management staff of APPTDP and Monitoring staff.
- f) Collaborative training courses and workshops for staff belonging to other departments like Forest Department, Information & Public Relations Department etc.

b) Other Training Programmes:

- i) Training course on Bench Mark Survey and Monitoring systems.

- ii) Training course for newly recruited teachers
- iii) Multipurpose Extension Training programmes.
- d) Special Training courses to Medical staff including Medical officers working in Tribal Areas.
- v) Orientation workshops to Principals, Teachers working in various educational institutions in Tribal areas.

3.18 EMPLOYMENT AND TRAINING DIVISION:

The main objective of this division is to sponsor qualified S.T. candidates to various Training-cum-coaching programmes like Common Entrance Examinations and also to guide and assist the educated unemployed S.T. Candidate in securing suitable jobs so as to make them to utilise the benefit of reservations extended by State and Central Governments in employment and admissions into various educational institutions. This Division maintains the list of educated youth seeking employment and sponsors the names in case the Employment Exchanges concerned do not have the candidates on the live registers.

The following Training Programmes are being implemented, through this Division for the benefit of educated unemployed youth belonging to STs.

1. Administration of justice (stipend to S.T. Advocates) who work as apprentice under Senior Advocates in High Court and District Courts.
2. Proficiency training in Typewriting and Short hand.
3. Training of S.T. candidates in driving.
4. Special coaching of facilities to S.T. candidates who appear to various Entrance tests / Examinations a given below.
 - a) EAMCET (Engineering, Agricultural, Medical Entrance Common Test) coaching
 - b) ECET (Engineering Common Entrance Test for Diploma Holders) coaching
 - c) CEEP (Common Entrance Examination of Polytechnics)
 - d) GATE (Graduate Aptitude Test in Engineering)
 - e) Special coaching facilities to S.T. candidates who appear for various competitive examinations as detailed hereunder.

- (1) Coaching in Civil Services Examinations.
- (2) Coaching in Group-I & II Examinations conducted by APPSC
- (3) Coaching in BSRB written examination
- (4) Coaching in Post Graduate Medical Entrance. Career Guidance Cells are established at Hyderabad and in all ITDA Head Quarters.

3.19 AGENCY ADMINISTRATION REPORT:

Under para 3 of the V Schedule of the Constitution of India, the State Government have to submit Agency Administration Report on the administration of Schedule Areas every year. In pursuance of this Constitutional directive, the TCR & TI obtain the reports on the administration of Scheduled areas from the Collectors of 9 Districts Viz., Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, West Godavari, Khammam, Warangal, Adilabad and Mahaboobnagar. The reports of the 9 Agency Collectors on the administration of Scheduled Area are compiled and consolidated report is prepared and submitted to the Government through the Commissioner of Tribal Welfare. The State Government will submit the same to Government of India with the approval of Governor. This is one of the important statutory functions of the institute.

3.20 STATE ADMINISTRATION REPORT OF TRIBAL WELFARE DEPARTMENT :

The Institute collect material on the progress of implementation of the Protective regulations, Implementation of development programmes of different sectors from the department of Tribal Welfare, Commissioner of Land Revenue etc. and prepares the consolidated report on the administration of Scheduled areas and the implementation of Tribal development programmes and submit the same to the Government through the Commissioner of Tribal Welfare. The State Government include this report in the State Administrative Report of the State of A.P. This is one of the important functions of the Institute every year.

3.21 PRESERVATION OF TRIBAL FOLKLORE AND FOLK SONGS & PRODUCTION OF FILMS/DOCUMENTS ON LIFE, CULTURE AND DEVELOPMENT OF TRIBES OF A.P. :

“To collect folk-songs and folklore and preserve other interesting aspects

of the tribal life which are slowly, but steadily, undergoing cultural change” is one of the important aims and objectives of establishing this Research Institute.

As the tribes of A.P. are endowed with rich folklore, Arts, Crafts, it is proposed to collect the material culture and other information and display in the Museum (NCTM). The folk songs are recorded from all ten (10) tribal groups and they are used in the museum for the benefit of tourists. The Institute also started important scheme of preparation of films/documentations covering the rich life styles, folk dances, folk festivals and other aspects of development. These films and documentation will be screened for the benefit of visitors / tourists to the museum of the institute and in various training courses/Workshops/Seminars.

PREPARATION OF PRIMERS IN TRIBAL DIALECTS:

According to Article 350A of the Constitution of India:

“Facilities for instruction in mother-tongue at Primary Stage - It shall be the endeavour of every State and of every local authority within the State to provide adequate facilities for instruction in the mother-tongue at the primary stage of education to children belonging to linguistic minority groups: and the President may issue such directions to any State as he considers necessary or proper for securing the provision of such facilities.”

“The policy of the Government of India is to encourage the tribal dialects as it is desirable that instruction in the primary schools should be imparted to the Adivasis in their own mother tongue as far as possible. But one of the greatest hurdles in teaching the Advisis in their own language is the absence of a script of their own and consequent absence of primers and text-books”.

3.22 The Committee on Special Multipurpose Tribal Blocks (Dr. Verrier Elwin Committee) observed that Research in Philology is another important subject of Tribal Research. “Every State with a large tribal population, and especially where multipurpose Blocks have been started, should have trained linguist attached to it to study and encourage the local languages. Scholars in the Universities might be asked to “adopt” a Block for this purpose and be paid on honorarium for doing so”.

The work of the Philologists would be mainly of two kinds: firstly, the building up of a people’s literature and secondly, the encouragement of Officials in learning the Tribal languages to impart education to the tribal children in their own mother-tongue is the National Policy of Education.

“To study the dialectical forms of the Scheduled Tribes and to prepare text books containing the religious lore and traditions of the tribes for primary schools in Tribal areas to prepare grammar books in tribal dialects and compile dictionaries for them” is one of the objectives of the establishing Tribal Research Institute.

Keeping in view the above National Policy, recommendations of the Elwin Committee Report and the objectives of the Institute preparation of Primers in tribal dialects have already been taken up.

There are 33 Tribal Groups in A.P. of which about 10 Tribal groups speak their own dialects. In pursuance of the national policy on Tribal Education, the Institute in Collaboration with Telugu Academy of A.P. Prepared readers in I and II Classes in Gondi and Koya dialects in Telugu script for introducing them in the schools where students belonging to Gond and Koya tribal groups are studying. However, in 1998, NCERT, New Delhi in collaboration with TCR & TI, Hyderabad prepared primers for class I and II in Gondi dialect with Telugu script in accordance with State syllabus for introduction in the Gondi Schools where Gonds are studying in Adilabad District as regular text books. The same are awaiting publication by NCERT New Delhi. Further instructional material for non-formal education was also prepared in Gondi and Savara for introduction in education centres in the Adilabad District and Srikakulam and Vizianagaram districts where Gondi and Savara dialects are spoken in collaboration with NCERT, New Delhi, and SCERT, Hyderabad. The same are awaiting publication by the NCERT, New Delhi. Similarly, the Institute has to bring out primers in Telugu script for the remaining tribal dialects of Andhra Pradesh.

3.23 ORGANISING SEMINARS/WORKSHOPS/CONFERENCES:

The Institute has been organising seminars/workshops on the specific problems/issues relating to the Tribal Development periodically and make available these recommendations to Department and Government for taking necessary action.

3.24 PARTICIPATION IN STATE AND NATIONAL LEVEL EXHIBITIONS:

As per the directions of the State and Central Government, the Institute organize exhibitions and Tableaus. The Institute is able to participate at State and National Levels on important National festivals and cultural functions etc.

3.25 FORMULATION OF PLANS FOR EXTERNAL AIDED PROJECTS & PREPARATION OF DRAFT ANNUAL PLANS :

a) ANDHRA PRADESH TRIBAL DEVELOPMENT PROJECT (APTDP):

The Institute after conducting Bench Mark Surveys in the selected Mandals of Northern Coastal districts of Srikakulam, Vizianagaram, Visakhapatnam and East Godavari in the year 1989-90 for formulated comprehensive report for rehabilitation of shifting cultivators. These reports formed the basis for the subject matter specialists from IFAD, Rome for preparation of appraisal report for implementation of Andhra Pradesh Tribal Development Project (APTDP) with an outlay of nearly Rs.80 crores. The project is being implemented in the above districts since 1991 onwards.

The draft Annual work and Financing plans of this project is prepared by the Institute every year during the execution of this IFAD assisted Project.

b) ANDHRA PRADESH PARTICIPATORY TRIBAL DEVELOPMENT PROJECT (APPTDP):

During the year 1992-93, Institute conducted base line surveys in the tribal areas of West Godavari, Khammam, Warangal, Adilabad districts and Nallamalia Hill Areas (Six districts) and Socio-economic report has been prepared. On the basis of this report, project appraisal report was formulated by subject matter specialists for implementation of Andhra Pradesh participatory Tribal Development Project (APPTDP), which is assisted by IFAD, Rome. The total outlay cost of this project is about Rs. 185.00 crores spread over seven (7) years. This project was launched during 1994.

The Institute is also engaged in preparation of Annual Work and Finance Plans every year. Thus the Institute undertakes Bench Mark Surveys Base line surveys whenever required for formulation of important projects in tribal areas.

3.26 CONSULTANCY SERVICES

The Institute has been engaged as the consultancy in the last five years by the International Organisations like World Bank (A.P. Forestry Projects & SRBC, I.P.P.:VI, I.C.D.S., & D.P.I.P.), UNICEF & IFAD etc., these works were appreciated by those sponsoring Agencies. Thus the Institute is taking up

consultancy services offered by State/Central Government including International Funding Agencies.

3.27 IMPACT EVALUATION OF EXTERNALLY AIDED PROJECTS AND PROJECTS ASSIGNED BY THE SISTER ORGANISATIONS/LINE DEPARTMENTS OF STATE GOVERNMENT :

The Institute undertakes the impact evaluation studies/evaluation studies entrusted by externally aided projects, Sister organisations, line departments as and when required. For example, the A.P.T.D.P. was taken up in the ITDA Areas of Seethampet of Srikakulam district, Parvarthipuram of Vizianagaram district, Paderu of Visakhapatnam district and Rampachodavaram of East Godavari district. The Project aims at food security to 63,371 tribal families with a total outlay of Rs.77.00 crores, for a period of seven years. This Institute has taken up the Impact Evaluation study of A.P.T.D.P. in the said Four I.T.D.As. to assess the benefits accrued to tribals as a result of the project.

The Institute has taken up the Evaluation study of A.P. Residential Schools and submitted final report to the State Council of Educational Research and Training, Hyderabad, in 1996.

3.28 GUEST FACULTY / RESOURCE PERSONS-STATE LEVEL / NATIONAL & INTERNATIONAL LEVEL FORUMS / TRAINING INSTITUTES :

The Institute Officers are on the guest faculty of State Academy of Panchayat Raj and Rural Development, NIRD (Rajendra Nagar), NIN (Tarnaka), Police Academy of Sivarampally, Dr. Marri Chenna Reddy Human Resource Development Institute of Andhra Pradesh (MCR. HRD), Jubilee Hills, State Bank of India, UNICEF, CARE etc., this is a continuous collaborative programme of the Institute.

3.29 PEOPLE OF INDIA - PROJECT OF ANTHROPOLOGICAL SURVEY OF INDIA :

At the request of Anthropological Survey of India, this Institute participated in the "People of India Project" and conducted Ethnographic studies on more than 40 communities and tribes of A.P. and submitted Ethnographic reports to

Anthropological Survey of India for publication in the Project entitled "People of India". Institute also contributed special papers, articles on religion / culture etc., to the People of India Project.

3.30 AWARD OF RESEARCH FELLOWSHIPS FOR SCHOLARS TO CONDUCT STUDIES IN VARIOUS ASPECTS OF TRIBAL DEVELOPMENT :

Ministry of Welfare renamed as Social Justice and Empowerment, Government of India in association with State Governments award a specified number of fellowships (not exceeding twenty five) annually with a view to encourage indepth study of the process of socio-economic changes in the tribal areas and of tribal communities particularly in the wake of new developmental efforts. This scheme was introduced during 1991. The fellowships will be open to scholars belonging to different disciplines like Anthropology, Sociology, Economics, Political Science, Agriculture, Medicine, etc., who registered for Ph.D. with a recognised University. A scholar belonging to any one of these disciplines can undertake a specific area for his study.

The Ministry of Social Justice and Empowerment, Government of India have requested the State Government and in turn Tribal Welfare Department to scrutinize and forward the applications for award of fellowships to the scholars who are pursue research studies leading to award of doctoral and post doctoral degrees on the above subjects duly following guidelines communicated. The Institute has to collect the progress report on the stage of the work of each candidate from the supervisor or Guide and forward the same to the Government of India through State Government as per orders issued in G.O.Lr.No.11024/2/90-TD(12), dated: 11-12-1990 for sanction of fellowship amount.

As advised by the Government of India, the studies of the Research Scholars will be utilised for various Seminars/Training programmes etc., action has already been taken to obtain the copies of these submitted by the Research Scholars for utilisation while formulating Action Plans and Perspective Plans and thus this Institute have a link with action research.

3.31 SCHEME OF GRANT-IN-AID TO VOLUNTARY ORGANISATIONS WORKING FOR THE PROMOTION OF WELFARE OF SCHEDULED TRIBES - INSPECTION &

MONITORING, PROGRESS AND ACHIEVEMENTS BY TCR & TI, HYDERABAD:

The Ministry of Social Justice and Empowerment, Government of India during the year 1998-99 instructed the Institute to study the functioning of various Non-Governmental Organisations which are getting funds from the Ministry for promoting the Welfare of STs and submit reports to the Ministry for taking appropriate action on the voluntary organisations. The Ministry has also entrusted the responsibility to the Institute for recommending the applications of various N.G.Os after conducting thorough enquiries about the genuineness of Welfare activities, and desirability of funding the organisations on the basis of their performance in the field for the promotion of Welfare of STs vide Letter No.11021/4/98-TDA, dated: 5-2-1999, from Ministry of Social Justice and Empowerment and the same is enclosed in Annexure XVIII-A.

3.32 SCHEME OF GRANT-IN-AID TO VOLUNTARY ORGANISATIONS WORKING FOR WELFARE OF SCHEDULED CASTES - INSPECTION & MONITORING:

The Ministry of Social Justice and Empowerment, Government of India, New Delhi has also nominated the TCR & TI for inspection of N.G.Os working for welfare of SCs in the State vide their F.No.11020/269/98-SCB-III, dated: 11th February, 1999 and the same is furnished in Annexure-XVIII-B.

3.33 PRE-EXAMINATION TRAINING CENTRE, HYDERABAD:

The Pre-Examination Training Centre was established at Hyderabad during the year 1968-69. The Director of the Institute is the controlling authority of this P.E.T.C.

The P.E.T.C., organises Pre-examination coaching to the educated un-employed tribal youth for the various Competitive examinations conducted by A.P.P.S.C., U.P.S.C., (Other than I.A.S., & I.P.S.), R.R.B., Staff Selection Commission, B.S.R.B., L.I.C., and other recruiting agencies. The main objective of Pre-Examination Training is to provide intensive coaching to educated SC and ST youth to improve their educational standards so that they can fully utilise the reservation benefits and also to improve their chances of employability. The number of posts (Teaching and Non-teaching) sanctioned to this P.E.T.C., Vide G.O.Ms.No.256, Education (SW-III) Department, dt: 18-2-1969 and G.O.Rt.No.141, S.W.(D) Department, dt: 12-3-1996 is furnished in the Annexure – XIX – A & B.

In addition to various Training Courses to Graduates and Post Graduates, PETC is also organising coaching to Undergraduates, and Matriculates in Typewriting, Shorthand, Clerk-cum-Cashier posts, and other clerical cadre posts. This centre also organises special courses for filling up back-log vacancies. Of all the Institute in the country, the TCR & TI, Hyderabad alone has been conducting said coaching with a primary objective to improve the opportunities for the employability of educated SC and ST youth. A hostel is also attached to this P.E.T.C. to provide both Boarding and Lodging facilities to the trainees.

3.34 REGIONAL PRE-EXAMINATION TRAINING CENTERS:

The P.E.T.C., Hyderabad is not able to cater to the needs of the educated unemployed tribal youth all over the state. In view of the availability of large number of tribal educated candidates and the need for coaching for various competitive examination Government have sanctioned four (4) Regional P.E.T.Cs to extend coaching facilities to the Scheduled Tribe candidates of interior tribal areas vide G.O.Rt. No.3, Social Welfare (D) Department, dt: 2-1-1993 and the same is furnished in Annexure-XX. The location of these centres is furnished below:

Sl.No.	Location of Regional P.E.T.C	District
1.	Visakhapatnam	Visakhapatnam
2.	Bhadrachalam	Khammam
3.	Eturunagaram	Warangal
4.	Utnoor	Adilabad

The Institute is monitoring the functions of the above P.E.T.Cs. Teh Commissioner of Tribal Welfare releases budget to the above centres.

3.35 P.E.T.Cs. ATTACHED TO THE VARIOUS UNIVERSITIES IN THE STATE:

The following P.E.T.Cs attached to various Universities in the state are also organising Pre-examination coaching for various competitive examinations including EAMCET, I.E.S., E.CET., etc.,

1. Ambedkar Study Circle, Andhra University, Waltair.
2. Nagarjuna Study Circle, Nagarjuna University, Guntur.

3. S.V.University Study Circle, Tirupathi.
4. Sri Krishna Devaraya University Study Circle, Ananthapur.
5. Kakatiya Adhyayana Kendra, Warangal.
6. Centre for Competitive Examinations, Osmania University, Hyderabad.
7. Central University Study Circle, Hyderabad.

The Institute approves their calender of training programmes and monitor the implementation of training programmes organised by the said P.E.T.Cs, from time to time. The Commissioner of Tribal Welfare releases necessary budget for organising various coaching programmes.

The A.P. Study Circle, Hyderabad is the 'NODAL AGENCY' to implement a Pre-examination coaching programmes in accordance with the general guidelines issued by the Government from time to time, vide G.O.Ms.No.113, S.W. (G.I.) Department, dt: 22-8-97. - Annexure XXI.

3.36 EMPLOYMENT AND CAREER GUIDANCE CENTRES:

These centres were established in all 9 ITDA head quarters of the State in order to guide the tribal candidates to prosecute higher studies and enable them to plan for career advancement. The Institute is reviewing the functioning of these centres periodically.

3.37 VOCATIONAL TRAINING INSTITUTES:

The scheme of Vocational Training Institutes was started by Ministry of Social Justice and Empowerment, Government of India during the year 1993 on 100% Centrally aided basis to provide employment / Self employment opportunities to the Tribal educated unemployed youth vide Lr.No.11037/1/92-T.D.A. dt: 8-12-1992, Ministry of Welfare, Government of India. Discontentment among the educated unemployed has been enormously increasing and more so in the case of tribal areas. The tribal youth are being attracted towards left wing extremism causing unrest, Law and Order problem. It was therefore, decided by the Government of India, to train the educated tribal youth for large scale employment. The areas of training or imparting skills are identified basing on the backlog vacancies available upto pre-matric stage and also available for self-employment, economic pursuits which are specially required for the tribal areas so that the imparted training skills can be fruitfully utilised for their livelihood. It is proposed to train X class and above students at least in 2 or 3

trades for a period of 10 months in a year. In addition to X class candidates, College drop outs of S.T.Youth are also eligible for coaching in these Vocational Training Institutes.

A batch of 50 S.T. students will be trained in each craft for a period of 4 months and each candidates can choose 2 to 3 trades of his/her choice. The trades like Fitter, Electrician, Welder, Oil Engine repairing, Electric Motors repairs, Radio, Transistor, Television repairs, Watch repairs etc., are proposed to introduce in these Vocational Training Institutes.

At the request of Tribal Welfare Department, the Government of India has sanctioned the following Vocational Training Institute in the ITDA areas of the State during 1994-95. The vocational Training Institutes were established in a phased manner from 1994 onwards. The location details of V.T.Is are furnished hereunder.

LOCATION OF VOCATIONAL TRAINING INSTITUTES

Sl.No.	Location	District
1.	Seethampeta	Srikakulam
2.	Jeegram, Salur Mandal	Vizianagaram
3.	Chintapalli	Visakhapatnam
4.	Maredumilli	East Godavari
5.	Yetapaka, Bhadrachalam Mandal	Khammam
6.	Kerameri	Adilabad
7.	Srisailam	Kurnool

The Vocational Training Institute in the remaining two I.T.D.As i.e, at Eturunagaram, Warangal district and K.R.Puram in West Godavari District are being opened.

The Director of the Institute/Commissioner of Tribal Welfare is regularly monitoring the functioning of these Vocational Institutes and sending progress reports to Government of India through State Government periodically. The Institute is also keeping regular correspondence with Government of India through State Government for release of yearly budget to run these Vocational Training Institutes.

CHAPTER - 4

ORGANISATIONAL STRUCTURE OF THE DEPARTMENT :

4.1 The TCR & TI was established during 1962-63 at Hyderabad with skeleton Research Staff both at Gazetted and Non-Gazetted levels. Keeping in view the main objectives and functions of the Institute and the increased work load in research and training, changing strategies of tribal development, different categories of posts both at Gazetted and Non-Gazetted levels have been created from time to time in the areas of research, training, social status verification, survey, monitoring and evaluation, health, nutrition, cartography etc.

4.2 STRUCTURE OF THE DEPARTMENT :

The Institute functions have been broadly divided into the following five Divisions for smooth running.

- I. Research and Development Division (R & D)
- II. Human Resources Division (H.R.D.)
- III. Monitoring and Evaluation Division (M & E)
- IV. Cultural and Art Development Division (C.A.D.)
- V. Administration and Personnel Management Division (A & PM).

4.3 The number of Cells under each Division and staff associated in each Cell in order of hierarchy are furnished below.

Sl.No.	Cell / Section / Wing	Staff associated in hierarchical order.
1	2	3
I	Research & Development Division : This Division is headed by a Joint Director	
A.	TRIBAL ETHNOGRAPHY, ECOLOGY & CULTURAL DYNAMICS (TECH) :	1. DEPUTY DIRECTOR
B.	PROTECTIVE REGULATION CELL: (P.R)	2. RESEARCH OFFICERS
		3. PLANNING OFFICERS

- C. TRIBAL STATUS VERIFICATION CELL (T.S.V.) :
4. LEGAL ASSISTANT
 5. FIELD OFFICER / RESEARCH ASSISTANT
 6. Research Investigators
 7. Computer cum Field Investigators (CCFIs)
- D. PLANNING & DEVELOPMENT CELL (P&D) :

II. HUMAN RESOURCES DIVISION: (H.R.D.):

This division is headed by a Joint Director.

	<u>Staff Associated in heirarchical order</u>
A. Training wing (Regular Training Programmes)	1. Deputy Director
B. Employment & Training Cell (E & T)	2. Research Officers
C. Physical Anthropology, Health & Nutrition. (PA H & N)	3. Lecturers
	4. Technical Assistant.
	5. Field Officer/ Research Assistants
	6. Research Investigators
	7. Computer Cum Field Investigators(C.C.F.I.)

III. MONITORING & EVALUATION DIVISION:

This Cell is headed by a Deputy Director.

1. Statistical Officer
2. Tabulation Officer
3. Statistician/R.A.(Research Asst.)
Evaluation Assistant.
4. Statistical Asst. / Research Investigators
5. C.C.F.Is

IV. CULTURE & ART DIVISION (C.A.D.) :

The Deputy Director is the Head of the Division:

- | | |
|---|---|
| A. Nehru Centenary Tribal Museum (NCTM) | 1. Museum Curator |
| B. Audio-Visual Cell (A.V.C.) | 2. Information Officer |
| C. Cartography Section | 3. Cartographer |
| D. Information & Publicity Cell (I & P C) | 4. Artist |
| | 5. Sculptor |
| | 6. Cameraman |
| | 7. Museum Care Taker cum Librarian (MCTL) |
| | 8. Sr. Draughtsman |
| | 9. Draughtsman |
| | 10. Asst. Curator |
| | 11. Dark room assistant |
| | 12. Cinema Operator |

V. ADMINISTRATION AND PERSONAL MANAGEMENT DIVISION (A & PM):

This division is headed by a Joint Director.

- | | |
|--|----------------------------------|
| A. Administration & Personal Management Cell (A & P M) | 1. Deputy Director |
| B. Publication Cell | 2. Editor |
| | 3. Field Officer/Research Asst.) |
| | 4. Superintendent |
| | 5. Senior Assistant |
| | 6. Junior Assistant |
| | 7. Junior Steno |
| | 8. Typist |
| | 9. Store Keeper |
| | 10. Other Class-IV categories |

4.4 STAFFING PATTERN OF THE INSTITUTE, REGIONAL RESEARCH CENTRES, PETC, HYDERABAD AND REGIONAL PETCs IS FURNISHED HERE UNDER IN HEIRARCHYAL ORDER.

S.No	Designation Sanctioned	No. of Posts (Rs.)	Scale of Pay Categories	Details of Feeder
1	2	3	4	5
I.	GAZETTED:			
	1. Director	1	5040-8700	He is the head of the Institution and Ex-Officio Joint Director of the Department of Tribal Welfare.
II.	a) JOINT DIRECTORS (Headquarters)		24400-8700	
	b) JOINT DIRECTORS 2 (Regional Research Centres)		4400-8700	
III.	DEPUTY DIRECTORS: 9		3880-8140	The 9 Deputy Directors are looking after different subjects. The Senior most Deputy Director looks after Administration and Personnel Management subject normally. The post of Deputy Director is the feeder category to the post of Joint Director.
IV.	Museum Curator	1	3640-7580	He is the incharge of the Tribal Museum. Direct recruitment/on deputation basis.
V.	Initial Gazetted posts		2930-5960	
	The following are the different categories of first level Gazetted Officers in the Institute and they carry the same scale of pay.			
1.	Research Officer	8	2930--5960	a) These are the feeder categories to the post of Deputy Directors (Research & Ethnographic Studies including linguistics)

2. Research Officers (Linguistics)	1	2930-5960	
3. Lecturers	2	2930-5960	b) Deputy Director (Tribal Status Verification) c) Deputy Director (Employment & Training)
4. Research Officer	1	2930-5960	Research officer with Physical Anthropology qualification is the feeder category to the post of Deputy Director (Physical Anthropology, Health and Nutrition).
5. a) Statistical Officer	1	2930-5960	These posts are the feeder categories to Deputy Director, (Surveys & Statistics Monitoring & Evaluation).
6. Tabulation Officer	1	2930-5960	This post is the feeder category to Deputy Director, (Surveys and Statistics, Evaluation & Monitoring)
7. Information Officer	1	2930-5960	This post is feeder category to the post of Deputy Director, (Information, Relocation, Library & Publicity)
8. Planning Officer	1	2930-5960	This post is the feeder category to the deputy Director, (Planning).
9. Editor	1	2930-5960	This post is feeder category to the post of Deputy Director, Publications.
10. Programme Officer	1	2930-5960	This post is feeder category to the post of Deputy Director in the relevent subject.

11. Cartographers	2	2930-5960	Issue of ad-hoc rules are pending with Govt.
12. Legal Assistant	1	2930-5960	
13. Asst. Accounts Officer	1	3110-6380	Jr. Accounts Officer/ Superintendents is the feeder category to the Asst. Accounts Officer Post.
14. Junior Accounts Officer	1	2600-5580	The posts of Asst. Accounts Officer and Junior Accounts Officer are posted from the Treasuries & Accounts Department.

4.5. B. NON-GAZETTED RESEARCH STAFF:

S.No	Designation	No. of Posts Sanctioned	Scale of Pay (Rs.)	Details of Feeder Categories
1	2	3	4	5
1.	Filled Officer	5	2600-5580	Field Officers, Research Assistants, Evaluation Asst., are the feeder categories of the Research Officers, Lecturers and Editors.
2.	Research Assts.	8	2600-5580	
3.	Technical Assts.	1	2600-5580	This post is the feeder category to the post of Research Officer (Physical Anthropology)
4.	Statistician	1	2600-5580	Statistician & Superintendent are the feeder categories for the Post of S.O., Tabulation Officer.
5.	Evaluation Asst.	1	2600-5580	E.A. is the feeder Category for the post of Research Officer.

6. Research Investigator	10	2600-5580	These two categories of posts are the feeder
7. Statistical Assistant	2	2315-4880	categories to the posts of a) Filed Officer, b) Research Assistant c) Statistician d) Evaluation Assistant e) Technical Assistant as per the adhoc rules.
8. Computer-cum-Field Investigator C.C.F.Is	16	2075-4270	These post are the feeder category to the posts of Research Investigator & Statistical Assistant, as per adhoc rules.

C. NON-GAZETTED TECHNICAL STAFF:

S.No	Designation	No. of Posts Sanctioned	Scale of Pay (Rs.)	Details of Feeder Categories
1	2	3	4	5
1.	Museum Care Taker-cum-Librarian (MCTL)	1	2600-5580	This post is the feeder category to the post of Informatin Officer.
2.	Cameraman	1	2600-5580	The posts of Artist & Sculptor are filled by direct
3.	Artist	1	2525-5390	recruitment method.
4.	Sculptor	1	2525-5390	The posts at Sl.No 2,3,4 are the feeder categories to the post of Cartographer as per adhoc rules.
5.	Senior Draughtsman	1	2525-5390	—
6.	Asst. Curator	1	2375-5040	—

7. Draftsman	1	1975-4010	This post is the feeder category to the post of Sr. Draftsman, as per adhoc rules.
8. Laboratory Store keeper	1	2195-4560	The Laboratory Store Keeper with B.Sc. qualification is eligible for Technical Assistant or Research Assistant as per adhoc rules.
9. Dark Room	1	1745-3420	The Dark Room Asst., post is the feeder category to the post of Cameraman as per adhoc rules.
10. Cinema Operator	1	1745-3420	By direct recruitment/on deputation basis from Information and Public Relations Dept.

D. MINISTERIAL STAFF:

S.No	Designation	No. of Posts Sanctioned	Scale of Pay (Rs.)	Details of Feeder Categories
1	2	3	4	5
1.	Superintendent	4	2600-5580	Senior Asst., or Senior Accountant is the feeder category to the post of Superintendent as per adhoc rules.
2.	Senior Assistant	1	2195-4560	Junior Asst. Typist / L.D. Steno are the feeder categories to the post of Senior Assistant.
3.	Senior Accountants	4	2195-4560	Junior Accountant / Junior Asst./L.D. Steno is the

			feeder category to the post of Senior Accountant as per adhoc rules.
4. Senior Steno	2	2195-4560	L.D.Steno is the feeder category as per adhoc rules.
5. Junior Assistant	4	1745-3420	Record Asst./Class IV category is the feeder category and also Andhra Pradesh PUBLIC Service Commission allots candidates.
6. Junior Accountant	1	1745-3420	-- do --
7. Typist	9	1745-3420	A.P.P.S.C., Hyderabad allots candidates.
8. Typist-cum-clerk	1	1745-3420	-- do --
9. L.D.Steno	2	1745-3420	-- do --
10. Shroff	1	1595-3020	This post is sanctioned in Accounts Section and Director of Treasuries and Accounts allots candidates.
11. Driver	4	1595-3020	Direct recruitment from Class IV category as per adhoc rules.
12. Roneo Operator	1	1535-2840	From Class IV category
13. Record Assistant	1	1535-2840	From Class IV category
C. Class IV			
1. Attenders		1425-2525	By Direct recruitment through Employment Exchange.
2. L.G.Es (Last Grade Employees)		1425-2525	

4.5 STAFFING PATTERN OF REGIONAL RESEARCH CENTRES AT PADERU, VISAKHAPATNAM DISTRICT AND BADRACHALAM, KHAMMAM DISTRICT.

S.No	Designation	No. of Posts Sanctioned to each Regional Centre	Scale of Pay (Rs.)	Feeder Categories as per adhoc rules
1	2	3	4	5
A. GAZETTED				
1.	Joint Director	1	4400-8700	He is the Head of the Regional Research Centre. The post of Dy. Director is the Feeder category to the post of Joint Director.
2.	Deputy Director	1	3880-8140	The feeder categories for the posts from 2 to 4 are the same as in the case of TCR & TI. Hyderabad.
3.	Research Officers(*)	2	2930-5960	
4.	Lecturer	1	2930-5960	
B. NON-GAZETTED RESEARCH STAFF :				
1.	Field Officers / Research Assts.	3	2600-5580	The feeder categories is the same as in the case of TCT & TI, Hyderabad.
2.	Research Investigators	2	2315-4880	-- do --
3.	Computer-cum Field Field Investigators (CCFI)	5	2075-4270	-- do --

(*) These posts were transferred from TCR & TI., Hyderabad to the Two Regional Centers and the Resultant vacancies in the TCR & TI, Hyderabad are kept unfilled, vide G.O.Ms.No.7 S.W.(D) Department, Dt:10-1-1985.

C. MINISTERIAL STAFF:

1.	Superintendent	1	2600-5580	The appointments and promotions of the posts at Sl.No.s 1 to 5 governed by A.P. State And Subordinate Service Rules.
2.	Senior Assistant	1	2195-4560	
3.	Junior Assistant	1	1745-3420	
4.	Typist	1	1745-3420	
5.	Driver	1	1595-3020	

D. CLASS IV STAFF:

1.	Attenders	2	1425-2525	By direct recruitment through Employment Exchange.
2.	Contingent Staff	3	1425-2525	

4.6 STAFFING PATTERN OF PRE-EXAMINATION TRAINING CENTER, HYDERABAD

S.No	Designation	No. of Posts Sanctioned	Scale of Pay Feeder (Rs.)	Categories as per adhoc rules
1	2	3	4	5
A. TEACHING STAFF:				
1.	Principial	1	4140-8140	These posts are filled on deputation basis from Education Department.
2.	Lecturer in English	1	3110-6380	
3.	Jr. Lecturers	2	3110-6380	
4.	Asst. Lecturer in Stenography	1	2600-5580	This post is filled up by direct recruitment.
B. NON-TEACHING STAFF:				
5.	Superintendent	1	2600-5580	The appointments and promotions of these posts are governed by the State and Sub-ordinate Services Rules.
6.	Warden (Grade I)	1	2375-5040	

7.	Senior Assistant	1	2195-4560
8.	Store Keeper	1	2195-4560
9.	Junior Assistant	1	1745-3420
10.	Typist	1	1745-3420
11.	Library Assistant	1	2195-4560

By Direct Recruitment.

C. CLASS IV STAFF

1.	Attender		1425-2525
2.	Cook	3	1425-2525
3.	Asst. Cook	1	1425-2525
4.	Kamatis	2	1425-2525
5.	Watchman	2	1425-2525
6.	Dhobi	1	1425-2525
7.	L.G.Es.	3	1425-2525

By direct recruitment through Employment Exchange.

4.7 STAFFING PATTERN OF REGIONAL P.E.T.Cs LOCATED AT UTNOOR OF ADILABAD DISTRICT, ETURUNAGARAM OF WARANGAL DISTRICT. BHADRACHALAM OF KHAMMAM DISTRICT AND VISAKHAPATNAM OF VISAKHAPATNAM DISTRICT.

(The Staff mentioned in the Statement below is sanctioned to each Regional P.E.T.C.)

S.No.	Designation	No. of Posts Sanctioned	Scale of Pay (Rs.)	Feeder Categories as per adhoc rules
1	2	3	4	5

A. TEACHING STAFF :

1.	Principal	1	4140-8140	These posts are filled up on deputation basis from the Education Department.
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B. NON-TEACHING STAFF :

1.	Senior Assistant	1	2195-4560	These posts are filled up on deputation basis from Social welfare / Tribal Welfare Departments.
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2.	Junior Lecturers	2	3110-6380
2.	Junior Assistants cum - Typist	1	1725-3420

C. CLASS IV STAFF :

1.	Attender	1	1425-2525	By direct recruitment through Employment exchange.
2.	Watchman - cum Sweeper	1	1425-2525	
3.	Hostel Attenders	2	1425-2525	

The Organisational Chart of the Institute Showing various categories of posts in hierarchial order is enclosed. Chart - I.

The organisation chart of the P.E.T.C., Hyderabad showing various categories of posts in the order of hierarchial is also enclosed. Chart - II.

CHAPTER-5

ROLE OF FUNCTIONARIES OF THE INSTITUTE

5.1 The various categories of posts of the Institute are created in such a way that each post plays its complimentary role to achieve the aims and objectives of the Institute with combined effort and endeavour. The staffing pattern of the Institute consists of Gazetted, Non Gazetted Research and Ministerial categories. A separate Accounts wing is also functioning in the Institute.

5.2 The staffing pattern of the two Regional Research Centres at Paderu, Visakhapatnam District; Bhadrachalam, Khammam District; the P.E.T.C., Hyderabad and the four (4) Regional P.E.T.Cs, at Visakhapatnam of Visakhapatnam District, Bhadrachalam of Khammam District, Eturunagaram of Warangal District and Utnoor of Adilabad District also consists of Gazetted, Non" Gazetted and Ministerial Staff.

5.3 The number of posts sanctioned together with their pay scales of T.C.R & T.I Hyderabad, two Regional Centres, P.E.T.C. Hyderabad and 4 Regional P.E.T.Cs. are furnished in the Annexure XXII -A.B.C & D.

5.4 The role of each category of the functionary working in TCR & TI, Hyderabad, Regional Reserarch Centres, Paderu and Bhadrachalam, P.E.T.C., Hyderabad and Regional P.E.T.Cs., at Visakhapatnam, Bhadrachalam, Eturunagaram and Utnoor are briefly discussed hereunder directors

I. DIRECTOR

5.5 The Director is the head of the Institute and Ex-Officio Joint Director of Tribal Welfare Department. He is responsible for conducting various research studies including Planning, Evaluation, Organisation of Training Programmes besides Administration. He guides and supervises the basic and applied Research work such as Bench Mark Surveys, Monographic studies, Evaluation studies, training programmes etc.

5.6. He assists the Director/Commissioner of Tribal Welfare Department in programme planning and implementation process, preparation of annual action plans,

perspective plans for Tribal Sub Plan, ITDA, PTG, MADA, Clusters etc., for Tribal development. He attends to all important matters of Tribal affairs. (G.O.Ms.No.1242, Edn., Dept. dt :2-5-1962)

II. JOINT DIRECTORS :

5.7 There are 4 posts of Joint Directors in the Institute, Two (2) Joint Directors are working at the Head quarters and the remaining Two (2) Joint Directors are working at Regional Research Centres (R.R.C.) Viz., Paderu, Visakhapatnam District and Bhadrachalam, Khammam District.

JOINT DIRECTORS AT HEAD QUARTERS:

i. JOINT DIRECTOR (ETHNOGRAPHY AND SOCIAL STATUS STUDIES)

- a) He is responsible to guide and supervise the Research staff of his division in conducting Ethnographic and Monographic Studies and specific problem oriented studies.
- b) He is incharge of conducting investigation and verification into referred false and doubtful S.T. claims.
- c) He is responsible for preparation of draft reports on the enquiries conducted with the assistance of his subordinate staff and submits to the Director.
- d) He assists the Director in all matters relating to ethnographic studies and tribal status issues.

ii. JOINT DIRECTOR (TRAINING, MONITORING AND EVALUATION)

- a) He is responsible for conducting in-service training programmes to the staff of line departments and pre-service coaching to the educated unemployed tribal youth for various competitive examinations conducted by different recruiting agencies, including Software (Computer) Training Programme.
- b) He is incharge of formulation of Perspective Plans, Five Year Plans and Annual Plans.
- c) He also undertakes monitoring and evaluation studies of all tribal development schemes as and when assigned with the assistance of the staff in his division.

d) Thus, he assists the Director of the Institute, Director/Commissioner of Tribal Welfare-in various functions connected with tribal development and matters of Human Resource Development (G.O.Ms.No.83 S.W. (D) Dept., dt:11-3-1991)

ii. **JOINT DIRECTORS OF REGIONAL RESEARCH CENTRES:**

i) **JOINT DIRECTOR, REGIONAL RESEARCH CENTRE, PADERU, VISAKHAPATNAM DISTRICT.**

- a) He is the head of the Regional Research Centre having the jurisdiction of Srikakulam, Vizianagaram, Visakhapatnam and East Godavari Districts.
- b) He is responsible for undertaking planning, evaluation, basic and applied research studies.
- c) He also responsible for conducting in-service and pre-service training programmes in his jurisdiction.
- d) He assists the Project Officers of ITDA's in his jurisdiction in planning, monitoring, evaluation and training programmes and all other related works of development research.
- e) He assists the Director of the Institute in research, training, planning, evaluation activities sponsored from Head quarters from time to time.

ii) **JOINT DIRECTOR, REGIONAL RESEARCH CENTRE, BHADRACHALAM OF KHAMMAM DISTRICT.**

- a) He is the Head of the Regional Research Centre having jurisdiction of Khammam, Warangal, Adilabad, Karimnagar, Nalgonda, and West Godavari Districts.
- b) He is responsible for undertaking basic and applied research studies, planning and evaluation studies.
- c) He organises pre-service and in-service training programmes in his jurisdiction.
- d) He also assists the Project Officers of ITDA's in his jurisdiction in planning, monitoring, evaluation and H.R.D. activities.
- e) Thus, he assist the Director of the Institute in various research, training, and evaluation studies sponsored from head quarters from time to time.

III DEPUTY DIRECTORS;

5.8 There are nine (9) sanctioned posts of Deputy Directors in the Institute dealing with different subjects. The functions of each Deputy Director is discussed briefly hereunder.

5.9 DEPUTY DIRECTOR (RESEARCH, ETHNOGRAPHIC AND LINGUISTICS / STUDIES)

- a) He assists the Joint Director in identification of Research problems and programmes.
- b) He conducts ethnographic and monographic studies of various tribal groups.
- c) He also conducts evaluation studies of various tribal development programmes.
- d) He also takes up quick assessment, concurrent, midterm, impact and appraisal studies of ongoing development programmes of ITDAs, MADA Projects, P.T.Gs, Cluster etc.,
- e) He supervises and guides the staff working under his control in various stages of research and development studies.

5.10 DEPUTY DIRECTOR (STATISTICS & SURVEYS)

- a) He assists the Joint Director and Director in statistical work connected with various research projects preparation of research designs, sampling etc.,
- b) He is incharge of compilation of data on the progress of different welfare measures.
- c) He is also responsible for analysis and interpretations of statistical data, preparation of survey reports etc., with the assistance of staff working under his control.

5.11 DEPUTY DIRECTOR (TRIBAL STATUS VERIFICATION)

- a) He is incharge of pre-admission scrutiny of tribal status claim of S.T. certificate holders seeking admission into various professional and technical courses.

- b) He is incharge of conducting investigation and verification of doubtful/false S.T.certificate holders referred by various Government Departments and Organisations.
- c) He causes preparation of para-wise remarks to the writ petitions and writ appeals filed against the decision of the Tribal Welfare Department/ Government on the S.T. status claims of the candidates.
- d) He assists the Director in all Court matters.

5.12 DEPUTY DIRECTOR (EMPLOYMENT & TRAINING)

- a) He is incharge of all in-service and pre-service training programmes including all entrance tests. Software training programmes.
- b) He assists the Joint Director in coordinating the training programmes of Head quarters P.E.T.C., Regional P.E.T.Cs, and P.E.T.Cs attached to various Universities of the State including all entrance tests like EAMCET, ECET, IES, GATE, MCA, MBA etc.,
- c) Thus, he assists the Director in the matters of all training programmes including Software training to the Engineering Graduates, Diploma Holders etc.

5.13 DEPUTY DIRECTOR (PLANNING AND EVALUATION STUDIES)

- a) He assists the Joint Director and Director in -formulation of plans -for tribal Development, implementation of various plan and non-plan schemes that are being implemented by ITDAs, MADA Projects and DTWOs in the Districts.
- b) He is responsible for the preparation of Annual Plans, Five Year Plans of Tribal Welfare Department including Perspective Plans.
- c) He is also responsible for taking up evaluation studies of ongoing tribal development schemes assigned with the assistance of staff under his control.

5.14 DEPUTY DIRECTOR (INFORMATION, LIBRARY, PUBLICITY & RELOCATION);

He assists the Joint Director and Director in the following matters.

- a) Collections, processing, dissemination of information connected with Tribal Welfare.

- b) Study of Arts and Crafts in different parts of tribal areas with the assistance of his subordinate staff.
- c) He takes part in various training programmes organised for officials and non-officials from time to time.
- d) He arranges Exhibitions, tableaux, on the occasion of National and State festivals.
- e) Over all supervision of maintenance of Library, Museum, Audio-Visual and Photographic sections.
- f) He is incharge of publicity activities among the tribals with the assistance of the staff working in his control.

5.15 DEPUTY DIRECTOR

(PHYSICAL ANTHROPOLOGY, HEALTH AND NUTRITION)

- a) He assists the Director in preparation of research designs and problems relating to health, nutrition status including anthropometric and other related studies etc.
- b) He is incharge of conducting evaluation studies of nutrition programme, health delivery in tribal areas and on I.C.D.S. programme.
- c) He organises training programmes to the district officers, project management staff, tribal leaders, on the problems of nutrition, health and hygiene among tribal communities.
- d) He also takes up Anthropometric studies. Human genetic studies etc.,
- e) Thus he assist the Director of the Institute, Director/Commissioner of Tribal Welfare in all matters relating to Health, Nutrition, I.C.D.S. Programme among tribals.

5.16 DEPUTY DIRECTOR (PUBLICATIONS)

- a) He is incharge of Publication Cell.
- b) He is responsible for editing and publication of all research reports, evaluation reports, survey reports research papers etc., received from different divisions and cells of the Institute.
- c) He is also responsible for bringing out the quarterly journal 'GIRIJANA SAMSKRITHI' by collecting research papers, articles, news letters etc.,

from the research staff of the Institute and from Scholars, Administrators from outside.

- d) He undertakes extensive tours in tribal areas as well as plains where there is concentration of tribal population for collection of material for publication in journal, preparation of news letters etc.
- e) He is responsible for preparation of news letters/folders on various developmental programmes as and when entrusted by the Director/ Commissioner of Tribal Welfare for wide publicity both within the State and outside.

5.17 DEPUTY DIRECTOR (ADMINISTRATION AND PERSONNEL MANAGEMENT)

- a) He assists the Joint Director and Director in all service matters like appointments, promotions, regularisation of services, sanction of earned leave and medical leave etc.
- b) He assists the Director in sanctioning of various types of loans and advances. Leave Travel Concession etc.
- c) He looks after the routine and regular office correspondence, submission of periodical reports, progress reports, payment of telephone, and phonogram bills etc.
- d) He is also responsible for the upkeep of the office.
- e) He assist the Director in sponsoring research staff to the various training programmes organised by State and National Level Training Institutes. He abreast the, staff in latest research methodology, theories, evaluation, techniques etc. G.O.Ms.No.1242, Edn., Dept., dt:2.5.1962) (G.O.Ms.No.354,(Emp. & S.W.) Dept., (dt:7.4.1976) . (G.O.Ms.No.10, S.W. (D) Dept., dt:9-1-1978.)

IV. MUSEUM CURATOR:

- 5.18 a) He is incharge of the maintenance of Nehru Centenary Tribal Museum (NCTM).
- b) He is responsible for procuring of various tribal artifacts from tribal areas with the assistance of staff under his control and depict them in the Museum.
 - c) He prepares designs for depicting for tribal life, culture and other aspects of rich heritage of tribal groups.

- d) He arranges visits of the tourists and other- interested public to the Museum. (G.O.Ms.No. 83 S.W. (D) Dept., dt; 11-3—1991)

V. INITIAL GAZETTED POSTS;

5.19 There are various categories of First level Gazetted posts of different disciplines like Anthropology (including Physical Anthropology), Sociology, Social Work, Economics, Statistics, History, Library Sciences etc., in the Institute carrying the same scale of pay. The role of First level Gazetted officer is briefly discussed hereunder.

5.20 A. RESEARCH OFFICERS:

- a) They assist Deputy Director and Joint Director in preparing research designs, methodology, sampling techniques etc. For the research projects assigned to the Division/Cell.
- b) Conducting ethnographic studies and monographic studies with the assistance of staff working under their control and, preparation of draft reports on the studies conducted.
- c) They tour tribal areas and plains for investigation and verification of doubtful/false tribal status claims referred by various Departments and Government.
- d) They also assist the Deputy Director concerned in pre-admission scrutiny of S.T. status claim of the candidates/seeking admission into professional and technical courses.
- e) They also assist the Deputy Director and Joint Director in preparing para-wise remarks of writ petitions/writ appeals relating to social status claims cases.
- f) They also associate in conducting impact evaluation studies of on going tribal development programmes.
- g) They study tribal arts, crafts and other material culture aspects.
- h) They assist in formulation of Tribal Sub-Plan (TSP), I.T.D.A. Projects, and Projects on P.T.G., MADA and Clusters.
- i) They are also associated in organising training programmes for officials and non-officials including "PERIPATETIC" training programmes in tribal areas

5.20 B. RESEARCH OFFICER (PHYSICAL ANTHROPOLOGY)

- a) He consists the Deputy Director in preparing research design, methodology, sampling etc., for the research projects assigned to his cell.
- b) He conducts field studies with the assistance of the staff under his control on research projects namely. Human Genetics, Anthropometry, Blood groups etc.,
- c) He also takes up evaluation studies of nutrition programme health delivery system in tribal areas.
- d) He assist the Deputy Director and Director in all the matters relating to medical health and nutrition in the tribal areas.

5.20 C. RESEARCH OFFICER (LINGUISTICS)

- a) He prepares research design, methodology, schedules etc., to study tribal dialects/languages of various tribes of A.P.
- b) He tours tribal areas to study various individual tribal dialects.
- c) He prepares primers on tribal dialects in Telugu script to impart education to the tribal children of I and II classes in their mother tongue.
- d) He prepares booklets on various tribal dialects mainly to facilitate the administrators and -field -functionaries to provide working knowledge in particular tribal dialect.

5.21 LECTURERS :

- a) They assist the Deputy Director and Joint Director in preparing calendar of training programmes and training module's for the financial year.
- b) They organise training programmes-for officials, non- officials statutory representatives, traditional tribal leaders etc.
- c) They also conduct 'PERIPATETIC' training programmes for non-officials, traditional tribal leaders, prominent social workers in the tribal areas as well as in the plains.
- d) The Lecturers are also associated in research projects, formulation of plans etc.-from time to time.

5.22 STATISTICAL OFFICER:

- a) He assists the Deputy Director in preparing research design, methodology, schedules etc., -for the projects assigned.

- b) He conducts socio-economic and bench mark surveys of the T.D. blocks with the assistance of his subordinate staff and also prepares draft reports of the surveys conducted.
- c) He collects primary and secondary data -from tribal areas.
- d) Tabulation, compilation and interpretation of both research and development data.
- e) He assists the Deputy Director and Joint Director in statistical nature of work of all research projects.

5.23 PLANNING OFFICER :

- a) He assists the Deputy Director for preparation of formats/questionnaire for the collection of data from various sources -for preparation of plans.
- b) He assists the Deputy Director in preparing Tribal Sub- Plan, Perspective Plans of ITDAs, Five Year Plans and Annual Plans of Tribal Welfare Department.
- c) He co-ordinates with line departments with regard to planning, execution and monitoring of TSP schemes and Plan and Non-plan schemes.
- d) He assists the Deputy Director in preparing Annual Plan of Tribal Welfare Department Annual Tribal Sub-Plan including Performance Budget and Budget Speech.

5.24 INFORMATION OFFICER:

- a) He assists the Deputy Director for collection of data on tribal population, growth rate, levels of Literacy, changing occupational structure etc., of all the tribal groups and display the same in the form of charts, diagrams etc., in the Information Centre of the Museum.
- b) He study the tribal arts and crafts and collects tribal artifacts and display the same in the Museum.
- c) He collects photographs of all tribal groups on their socio-cultural life and their development in different sectors and display them in the photographic section of the Museum, with the assistance of Cameraman and Dark Room Assistant.
- d) He supervises the Library, Audio-Visual section and Cartographic section.
- e) He arranges -Film shows/slides of different tribal groups on the occasion of Seminars/Workshops conducted by the Institute.

5.25 TABULATION OFFICER :

- a) He assists the Deputy Director in preparing designs for building up of Information System and Data Bank.
- b) He prepares formats and questionnaire for collection of primary and secondary data on different tribal development / programmes for preparation of various reports.
- c) He maintains the Data Bank and Information System by collecting data periodically from various departments/Agencies.
- d) He supervises the tabulation, compilation and interpretation of data of various research reports attended by his subordinates.
- e) He also assists the Joint Director and Director in all Statistical nature of work.

5.26 EDITOR

- a) The Editor assists the Deputy Director and Director in editing various research, survey and evaluation reports prepared by different Divisions/ Cells of the Institute.
- b) He/she is responsible for bringing out quarterly journal namely 'GIRIJANA SAMSKRITHI' by collecting articles, papers from research staff of the Institute and Administrators, Scholars from outside.
- c) He/she is responsible for bringing out News letters, folders. Leaflets on various Tribal Development schemes for wide circulation as and when required by the Commissioner of Tribal Welfare.
- d) He/she keep regular correspondence with various sister Institutions. Departments with regard to publication of reports.
- e) He/she tours tribal areas as well as plains for the collection of material on important tribal development schemes and success stories for preparation and publication of news letters.
- f) He/she assists the Joint Director and Director for publication of research reports, survey reports evaluation reports etc., prepared by different Divisions/ Cells of the Institute.

5.27 PROGRAMME OFFICER :

- a) He fixes up programme of guest speakers, extension lecturers for the in-

service training programmes in consultation with the Deputy Director, Principal and Director.

- b) He supervises the day to day arrangements, schedules of programmes of training programmes.
- c) He assists the Principal, P.E.T.C. Hyderabad for arranging Guest speakers/ resource persons for the different training batches of P.E.T.C.
- d) He assists the Principal, P.E.T.C., Hyderabad for smooth running of the P.E.T.C. and hostel attached to it.

5.28 LEGAL ASSISTANT:

- a) He assists the Deputy Director and Joint Director in preparing counter-affidavits, para-wise remarks relating to the cases arising out of verification of tribal status.
- b) He maintains liaison with the Government Pleader of Hon'ble High Court and A.P.A.T. in all the cases relating to bogus tribal status claims.
- c) He assist the Joint Director and Director in all Court matters.

5.29 CARTOGRAPHERS:

- a) He is incharge of Cartographic section.
- b) He prepares designs for the cartographic work to be incorporated in various perspective plans and action plans.
- c) He is incharge of interpretation of topographical maps and Cartographic data in connection with preparation of various plans.
- d) He takes assistance of the research staff of different Divisions/Cells of the Institute for preparation of maps and diagrams for inclusion in various research reports and plans.

5.30 ASSISTANT ACCOUNTS OFFICER:

- a) He is the drawing and disbursement officer of the Institute and P.E.T.C., Hyderabad.
- b) He assists the Director in utilising the budget provided in ,the Annual Action Plan of Tribal Welfare Department.
- c) He advises the Director in all accounts and treasury matters.

5.31 JUNIOR ACCOUNTS OFFICER :

- a) He assists the Assistant Accounts Officer in drawing and disbursement of salaries of the staff etc.
- b) He also assists the Assistant- Accounts Officer in utilising the budget provided to the Institute in the Annual Action Plan of Tribal Welfare Department.
- c) He assists the Assistant Accounts Officer in all accounts and treasury matters, including reconciliation of accounts and other day to day accounts matters.

VI. NON-GAZETTED RESEARCH STAFF :

There are various categories of Non-gazetted research staff working with different disciplines like Anthropology (Physical Anthropology), Sociology, Social Work, Economics, Statistics, Mathematics, History, Library Science etc., working in different Divisions/Cells. The role of each functionary is briefly discussed in the following pages:

5.32 FIELD OFFICERS :

- a) They assist the Research Officer in designing various research projects of the Division/Cell in which they are working.
- b) They assist in conducting ethnographic, monographic studies in the tribal areas as well as plains.
- c) They are also associated in conducting evaluation studies of on going tribal development programmes, socio-economic and bench mark surveys of Tribal Development blocks.
- d) The Field Officers working in T.S.V. cell take up investigation and verification of doubtful/false tribal status claims of all referred cases.
- e) They also assist their superiors in conducting in-service training programmes and 'PERIPATETIC' training programmes for tribal leaders, statutory representatives.
- f) They assist the Research officers and Deputy Directors in preparing draft reports of ethnographic studies/monographic studies and reports on investigation and verification of doubtful S.T. claims etc.

5.33 RESEARCH ASSISTANTS :

- a) They assist the Gazetted Assistants of the Cell/Division in which they are

- working in preparing research designs methodology, etc., for the research projects assigned.
- b) They conduct socio-economic and bench mark surveys of tribal development blocks and evaluation studies of ongoing developmental schemes.
 - c) They collect primary and secondary data from the tribal areas and plains on different research projects assigned.
 - d) They also prepare draft reports of socio-economic and bench mark surveys of T.D. blocks and evaluation studies of ongoing tribal development programmes.
 - e) They are also associated in the in-service training programme and PERIPATETIC training programmes organised by the Institute.

5.34 EVALUATION ASSISTANT:

- a) He assists the gazetted assistants of the Division/Cell in which they are working in preparing research design, methodology etc., of the projects assigned.
- b) He undertakes field studies of ongoing tribal development schemes and studies on the assessment of the performance and impact of tribal development schemes.
- c) He prepares draft reports on the, field studies research projects conducted and submit the same to superiors.
- d) He is also associated in organising in-service training programme and 'PERIPATETIC' training programmes for the tribal representatives, statutory leaders, traditional leaders.

5.35 TECHNICAL ASSISTANT (PHYSICAL ANTHROPOLOGY CELL)

- a) He assists Research Officer and Deputy Director of Physical Anthropology Cell in preparation of Research Projects to be taken up during the year.
- b) He assists the Gazetted assistants in preparing research designs, methodology, sampling etc., for the research projects assigned in his Division/Cell.
- c) He undertakes field studies and Anthropometric studies, Health and Nutrition studies in the tribal areas.

- d) He also conducts field studies on the Impact Nutrition programme, Medical and Health Programmes.
- e) He prepares draft reports on the field studies conducted and submit the same to the superiors.
- f) He is also associated in the training programmes organised to the District Officers, Project Management staff on health and nutrition problems of tribals.

5.36 STATISTICIAN :

- a) He assists the Statistical Officer, Tabulation Officer and other Gazetted Assistants in the scrutiny, analysis and interpretation of data of research projects conducted.
- b) He collects and compiles data on the progress of implementation of welfare measures of Tribal Welfare Department.
- c) He also collects and compiles statistical data for various reports, via., Commission for Scheduled Castes and Scheduled Tribes, Agency Administration report. State Administration report etc.
- d) He assists his superiors in maintaining Data Bank and Information System.
- e) He is also prepares draft report on basic statistics and at statistical compendium.
- f) He assists the Statistical Officer and Deputy Director, in all statistical nature of work of various research projects undertaken.

5.37 STATISTICAL ASSISTANTS :

- a) They assist the Statistical Officer and Tabulation Officer for the tabulation of research and development data.
- b) They collect and compile the statistical data for bringing out hand book of statistics/basic statistics/statistical compendium.
- c) They also assist in maintaining Data Bank and Information System.

5.38 RESEARCH INVESTIGATORS :

- a) They collect primary and secondary data from the field relating to various research projects assigned to them.
- b) They undertake field work in tribal areas and plains on various research

evaluation projects and plan preparation, projects assigned to them from time to time.

- c) They are also associated in all statistical nature of work of various projects taken up by the Divisions/Cells.
- d) The Research Investigators working in T.S.V.Cell visit the tribal areas and plains for investigation and verification of doubtful/false tribal status claims referred by various Departments and Government.

5.39 COMPUTER CUM FIELD INVESTIGATORS (C.C.F.Is)

- a) They are responsible for collection and compilation of primary and secondary data from the field as well as from the line departments as directed by Gazetted Assistants/ Deputy Director/Joint Director.
- b) They conduct field studies both in the tribal areas and plains as assigned from time to time.
- c) They also attend to scrutiny, tabulation and analysis of research and development data.
- d) The Computer-cum-Field Investigators working in T.S.V.Cell tour tribal areas and plains for investigation and verification of doubtful/false tribal status claims referred by various departments and Government.

5.40 ARTIST :

- a) He makes paintings of each tribe on physical features(Bust/ life size) with drapery and ornaments, and their material culture, and display the same in the Museum.
- b) He also draws paintings of tribal settlements, housing pattern etc.
- c) He also prepares charts, diagrams, maps etc., required for inclusion in various research projects, survey reports monographic studies etc.
- d) He also prepares graphics and O.H.P. transparency including pictorial presentation of data.
- e) He assists the Information Officer in preparing designs for the 'Tableaus' to be presented on the occasion on Independence Day and Republic Day and other National -festivals.
- f) He also undertakes field work for collection of artifacts, spot sketches of physical features, dressing pattern, ornaments, housing pattern, hunting implements, hunting technics of various tribal groups

- g) He also collects specimens of material culture of different tribal groups.

5.41 SCULPTOR :

- a) He prepares various types of sculptures, portraits of bust and life size of different tribal groups.
- b) He also prepares dioramas of various tribal habitations, relief panels etc.
- c) He prepares clay modelings which will be put in moulds for casting in various materials like, Cement, Plaster of Paris and fibre glass.
- d) He assists the Museum Curator in his own field of specialisation.
- e) He assists the Information Officer in designing tables On the occasion of Independence Day and Republic Day parades and on National Festivals.

5.42 CAMERAMAN :

- a) He prepare a plan of action for the year of Photographic section with the approval of Information officer and Director.
- b) He takes up photographs of life styles material culture of different tribal groups and display their ninth photographic section of the Museum.
- c) He assists the Information officer in taking out photos of important developmental activities covering different sectors by touring tribal areas and plains and display the same in the Photographic Section of Museum.
- d) He assists the Information Officer in maintaining albums containing the photos of tribal life styles, settlement patterns, material culture, Fairs and Festivals, important economic development schemes etc.

5.43 SENIOR DRAUGHTSMAN :

- a) The Senior Draughtsman prepares maps, charts depicting demography aspects, literacy rates, occupational pattern of Scheduled tribes.
- b) He carves out various backward areas in the map for formulation of development plans for S.Ts.
- c) He takes the assistance of research staff of various Divisions/Cells of the Institute for preparation of maps, charts, diagrams for inclusion of the same in the research reports, plans etc.
- d) He purchases district rmaps. State maps and Top of sheets from the Central Survey of India and maintain records of the maps .

5.44 DRAUGHTSMAN :

- a) He assists the Senior Draughtsman for preparation of base maps for incorporating the data of research reports or plans etc.
- b) He uses line symbols, shading symbols, lettering symbols, colour symbols while preparing maps for survey reports, formulation of perspective plans, research reports etc.
- c) He assists the Senior Draughtsman in maintaining record of District maps state maps top of sheets etc.

5.45 DARK ROOM ASSISTANT :

- a) He assists the Cameraman for taking out photographs covering various life styles of tribals, settlement pattern, material culture etc.
- b) He assists the Cameraman and Information Officer for taking photographs of important development activities both in the tribal areas and plains.
- c) He assists the Cameraman in developing negatives and printing of photographs and display them in the Photographic Section of the Museum.

5.46 CINEMA OPERATORS :

- a) He assists the Information Officer for arranging film shows and slides of socio-cultural life and development. Medical and Health services to the officials and non-official trainees of in-service training programmes.
- b) He maintains all kinds of audio-visual aids for use on Workshops / Seminars / Conferences / Training programmes .
- c) He also assists the Information Officer in collecting folk songs, music, folklore, through Tape recorders and preserve them for play as and when required.

5.47 MUSEUM CARE TAKER CUM LIBRARIAN (M.C.T.L) :

- a) He is in charge of the maintenance of Institute's Library having 10,345 books of different disciplines, 45 journals, and 9 daily news papers of Telugu, English and Urdu.
- b) He prepares catalogues/classification of books.
- c) He is responsible for charging and discharging of books and journals to the research staff of Institute and outsiders.

- d) He takes up documentation of Journals from current literature.
- e) He initiates action for purchase of new books and other national and international journals, latest arrivals of different disciplines which are relevant to the Institute every year and purchase them with the approval of Director and Commissioner of Tribal Welfare.
- f) He guides the research staff of the Institute and other visitors for supply of books.
- g) He keep correspondence with concerned Departments/Organisations on news paper clippings relating to tribal problems/issues.
- h) He assists the Deputy Director (Information) in maintaining Library and Museum.

5.48 ASSISTANT LIBRARIAN :

- a) He assists the Librarian in maintaining Library, charging discharging of books and journals to the research staff and all other functions of the Librarian mentioned above.

5.49 ASSISTANT CURATOR :

- a) He assists the Museum Curator in maintaining Tribal Museum (N.C.T.M.)
- b) He assists the Museum Curator to procure tribal artifacts from the tribal areas for depicting the same in the Museum.
- c) He assists the Museum Curator by arranging visits to the Museum for administrators, scholars, tourists and other interested public.

VII) MINISTERIAL STAFF OF T.C.R. & T.I., HYDERABAD :

There are 3 ministerial sections in the Institute namely A, B, C, 'A' Section deals with all establishment matters of the staff. 'B' Section and 'C' section deal with accounts and research correspondence respectively. The functions of each functionary is briefly discussed in the following pages.

'A'- sections - A - section consists of Superintendent, Senior Assistant, Junior Assistants Senior Steno, Store Keeper, Typist, Drivers and Reneo Operator, Record Assistant.

i) SUPERINTENDENT :

- a) He/She is the head of the section.
- b) He/she supervises the work of all seats of the A section.

- c) He/she distributes the tappals to all the seats in the section daily.
- d) All the files of 'A' section are routed through Superintendent.
- e) He/she submits Attendance registers to Director through Joint Director daily at -10.45 A.M.
- f) He/she responsible for day-to-day completion of inward and outward work.
- g) He/she is also responsible for upkeep of office.

ii) A-1. SENIOR ASSISTANT :

- a) He is incharge of all service matters and other related issues of Gazetted Officers
- b) He maintains personnel register of his seat, and submit the same to Deputy Director (Admn) through section head.
- c) He initiate the action to sponsor the research staff to various training Institutes both at State and National level to participate in different training programmes related to his/her profession.
- d) He also maintains stock files of G.Os, proceedings, circulars, guidelines etc.,

iii) A2. JUNIOR ASSISTANT :

- a) He/she is incharge of all non-gazetted establishment matters.
- b) He/she maintains personal register of his/her seat and submit the same to Deputy Director(Administration) through section head.

iv) A3.JUNIOR ASSISTANTS :

- a) He/she is in-charge of inward and outward work.
- b) Distribution of tappals to all the seats/sections/cells of the Institute.
- c) He/she also maintains inward register and outward register
- d) He/she maintains service postage register.
- e) He/she submits these registers to the Deputy Director (Administration) through section head.

v) SENIOR STENOGRAPHER :

- a) He/she works under Joint Director (Administration)

- b) He/she assists the Joint Director in all official correspondence.

vi) TYPIST :

- a) He/she attends to fair copying work of all, seats in 'A' section.
- b) He/she maintains fair copy register.
- c) He/she attends to all other items of work entrusted by the section head from time to time.

vii) STORE KEEPER :

- a) He/she is incharge of stores, stationery, furniture etc.
- b) He/she brings stationery from stationary department and supplies the same to staff as and when indented as per the office procedure.
- c) He/she is also incharge of supply furniture to the, staff of Institute.
- d) He/she disposes of old records/papers un-serviceable furniture etc., duly following the procedure.
- e) He/she maintains the Registers of all stationery items, stores items received from the stationery department and supplied to the staff.
- f) He/she attends to any other item of work entrusted him by the Deputy Director /Joint Director (Administration).

viii) DRIVERS :

- a) One driver exclusively attends to the Director and the other driver attends to Research staff and Ministerial staff for local official visits.

ix) RONEO OPERATOR :

- a) He is responsible for taking out copies of various office orders, reports, proceedings, circulars, Research reports etc., entrusted to him from time to time.
- b) He maintains Register of the Roneo work done daily and submits the same to the Deputy Director (Administration) for perusal.

x) RECORD ASSISTANT :

- a) He is in charge of the office record room
- b) He receives all closed files (L.Dis and D.Dis) from the different sections of Institute and maintains disposals year wise for ready reference.

- c) He supplies disposals to the concerned sections as and when required with the permission of Joint Director (Administration).

'B' - ACCOUNTS SECTION :

The Accounts consists of Junior Accounts Officer, Senior Accountants (4), Typists, Shroff.

I) JUNIOR ACCOUNTS OFFICERS :

- a) He is the head of the section
- b) He supervises the work of all the staff in the section.
- c) All 'B' section files are routed through Junior Accounts Officer to the Assistant Accounts Officer, Director/Commissioner of Tribal Welfare.
- d) He assists the Assistant Accounts Officer in all drawing and disbursement matters.
- e) He also assists the Assistant Accounts Officer in utilisation of the budget allotted to Institute and P.E.T.C. Hyderabad.
- f) He assists the Assistant Accounts Officer in all accounts, treasury and related matters pertaining to the Institute.

ii) B1.SENIOR ACCOUNTANT :

He is responsible for the following items of work.

- a) Drawal of Pay & Allowances of G.O's
- b) Maintenance of S.Rs & Leave Accounts of Gazetted Officers.
- c) H.B.A., M.A. etc., all long term advances of G.O's
- d) Release of Increments, pay fixation etc of G.Os
- e) Remarks of other section files concerned to G.Os
- f) P.E.T.C. contingent bills.
- g) D.T.A. correspondence and Accounts Branch Establishment matters.
- h) All other miscellaneous correspondence not allotted to any other section.
- i) Supplementary Bills of G.Os
- j) L.T.C., G.P.F., F.A., Medical Advances, Education Advance Reimbursement of Tuition fees etc.,

- k) He also maintains stock files of G.Os, proceedings, circulars, guidelines etc.,

REGISTERS MAINTAINED :

1. Pay bill Register - Gazetted
2. Increments Watch Register - Gazetted.
3. Loans Register
4. Attendance Register
5. Casual Leave Register

iii. B2.SENIOR ACCOUNTANT :

He is responsible for the following items of work.

- a) Drawal of pay & Allowances of N.G.Os.
- b) Maintenance of S.Rs & Leave Accounts of N.G.Os.
- c) H.B.A., M.A., etc., all long term advances of N.G.Os.,
- d) Release of increments, pay fixation etc., of N.G.Os.
- e) Remarks of other section files, concerned to N.G.Os.
- f) Supplementary bills of N.G.Os.
- g) LTC.GPFFA.Medical advances Education Advance, Reimbursement of Tuition fees etc.,

REGISTERS MAINTAINED :

- | | |
|------------------------------------|-----------------------|
| 1. Pay Bill Registers ~ | for permanent N.G.Os. |
| 2. Increment watch Register - | for Permanent N.G.Os. |
| 3. Loans Register | -do- |
| 4. Advance Recovery Watch Register | -do- |
| 5. G.P.F. Bills register | -do- |
| 6. M.B.A. Register | -do- |
| 7. M.C.A. Register | -do- |

iv. B3-SENIOR ACCOUNTANT :

He looks after the following items of work.

- a) Maintenance of cash book Government and Non-Government, U.D.P. & other subsidiary books.

- b) Reconciliation of departmental figures with Pay and Accounts Office, preparation of Number statements etc.,
- c) Contingent bills pertaining to TCR & TI
- d) Budget Estimates, Revised Estimates.
- e) Maintenance of Bank Accounts.
- f) Encashment of cheques from the Bank and obtaining D.Ds from the Bank.

REGISTERS MAINTAINED :

1.	Pay Bills Register	Temporary N.G.Os
2.	Increment Watch Register	-do-
3.	L.T.C.	-do-
4.	T.A.	-do-
5.	Advance Bill Register	-do-

v. B4.SENIOR ACCOUNTANTS :

He is responsible for the following items of work.

- a) Drawal of pay and allowances of temporary establishment of N.G.Os.
- b) Maintenance of S.Rs. & Leave Accountants of N.G.Os. (temp)
- c) H.B.A., M.A., etc., all long terms advances of N.G.Os.(temp)
- d) Releases of Increments, Pay fixation etc., of N.G.Os.(temp)
- e) Supplementary bill of N.G.Os.(temp)
- f) L.T.C., G.P.F., F.A., Medical Advances, Education Advance, Reimbursement of Tuition -Fees etc. , (Temp) .
- g) Pension cases of all staff members.
- h) T.A., T.T.A., bills of all staff & G.Os.
- i) G.P.F. Final applications to A.Gs Accounts slips, correspondence with A.G.,etc.,
- j) D.C. bills.
- k) A.Gs Inspection Reports.

REGISTERS MAINTAINED :

1. Treasury Bill Register

2. Cheques, Receipts and Encashment Register
3. Acquittance Roll Register -For Gazetted & Non-Gazetted
4. Supplementary Acquittance Register for Gazetted and Non-Gazetted Employees
5. Un-disbursement Pay Register
6. Cash Book
7. Sub-Cash Book.

vi. TYPIST :

- a) He is responsible for fair copying of all the proceedings, office orders, circulars etc., of B section.
- b) He maintains fair copying register and submit the same to the section head for verification weekly.
- c) He attends to any other item of work entrusted by the J.A. O/A.A.O.,

vii. SHROFF :

- a) He brings cash from the bank and assists the A.A.O. in disbursement to the staff (all kinds of payments)
- b) He also attends to remittance of amounts in the Banks etc.

“C’- SECTION :

The C-Section consists of one Superintendent, one Junior-Assistant and a Typist.

i. SUPERINTENDENT :

- a) He/she is in charge of ‘C’ Section.
- b) He/she distributes tappals to all staff in the section/cell
- c) He/she is incharge of correspondence with various departments. District Collectors, Project officers of I.T.D, As, District Tribal Welfare Officers, State Government and Central Government on the following items of work.
 - 1) Agency Administration Report.
 - 2) Report on National Commission for Scheduled Castes and Scheduled Tribes.

- 3) Monitoring of replies to L.A.Qs, L.S.Qs, R.S.Qs, and Assurances
- 4) Award of Research Fellowships.
- 5) Monitoring and review of the implementation of schemes on the starvation deaths among P.T.Gs., in ITDA, Srisailam, Kurnool district.
- 6) Atrocities.
- 7) Rationalisation of scheduled areas.
- 8) Preparation of Perspective Plans/Projects for MADA PTG, DTG, and clusters.
- 9) Various Non/Governmental organisations(NGOs) in the State working for the development of scheduled tribes.
- 10) Replies to the representations received from Hon'ble Chief Minister of Andhra Pradesh and other S.T. Associations from all 23 districts.
- 11) And all other research correspondence with the sister organisations in the State and other States of the country.

ii. JUNIOR ASSISTANT

- a) He assists the Superintendent in all the items of work-mentioned above.
- b) He also assists the Research staff of Research and Reports Cell.

iii. TYPIST :

- a) He is responsible for fair copying of all research correspondence, reports, circulars, orders, NGO reports etc.
- b) He maintains fair copying registers and submits the same to the section head weekly for perusal.

CLASS IV STAFF :

i. ATTENDERS:

They work in the different Divisions/cells /sections of the Institute.

ii. WATCHMAN:

He looks after the office during nights.

iii. LAST GRADE EMPLOYEES (L.G.Es):

The main duties of this Last Grade Employees are as follows

- a) Sweeping the office rooms and toilets daily.
- b) They keep the premises of the office clean and tidy.

All the Ministerial staff of the Institutes are following

THE SYSTEM OF OFFICE PROCEDURE as prescribed to all the Offices of Heads of the Departments, vide G.O.Ms.No.1825, G.A.D., dated 26-12-1959 of the Government of Andhra Pradesh.

REGIONAL RESEARCH CENTRES AT PADERU, VISAKHAPATNAM DISTRICT AND BHADRACHALAM, KHAMMAM DISTRICT.

The sanctioned strength of these two Regional Research Centres is furnished below.

Sl.No	Name of the Post	Sanctioned Strength	
		Regional Research Centre, Paderu	Regional Research Centre, Bhadrachalam
A.	Research Staff:		
1.	Joint Director	1	1
2.	Deputy Director	1	1
3.	Research Officer/ Lecturer (2 + 1)	2	2
4.	Field officers / Research Assts.	3	3
5.	Research Investigators	2	2
6.	Computer-cum-field Investigators	5	5

NOTE:- Against the post mentioned at Sl.No. 2 to 6 above staff are deployed from TCR & TI, Hyderabad and the resultant vacancies in the TCR & TI, Hyderabad are kept unfilled. Vide G.O.Ms.No.7 S.W. (D) Dept. dt :10-1-1985.

B. MINISTERIAL STAFF :			
7.	Superintendent	1	1
8.	Senior Assistants	1	1
9.	Junior Assistants	1	1
10.	Typists	1	1
11.	Attenders	2	2
12.	Driver	1	1
13.	Contingent Staff	3	1

ROLE OF FUNCTIONARIES OF THE TWO (2) REGIONAL RESEARCH CENTRES :

1. Joint Directors
The role of Joint Directors has already been discussed under II-B, i, ii, of this Chapter.
2. Dy. Directors
3. Research Officer/ Lecturers
The functions of the other research staff are the same as discussed in this chapter. In addition to the function already discussed, the research staff assist the Joint Directors of the respective Research Centres in undertaking Planning, Evaluation, Monitoring, Training activities etc., in the I.T.D.As of each Regional Research Centres.
4. Field Officer/Research Assts.
5. Research Investigators.
6. Computer-cum field Investigators.

B. MINISTERIAL STAFF :

1. Superintendents
The role of these functionaries, Sl.Nos. 1 to 7 are the same as discussed under item No. VII (Ministerial Staff) of this Chapter.
2. Senior Assistants
In addition to the functions already discussed, the Regional Research Centres keep regular correspondence with the respective I.T.D.As regarding, Planning, Evaluation, Monitoring, Training activities as per the requirements of P.Os concerned and also district Tribal Welfare Officer.
3. Junior Assistants
4. Typists
5. Attenders
6. Driver
7. Contingent Staff
These two Research Centres are also keep regular correspondence with the Director, TCR & TI, Hyderabad and Commissioner of Tribal Welfare, regarding release of budget, submission of progress reports, and all administrative matters.

PRE-EXAMINATION TRAINING CENTRE, HYDERABAD**A. TEACHING STAFF :**

- i. Principal:
 - a) The Principal is the head of the Centre.
 - b) He prepares calendar of training programmes to be organised with the approval of Director of the Institute.

- c) The Principal organises various pre-examination training courses during the year to the eligible educated unemployed tribal youth for various competitive examinations conducted by APPSC, UPSC, RRB, BSRB, SSC, etc.
- d) He/she is responsible for proper maintenance of hostel, Payment of mess charges, supply of study material etc.,
- e) He/she keeps track of the successful candidates in the examination organized by the centre and their placements.

ii. LECTURER IN ENGLISH :

- a) English subject is a compulsory paper for all the competitive examinations. Generally the ST students are weak in English subject and there is every need for special attention to improve their standards in English subject.
- b) He takes up classes in General English, Language and Literature, Grammar, Precise writing etc., as per the syllabus of competitive examination.
- c) He also conducts periodical tests to assess progress of trainees.
- d) He assists the Principal in all academic matters of the Centre.

iii. JUNIOR LECTURERS : (One each in Mathematics, and Social studies/ General studies)

- a) These Lecturers take up classes in Arithmetic, Mathematics, Reasoning. General knowledge, Indian History, Geography etc., as per the syllabus of each competitive examination.
- b) They assist the Principal in all academic matters.

iv. ASSISTANT LECTURER IN STENOGRAPHY :

- a) He/she prepares eligible ST candidates in Typewriting and Shorthand both English and Telugu every year, and send them for public examination conducted by Technical Board of Education.

B. NON-TEACHING STAFF :

i. LIBRARY ASSISTANT :

- a) There is a separate full pledged Library attached to PETC, Hyderabad.
- b) He prepares catalogues/classification of books and journals
- c) The Librarian charges and discharges books and journals to the trainees and maintain record.

- d) He purchases books of different disciplines which are useful for the competitive examinations with the approval of the Principal and Director.
- e) He subscribes important magazines/journals and News papers to the Library for the benefit of trainees appearing for various competitive examinations.

ii. WARDEN GRADE-1.

- a) He is in charge of the Hostel attached to the PETC, Hyderabad.
- b) He is responsible for proper maintenance of mess and providing other facilities to the trainees.
- c) He assists the Principal for smooth running of the Hostel.

iii. STORE KEEPER :

- a) He is incharge of stores, furniture, stationery etc., of the PETC, Hyderabad.
- b) He brings the stationery items from the Stationery Department with the approval of the Principal and Director of the Institute and distribute the same to the staff of PETC, as and when indented.
- c) He assists the Principal in all matters of purchase of stores, furniture, stationery etc.

C. MINISTERIAL STAFF :

1. Superintendent The role of these functionaries are the same as discussed under item VII of this chapter.
2. Senior Assistant
3. Junior Assistant In addition to the functions already discussed, the Ministerial staff will also attend to the following functions:
4. Typist
 - a) Drawing and disbursement of stipends to the trainees, honorarium to the guest Lecturers.
 - b) Maintenance of Hostel attached to the PETC., Hyderabad.
 - c) They also assist the Principal in all administrative matters for smooth running of PETC and Hostel.
 - d) Stock Files of G.0s proceedings, circulars, guidelines, etc., are also maintained in PETC Hyderabad.

D. CLASS IV STAFF :**i) ATTENDERS :**

They work in different units of the PETC and assist the staff.

ii) COOK, ASSISTANT COOK AND KAMATIES :

They work in the Hostel attached to PETC for maintenance of Mess to the trainees.

iii. DHOBI :

His main duty is to wash the bed sheets, mosquito curtains in the Hostel.

iv) WATCHMAN :

He looks after the PETC during nights.

III. LAST GRADE EMPLOYEES (L.G.Es)

The main duties of this Last Grade Employees are as follows

- a) Sweeping the office rooms. Class rooms of PETC Centre, and Hostel rooms daily.
- b) They keep the premises of PETC and hostel clean and tidy.

REGIONAL PRE-EXAMINATION TRAINING CENTRES :

As stated earlier that the -Following 4 Regional PETCs are functioning as Furnished hereunder.

- 1) Vizag, Visakhapatnam District.
- 2) Bhadrachalarn, Khammam District.
- 3) Eturunagaram, Warangal District.
- 4) Utnoor, Adilabad District

The staffing pattern of each centre is as follows:

a) TEACHING STAFF :

- i) Principal 1 These posts are filled up by the candidates from Education Department on deputation basis. The role of these functionaries is the same as discussed in the PETC, Hyderabad under item IX.
- ii) Junior Lecturer 2

b) NON-TEACHING STAFF :

- i) Senior Asst. 1 The role of these functionaries is the same as discussed under PETC, Hyderabad under item IX.

- ii) Junior Asst/ 1
Typist

c) **CLASS IV STAFF :**

- i) Attender

The role of these functionaries is the same as discussed under PETC, Hyderabad under item IX of this chapter.
- ii) Watchman cum
Sweeper
- iii) Hostel Attenders

The details of various categories of posts which are made permanent are furnished in G.O.Ms. No. 696, E & S. W(D) Dept., dt:16-8-1975 and G.O.Ms.No.20, S.W.(D) Dept.,dt:2-2-1980. In Annexures XXIII & XXIV respectively.

CHAPTER - 6

MAJOR ENACTMENTS, RULES AND REGULATIONS/GOVERNING THE FUNCTIONS AND RESPONSIBILITIES OF THE STAFF OF THE INSTITUTE :

6.1 The TCR & TI has a strong wing of Tribal Status verification and it is a pioneer in the country to undertake case studies, histories, Geneological studies, to determine the ST status and to read out the sham tribals. In this process of investigation, the TCR & TI brought to light hundreds of Bogus certificate holders belonging to the non-scheduled tribe who have been fraudulently usurped the genuine scheduled tribe candidates of their legitimate seats and jobs. The aggrieved parties, use to challenge the findings of the Institute, Tribal Welfare Department in the Honble High Court and Hon'ble Supreme Court. One bogus candidate challenged the orders of the Tribal Welfare Department in the Hon'ble Supreme Court. It is for this reason the Hon'ble Supreme Court directed the State Government and the Union Government to bring about Law to curb the incidence of false community certificate in civil appeal No. 4545 of 1995 (Tribal Welfare, of A.P. vs. Leveti Giri) in the said Civil Appeal the Hon'ble Supreme Court directed that the expert knowledge of TCR & TI on ethnological. Social, Cultural and linguistic characteristics of Scheduled Tribe communities in each state should be utilised and directed that the representative from TCR & TI should be made a member of every Scrutiny Committee at District Level. Accordingly, Government of A.P. has issued orders in G.O.Ms.No.58 Social Welfare (J) Department, dated: 12-5-1997 to Constitute District Level Scrutiny Committee with a representative of TCR & TI as a member to guide the Scrutiny committee in examining the ST status claims of candidates seeking ST community certificates and also to conduct enquiries into the complaints against false ST certificate holders. Thus as per the provisions of A.P.(SC/ST/BC) regulation of issue of community certificates Act 1993 (Act No.16 of 1993) and, Rules thereof, the TCR & TI has been entrusted with the responsibilities of investigation into the cases of false ST certificate holders.

6.2 PROTECTIVE REGULATIONS :

In exercise of the powers conferred under para 5(2) of V Schedule to the Constitution of India the Governor of A.P. had promulgated the following three (3) Protective Regula-

tions to safeguard the interests of Scheduled Tribes on land, money lending and debt relief.

1. The Andhra Pradesh Scheduled Areas Land Transfer Regulation, 1959 (as amended from time to time)
2. The Andhra Pradesh Scheduled Areas Money Lenders Regulation, 1960 (as amended from time to time)
3. The Andhra Pradesh Scheduled Tribes Debt Relief Regulation 1970.

The Institute has been assisting the Director/Commissioner of Tribal Welfare in reviewing the implementation of the above three (3) Protective Regulations and submitting progress reports to the Government of. A.P., in consultation with Revenue Department. The Special Deputy Collectors of the concerned 8 ITDAs and RDO, Nagar Kurnool, Mahaboobnagar district, are entrusted with the responsibility of implementation of Protective Regulations and they submit progress reports to Revenue Department periodically for taking appropriate action.

The studies conducted by the Institute on the problem of land alienation and money lending in the scheduled areas and on the basis of the findings of these studies, amendments to the last were suggested for removal of Lacunae in the existing legislation for affording comprehensive protection to the tribal interests. This work has been going on regularly since 1985.

6.3. OTHER RELEVANT LEGISLATIONS/ACTS :

1. Panchayat Raj Act 1997-Extension to Scheduled Areas of A.P.
2. Mines and Minerals (Regulations Development) Act 1957
3. A.P. Forest Act, 1957

The Institute is also looking after the interests of the tribals in the above relevant legislations. The Institute is also providing material to Government through Department of Tribal Welfare on specific issues/problems on the above Acts as and when required. Further, the Institute has been using its expert knowledge of various legislations and the history of various legislations in the scheduled areas of the State for preparation of effective and comprehensive counter affidavits in all writ petitions filed against Government challenging the Protective Regulations, Scheduling of Villages etc.

6.4 ADHOC RULES AND REGULATIONS ISSUED BY GOVERNMENT TO VARIOUS CATEGORIES OF POSTS IN THE INSTITUTE :

After creation of number of posts to attend to the core and complimentary Research and Training activities. Government in Social Welfare Department have been issuing adhoc rules for all the categories of posts (Research, Training, Technical and (Teaching staff etc). The post-wise details of Adhoc rules consisting of qualifications, age, experience, methods of recruitment, ratio, various departmental test to be passed etc., are furnished in the following statements. The ad-hoc Rules of different categories of posts of the Institute issued by the Government of A.P. from time to time are furnished in Annexures. XXV TO XLVIII further age, ratio, tests to be passed etc., are furnished in the relevant Government Orders mentioned above.

RULES & REGULATIONS GOVERNING VARIOUS POSTS IN TCR & TI (AD-HOC RULES)

A. GAZETTED POSTS:

Method of Recruitment

		By Transfer / Promotion				By Direct Recruitment			
Sl.No	Post & Scale (Rs)	Channel	Essential Qualification	Other Qualifications & Experi	Essential Qualifications	Other Qualifications and Experience	Remarks		
1	2	3	4	5	6	7	8		
1.	Director 5040-8700 (one post)	Jt. Director	M.A Degree in Sociology or Anthropology of a University or Institution recognised by U.G.C.	Administrative & Executive experience for a period of not less than 10 years in tribal areas and training in tribal matters.	Ph.D. in Anthropology of a University or Institution recognised by U.G.C.	5 years experience in administration and field work in tribal areas.	a) Preference shall be given to the candidates who can speak fluently in Telugu and also in one or more of tribal dialects of A.P. b) Preference shall be given to the officers working in Social Welfare Dept., by		

(G.O.Ms.No. 2441, Edn. Dept, Dated: 4-9-1964)

(Vide G.O. Ms.No. 90, Social Welfare (A2) Dept., Dt: 19-June, 1990.)

1	2	3	4	5	6	7	8
2.	Joint Director 4400-8700 (2 at H.Qrs. 2 at Regional Centres) (Vide G.O. Ms. No. 90, Social Welfare (A2) Dept., Dt: 19-June, 1990.)	Dy. Director	—	---	---	—	—
3.	Deputy Director 3880-8140 (nine posts)	Research Officer, Lecturer, Editor, Statistical Officer, Tabulation Officer, Information Officer, Planning Officer, Programme Officer.	A Master's Degree In Anthropology or Sociology of a University or Institution recognised by U.G.C.	Atleast 5 years experience in administration and field work in tribal areas.			Preference shall be given to those who in addition to possessing the above qualification have published and contributed Articles, To Journals etc., in their respective fields. (Vide G.O.Ms.No.102 Social welfare (A) Dept. dt: 20-5-1985) Vide G.O.Ms. No. 2441., Edn Dept., dated: 4-9-1964) and this G.O. was amended and revised orders were issued in the G.O.Ms.No.102, Social welfare (A) Dept., dated 20-5-1985)

1	2	3	4	5	6	7	8
4.	Museum Curator 3640-7580 (one post)	Adhoc Rules are yet to be issued.					
5.	Research Officer 2930-5960 (8 posts) (Including one(1) post of R.O. for physical Anthropology Subject).	Field Officer, Research Assistant, Evaluation Assistant, Technical Assistant, As amended in the G.O.Ms.No. 245, SW. Dept, 18-10-78	Master's Degree In Anthropology or Sociology or Social work of a University or Institution recognised by U.G.C.		A Master's Degree In Anthropology or Sociology of a University or Institution recognised by U.G.C.	Ratio: vacancies of R.Os and Lecturers shall be filled in the ratio of 5 : 1 and the 6th vacancy in a cycle of 6 posts go to direct recruitment.	One post of Research Officer will be filled by candidate possessing a Masters Degree in Physical anthropology of a University or Institution recognised by U.G.C. Note: Preference shall be given to the candidates holding in addition to the above qualification a diploma in Tribal Welfare of the Tata Institute of Social Sciences.

Note:

- a) Preference shall be given to the candidates who can speak fluently in Telugu and also in one or more of tribal dialects of A.P.
 - b) Preference shall be given to the officers working in Social Welfare Dept., by appointment by transfer.
- (G.O.Ms.No. 2441, Edn. Dept, Dated: 4-9-1964) (2) (G.O. Ms.No.709, Social Welfare (A2) Dept., Dt: 9-9-1974.)

1	2	3	4	5	6	7	8
6.	Lecturers 2930-5960 (two posts)	Field Officer and Research Asst. are the feeder categories.	A Master's Degree of a University or Institution recognised by U.G.C. in the disciplines of Sociology, Anthropology, Social Work.	A minimum period of 3 years experience in Statistical work in any Research Institute concerned with Tribal Welfare.	A Master's Degree in I or II Class in Sociology, Anthropology or Social Work.	Preference shall be given to the candidates holding in addition to the above qualifications a diploma in Tribal Welfare of the Tata Institute of Social Sciences.	
(G.O.Ms.No. 2441, Edn. Dept, Dated: 4-9-1964)							
7.	Statistical Officer 2930-5960 (2 posts)	Statistician Post of the Institute or the posts of Superinten- dents in the Directorates of Social Welfare and Tribal Welfare Depts.	A Master's Degree in II nd Class in Economics with Statistics. as one of the subjects or a II nd Class Master Degree in Mathematics with Statistics as one of the subjects of a University in I n d i a recognised by U.G.C.	A minimum period of 3 years experience in Statistical work in any Research Institute concerned with Tribal Welfare.	If no qualified and suitable candidates is available by recruitment by transfer/ promotion.	A Master's Degree in 1st or II nd Class in Economics with Statistics as one of the subjects or a Masters Degree I or II nd class in Statistics or Mathematics with Statistics as one of the subjects of a University in India recognised by U.G.C.	A minimum period of 3 years experience in Statistical work in any Research Institute.

(G.O.Ms.No. 1711, Edn.(SW) Dept, Dated:25-10-72)

1	2	3	4	5	6	7	8
8.	Information Officer 2930-5960 (one post)	Museum Care Taker -cum Librarian or Superintendent in the Directorates of Social Welfare and Tribal Welfare.	A Degree in History or Sociology or Anthropology and Diploma in Library Science of a University in India established or incorporated under a central Act., Provisional Act or a state Act or an Institution recognised by U.G.C. b) First or II Class B.A. Degree in History and Degree in Library Science in II Class or a University in India recognised by U.G.C.	3 years experience in maintaining Library and Museum of any research Institute concerned with Tribal welfare.	a) A Master's Degree in I or II Class in History or Sociology or Anthropology and Diploma in Library Science of a University recognised by U.G.C. b) I or II Class B.A. Degree in History and II Class Degree in Library Science of a University recognised by U.G.C. with 3 years experience in maintaining Library and Museum of an Research Institute concerned with Tribal Welfare.		Experience in maintaining Library and Museum of any Research Institute for a minimum period of 3 years.

(G.O.Ms.No. 1711, Edn.(SW) Dept, Dated:25-10-72)

1	2	3	4	5	6	7	8
9.	Planning Officer 2930-5960 (one post)	Research Assts., Field Officer, Statistician of the Institute.	B.A. in Social Sciences viz., Economics, History, Sociology, Social Work and Anthropology of a University in India recognised by U.G.C.	Minimum 3 years research experience in any research Institute concerned with Tribal Welfare.	A first or II Class Master's Degree in Social Sciences viz., Economics, History, Sociology, Social Work and Anthropology of a University in India recognised by U.G.C.		Minimum 3 years research experience in any research Institute concerned with Tribal Welfare.
10.	Programme Officer 2930-5960 (one post)	Superintendents in the social Welfare or Tribal Welfare Departments.	A Bachelors Degree in Economics or Sociology or Anthropology or a University in India recognised by U.G.C.	A Minimum period of 5 years in Tribal Welfare.	A first or II Class Master's Degree in Social Sciences viz., Economics, History, Sociology, Social Work and Anthropology of a University in India recognised by U.G.C.		A Minimum period of 5 years in Tribal Welfare. Preference shall be given to the Officers working in Social Welfare and Tribal Welfare Dept., for appointment by transfer.

(The rules governing the posts of S.O., I.O., Programme Officer, and Planning Officer are issued Vide (G.O.Ms.No. 1711, Edn.(SW) Dept, Dated:25-10-72)

1	2	3	4	5	6	7	8
11.	Tabulation Officer 2930-5960 (one post)	Research Assts. or Statistician of the Institute.	A Master's Degree In Mathematics or Statistics of a University or Institution recognised by U.G.C.	5 years experience in collection and tabulation of data in any research Institute concerned with Tribal Welfare.	A first or II Class Master's Degree in Economics or Mathematics or Statistics of a University or Institution recognised by U.G.C.		5 years experience in collection and tabulation of data in any Research Institute.
Vide (G.O.Ms.No. 60, E & SW(A) Dept, Dated:15-2-74)							
12.	Editor 2930-5960 (one post)	Field Officer / Research Asst. of TCR & TI Hyderabad in the A.P. General Subordinate Service.	A Master's Degree In Anthropology or Social work or Sociology of any University in India recognised by U.G.C or	An Equivalent Qualification with 2 years experience in drafting and editing of Research Report, Monographs, Journals etc. with Tribal Welfare.	A first or II Class Master's Degree in Anthropology, Social work or Sociology of any University in India recognised by U.G.C. or An Equivalent Qualification with 2 years experience in drafting and editing of Research Report, Monographs, Research Papers, Journals etc. in any Research Institute concerned with Tribal Welfare.		
Vide (G.O.Ms.No.85, SW(A1) Dept, Dated:19-8-1976)							

1	2	3	4	5	6	7	8
13.	Cartographers 2930-5960 (2 posts)	Cameraman Artist & Sculptor	B.A. Degree & P.G. Diploma in Cartography recognised by U.G.C.	2 years experience in Cartographic work and experience in designing and preparation of maps for area development plans and such other reports. Should possess knowledge or Photography and topographic training (or) in the work connected with cartography.	M.A. or M.Sc. in Geography with Cartography as one of the subject with not less than 55% of marks in aggregate of a University or Institution recognised by U.G.C. or I Class Bachelors Degree (With Geography) with I Class P.G. Diploma in Cartography of a recognised University.		At least 2 years of experience in designing preparation of maps and interpretation of topographical maps & cartographic data.
14.	Legal Assistant 2930-5960						
15.	Research Officer (Linguistics) 2930-5960	Ad-hoc rules pending with Govt.					
16.	Assistant Accounts Officer 3310-6380						
17.	Junior Accounts Officer 2600-5580						

These Posts are filled up from the Directorate of Treasuries and Accounts, Hyderabad.

RULES & REGULATIONS GOVERNING VARIOUS POSTS IN TCR & TI (AD-HOC RULES)

B. NON-GAZETTED POSTS:

		Method of Recruitment							
		By Transfer / Promotion				By Direct Recruitment			
Sl.No	Post & Scale (Rs)	Channel	Essential Qualification	Other Qualifications & Experience	Essential Qualifications	Other Qualifications and Experience	Remarks		
		3	4	5	6	7			8
1.	Field Officer 2600-5580 (5 posts)	Research Investigators & C.C.F.Is	A second Class M.A. Degree in Sociology or Anthropology or a graduation in any Social Sciences specifically in Anthropology, Sociology, psychology, Economics, Statistics	Not less than 5 years experience in the work connected with Tribal Welfare.			Officers Trained in Tata Institute of Social Sciences, Bombay or any Tribal Research Institutes or having experience of work in any Research Institute preferably Tribal Research Institute.		

(G.O.Ms.No. 2411, Edn. Dept, Dated: 18-9-1963)

(G.O. Ms.No. 1211, Edn.Dept (SW) Dt: 21-6-1967.

**RULES & REGULATIONS GOVERNING VARIOUS POSTS OF TRIBAL CULTURAL RESEARCH
AND TRAINING INSTITUTE (AD -HOC RULES)**

1	2	3	4	5	6	7	8
2.	Research Assistants 2600-5580 (8 posts)	From any class or service	Graduate in Anthropology, Sociology, Psychology, Economics and Statistics	Not less than 5 years in the work connected with Tribal Welfare.	M.A Degree in Sociology or Anthropology or Social Work with a specialisation in Social Research Methods or Rural Sociology or Rural Welfare or Statistics of any University act or Institutions Recognised by U.G.C. or M.A. Degree in Economics with Statistics as one of the subjects or Mathematical Economics with Statistics or M.Sc. in Mathematics of any University in India established or incorporated	Officers trained in Tata Institute of Social Sciences or in any other Tribal Research Institute (or having an experience in any Research Institutions preferably in Tribal Research Institutes).	

(G.O. Ms.No.2761, Edn.Dept Dt: 21-11-1966)

1	2	3	4	5	6	7	8
3.	Statistician 2600-5580 (one post)	By any class or service	B.A. (Hons) or a Master's Degree in Statistics or Mathematics with Statistics or Economics with Statistics of any University in India recognised by U.G.C.		B.A. (Hons) or M.A. Degree in II class in Statistics or Mathematics with Statistics or Economics with Statistics of any University in India recognised by U.G.C.		
(G.O. Ms.No.457, E & SW (A)Dept Dt: 4-5-1976)							
4.	Evaluation Assistant 2600-5580 (one post)	Statistical Assistant or Research Investigator	M.A. in Sociology or Anthropology or Statistics or Economics of a University in India recognised by U.G.C.	2 years experience as Statisticas Asst. or Research Investigator in TCT & TI, Hyderabad.	Ist or II Class M.A. in Anthropology or Statistics or Rural Studies or Sociology of a University in India recognised by U.G.C.		A minimum of 3 years experience in Statistical or Evaluation work in Research Institutes.

Vide (G.O. Ms.No.645, E & SW (A)Dept Dt: 29-7-1975)

1	2	3	4	5	6	7	8
5.	Technical Assistants Physical Anthropology Cell) 2600-5580 (one post)	From any class or service	First or second class Masters Degree in Physical Anthropology or Human Genetics or a University recognised by U.G.C.	A minimum experience of not less than one year in any Research Institute together with contribution of Research Papers. Note: Preference shall be given to candidates possessing Diploma or Certificate in Research Methodology.			
			(G.O. Ms.No.244, SW (A)Dept Dt: 17-10-1978)				
6.	Cameraman 2600-5580 (one post)	Dark room Assistant	Diploma in Film Technology of a recognised Institution.	A minimum of 2 years experience in Photography and Film shooting.		Diploma in Film Technology of Recognised Institution.	A minimum of 3 years experience in photography and film shooting.
			(G.O. Ms.No.645, E & SW (A)Dept Dt: 29-7-1975)				
7.	Museum Care Taker cum Librarian 2600-5580 (one post)	By any class or service	M.A History with diploma in Library Science I or II Class B.A. (History) and Degree in Library Science in II Class			M.A. History with Diploma in Library Science.	
			(G.O. Ms.No.2411, Edn (SW) Dept Dt: 18-9-1963)				
			(G.O. Ms.No.2191, Dt: 23-12-1968)				

1	2	3	4	5	6	7	8
8.	Artist 2525-5390 (one post)	From any class or service	A graduate or Diploma holder of a Government Fine Arts College.			A graduate or Diploma holder of a Government Fine Arts College.	
9.	Sculptor 2525-5390 (one post)	From any class or service	A Diploma holder of a recognised in Sulpture with knowledge of modelling clay work and painting.			A Diploma holder of a recognised in Sulpture with knowledge of modelling clay work and painting.	
(G.O. Ms.No.2411, Edn (SW) Dept Dt: 18-9-1963), for the posts of Artists and Sculptor)							
10.	Senior Draughtsman 2525-5390 (one post)	From Draughtsman				Ad-hoc Rules are yet to be issued.	
11.	Assistant Curator 2375-5040 (one post)					Ad-hoc Rules are yet to be issued.	

1	2	3	4	5	6	7	8
12.	Research Investigator 2315-4880 (10 posts)	From any class or service	M.A. in Anthropology, Sociology, Social work, Economics, Statistics or Mathematics of a University in India recognised by U.G.C.	<p>i) Preference will be given to candidates having research experience in the same field together with contribution of research papers.</p> <p>ii) Preference will be given to the candidates having diploma or Certificate in</p>		Preference will be given to candidates having research experience	Note: (Ratio) Out of every 6 vacancies in the posts the first 5 vacancies shall be filled up by transfer from any other class or service and the 6th vacancy shall be filled by direct recruitment.
			(G.O. Ms.No.244, SW Dept Dt: 17-10-1978)				
			(G.O. Ms.No.113, SW Dept Dt: 17-6-1980)				
13.	Statistical Assistant 2315-4880 (2 posts)	Computer cum Field Investigator (CCFI)	M.A. in Economics or Statistics or Mathematics or Applied Economics or M.Sc. of a University in India recognised by U.G.C. or B.A. in Economics or Statistics or Mathematics or Commerce of a University in India recognised by U.G.C.	<p>A minimum One year experience as CCFI in research and field work in Tribal areas</p> <p>Minimum 3 years of experience as CCFI in a research Institute and Field Work in tribal areas or In any other statistical departments.</p>		First or II Class in Masters Degree in Mathematics or Statistics or Economics of a University in India recognised by U.G.C.	A minimum of 2 years experience in research and Statistical work in research Institutes.
			(G.O. Ms.No.645, E & SW (A) Dept Dt: 29-7-1975)				
			(G.O. Ms.No.86, SW (A2) Dept Dt: 19-3-1977)				

1	2	3	4	5	6	7	8
14.	Laboratory Store Keeper 2195-4560 (one post)	From any class or service	A graduate of a University or Institution in India recognised by U.G.C.	Note: Preference will be given to a graduate having experience in maintenance of stores in any organisation.		-	i) One post is reserved for Physical Anthropology Cell which will be filled by in Science only. ii) Should also deposit a cash amount of Rs. 1000 towards security.
(G.O. Ms.No.244, SW Dept Dt: 17-10-1978)							
15.	Assistant Librarian 2195-4560 (one post)	From any class or service	A graduate of a University or Institution in India recognised by U.G.C. candidate for the post of Asst. Librarian should possess a Certificate in Library Science of a University or Institution in India recognised by U.G.C.	Preference shall be given to the candidate who has experience in the general Care, supervision, arrangement and development of Library on modern lines.			A Graduate of a University or Institution recognised by U.G.C. and a Certificate in Library Science.

(G.O. Ms.No.244, SW Dept Dt: 17-10-1978)

1	2	3	4	5	6	7	8
16.	Computer - cum Field Investigators (CCFI) 2075-4270 (16 posts)	-	B.A. in Economics or Mathematics or Statistics or B.Com., B.Sc. of a University in India recognised by U.G.C.				B.A. in Economics or Mathematics or Statistics or B.Com or B.Sc., of a University recognised by U.G.C.
(G.O. Ms.No.645, E & SW (A) Dept Dt: 29-7-1975)							
17.	Draughtsman 1975-4010 (one post)	-					Diploma in overseer of a recognised Engineering College or any Equivalent qualification with 2 years experience in designing or A Pass in Draughtsmanship (Civil) course under the revised syllabus introduced from July 1952 conducted by the Government of India. or A pass in Draughtsmanship (Civil) course conducted by the I.T.I. Government of A.P. with not less than one year experience in the same field.

1	2	3	4	5	6	7	8
18.	Dark room Assistant 1745-3420 (one post)	-	Minimum qualification of H.S.C. or Equivalent qualification with a certificate in Photography.	(G.O. Ms.No.645, E & SW (A) Dept Dt: 29-7-1975)	Minimum qualification of H.S.C. or Equivalent qualification with a certificate in Photography.		
19.	Cinema Operator 1745-3420 (one post)	By any class or service	Cinema Operators License		Experience on 25 MM & 16 MM Projectors and Electrical work.		

(G.O. Ms.No.2411, Edn (SW) Dept Dt: 18-9-1963)

RULES & REGULATIONS GOVERNING VARIOUS POSTS IN TCR & TI (AD-HOC RULES)

C. MINISTERIAL STAFF:

There are 3 Ministerial sections working in the Institute - A, B, C Sections.

A Section : Deals with all establishment matters.

B Section : Deals with all Accounts and Treasury matters.

C Section : Deals with all Research correspondence with various sister Institutions, Line Departments, State Govt., Central Government, Non-Government Organisations (NG. O's etc).

The Details of the Posts sanctioned are furnished below.

Sl. No.	Designation	No. of Posts Sanctioned	Scale of Pay (Rs)
1.	Superintendents	3	2600-5580
2.	Senior Assistants	1	2195-4560
3.	Senior Accountants	4	2195-4560
4.	Senior Stenographer	2	2195-4560
5.	Junior Assistant	4	1745-3240
6.	Junior Accountant	1	1745-3240
7.	Typists	9	1745-3240
8.	Typists-cum-clerk	1	1745-3240
9.	L.D. Stenos	2	1745-3240
10.	Shroff	1	1595-3020
11.	Driver	4	1595-3020
12.	Roneo Operator	1	1535-2840
13.	Record Assistant	1	1535-2840

- i) The Ministerial staff working in A and C Sections are drawn from the Commissionerate of Tribal Welfare.
- ii) The rules and regulations (Ad-Hoc) Rules of their appointments promotions, transfers, are governed by State and Subordinates Service Rules of A.P. Government.
- iii) The Ministerial Staff of B. Section are appointed from the Directorate of Treasuries and Accounts Department.
- iv) The postings, promotions, transfers are done by the Directorate of Treasuries and Accounts.
- v) The staff working in the Accounts wing (B. Section) are under the administrative control of Director, TCR & TI, Hyderabad.

RULES & REGULATIONS GOVERNING VARIOUS POSTS IN TCR & TI (AD-HOC RULES)

D. CLASS IV STAFF:

The following Class IV staff are working in different Division and Cells, and in A, B, C Sections.

Sl. No.	Name of the Post	No. of Posts Sanctioned	Scale of Pay (Rs)
1.	Attenders	28	1425-2525
2.	Last Grade Employees (LGEs)	20	1425-2525

The appointment, promotion, and transfers are governed by the A.P. Last Grade Service Rules of Government of A.P.

RULES & REGULATIONS GOVERNING VARIOUS POSTS IN PRE-EXAMINATION TRAINING CENTRE, HYDERABAD (AD-HOC RULES)

A Pre-examination Training centre (PETC) was established at Hyderabad during 1969. The main aim of the centre is to prepare the eligible SC and ST candidates for various competitive examinations conducted by U.P.S.C., (Other than I.A.S. and I.P.S.) A.P.S.C., R.R.B., B.S.R.B., and other recruiting agencies to improve the chances of their success in examinations they by to utilize fully the reservation benefits in employment. This P.E.T.C. was attached to the Director, T.C.R. & T.I., Hyderabad. The details of staff sanctioned to the P.E. T.C. are as follows: (Vice G.O.Ms.No.256, Edn (SW3) Dept. dt: 18-02-1969)

A. TEACHING STAFF:

Sl. No.	Name of the Post	No. of Posts Sanctioned	Scale of Pay (Rs)
1.	Principal	1	4140-8140
2.	Lecturer in English	1	
3.	Junior Lecturers	2	3110-6380
4.	Asst. Lecturer in Stenography	1	2600-5580

These posts are filled up on deputation basis from Education Department except the post of Assistant Lecturer in Stenography.

Method of Recruitment of Asst. Lecturer in Stenography

By transfer from any class or service or Direct Recruitment.

1. A degree in Commerce or Bussiness Administration of a University or Institution recognised by U.G.C.
2. Teaching experience of not less than 5 years.

(Vide G.O.Ms.No.256, Edn (SW3) Dept. dt: 18-02-1969)

3. Candidate for the post of Asst. Lecturer in Stenography should possess in addition to the above qualifications a pass in English Typewriting and Shorthand by Higher Grade in the Govt. Technical diploma in Commerce examination (or) a diploma in commercial practice (or) an equivalent qualification.

Note : i) If no qualified and suitable candidate with teaching experience is available, a candidate without such experience but otherwise qualified shall be eligible for appointment.

ii) Preference shall be given to the candidate possessing Telugu Typewriting qualification of Government standard Key Board.

- i. The Ministerial staff working in PETC, Hyderabad are drawn from the Commissionerate of Tribal Welfare.
- ii. The rules and regulations of their appointments promotions, transfers are governed by State and Subordinate Service Rules of A.P. Govt.
- iii. The Ministerial Staff of PETC, are working under the administrative control of the Principal.

B. NON-TEACHING STAFF:

Sl. No.	Name of the Post	No. of Posts Sanctioned	Scale of Pay (Rs)
1.	Superintendent	1	2600-5580
2.	U.D.C.-cum Accountant	1	2195-4560
3.	Junior Assistant	1	1745-3420
4.	Typist	1	1745-3420
5.	Warden Grade I	1	2375-5040

(G.O.Ms.No.256, Edn Dept. dt: 18-02-1969) & (G.O.Rt.No.136, SW (D)Dept. dt: 22-02-1991)

Method of Recruitment

By transfer from any class or service (OR) By Direct Recruitment

6. Library Assistant 1 2195-4560

- i. A Graduate of University (or) Institution recognised by U.G.C.
- ii. Candidate for the post of Library Assistant should possess a certificate in Library Science of a University or Institution recognised by the U.G.C.

Note : Preference shall be given to the candidate who has experience in the general care supervision, arrangement and development of Library on modern lines.

(G.O.Ms.No.244, S.W. (A) Dept. dt:17-10-1978)

C. CLASS IV STAFF:

The following staff are working in the P.E.T.C., and Hostel attached to the P.E.T.C.

Sl. No.	Name of the Post	No. of Posts Sanctioned	Scale of Pay (Rs)
1.	Attenders	3	1425-2525
2.	Watchman	2	1425-2525
3.	Cook	2	1425-2525
4.	Assistant Cook	1	1425-2525
5.	Kamatis	2	1425-2525
6.	Dhobi	1	1425-2525
7.	Last Grade Employees	1	1425-2525

(L.G.E.s)

- i. The staff at Sl.No 1 to 7 work in the PETC and PETC Hostel under the control of the Principal.
- ii. The postings, promotions, transfers are governed by the A.P. Last Grade Service Rules of A.P. Government.

(G.O.Ms.No.256, Edn S.W.(3) Dept. dt: 18-02-1969)

CHAPTER - 7

AREAS OF INTERFACE WITH THE GENERAL PUBLIC AND THE OTHER DEPARTMENTS

7.1. The Fifth Five Year Plan was considered as a significant and historical milestone in the annals of tribal development. At the beginning of this plan period Government of India made statutory obligation on the part at all developmental departments to earmark financial allocations in proportion of ST population to States general population for the development of tribals and tribal areas for their respective fields of development out of their plan funds. As planning and formulation of plans for development of tribals and tribal areas is one of mandatory functions of the Institute, the responsibilities pertaining to preparation of perspective plans. Tribal Sub Plans, Annual Plans, Action Plans are entrusted to the Institute. The Institute has been discharging the duties from the beginning of the Fifth Five Year Plan period and formulated the Tribal Sub Plan (TSP), Perspective Plans and Action Plans for Tribal Development by collecting the necessary data pertaining to financial allocations from almost all the developmental departments and these plan documents are submitted to Government for their approval. The regular Tribal Welfare Annual Plans, Five Year Plans are also being prepared by the staff of the Institute under the direct supervision of Commissioner of Tribal Welfare.

TRIBAL SUB-PLAN :

The A.P. Government has decided that the General Sector Department should allocate 6% of their Annual Plan allocation under Tribal Sub-Plan. The following are some of the important Heads of the Department (HODs) allocating plan funds under Tribal Sub-Plan.

1. Agriculture
2. Horticulture
3. Soil and Water Conservation (Agriculture Department)
4. Animal Husbandry
5. Fisheries
6. Forests

7. Registrar of Co-operative Societies
8. Marketing
9. Rural Development (IRDP)
10. Land Reforms (Survey of Tribal Areas)
11. Medium Irrigation
12. Minor Irrigation (PWD - Tribal Special Scheme)
13. Minor Irrigation (PR)
14. A.P.State Irrigation Development Corporation
15. Ground Water Department.
16. A P S E B.
17. Village & Small Industries
18. Sericulture
19. Large & Medium Industries
20. Chief Engineer Roads(PWD).
21. Chief Engineer Roads (PR)
22. School Education
23. Intermediate Education
24. Higher Education.
25. Adult Education
26. Sports & Youth Services.
27. Technical Education.
28. Public Libraries.
29. Employment & Training.
30. Directorate of Health
31. Chief Engineer, Rural Water Supply.
32. Weaker Section Housing.
33. Information & Public Relations.
34. Women Development & Child Welfare.
35. Nutrition (WD & CW).

The Director/Commissioner of Tribal Welfare Department obtains district wise and scheme wise break up from all the line departments mentioned above along with financial and physical targets for the preparation of Tribal Sub-Plan every year. Monthly progress reports will be collected from all the line departments for monthly reviews. The Commissioner of Tribal Welfare holds review meetings with all heads of the departments periodically.

7.2 In addition to formulation of plans in collaboration with the respective departments, the Institute has also been assisting Director/Commissioner, Tribal Welfare in monitoring of the progress of implementation of schemes by the respective departments, by analysing periodicals / progress reports and through review meetings. This is regular on going planning work done in collaboration with regular line departments.

IDENTIFICATION OF PRIMITIVE TRIBAL GROUPS :

7.3 As per Government of India instructions, the Institute identified most backward tribes of A.P., as Primitive Tribal Groups on the basis of criteria prescribed by Government of India and submitted proposals to Government of India through State Government. The Government of India recognised the following 8 PTGs out of 10 groups suggested. The Institute prepared perspective plans for these 8 PTGs., and submitted to Government. And the 8 PTGs are given below.

1. Savara, 2. Chenchu, 3. Kolam, 4. Thoti, 5. Khond, 6. Gadaba,
7. Porja, 8. Konda Reddy.

The Tribal Welfare Department has been funding these Projects after identification of these groups in a specific areas and districts. These plan preparations are undertaken in collaboration with Revenue and Panchayat Raj Departments. The views of community elders of Primitive Tribal Groups are taken into consideration while preparing plans for their development.

7.4. IDENTIFICATION OF MADA & CLUSTERS :

In order to develop the tribals living outside Tribal Sub Plan Areas, Government of India devised a plan called Modified Area Development Approach Pockets (MADA) and again instructed TCR & TI to identify these pockets on certain specific guidelines issued by them. The Institute identified 77 MADA/Clusters pockets out of which Government of India recognised 41 MADA pockets, 17 Clusters and Government of India, Ministry of Social Justice & Empowerment have been also allocating funds for tribals living in these pockets. Later on funds are being released for dispersed tribal

groups also. Thus the Institute has been regularly attending to planning, monitoring and evaluation of TSP, ITDA, MADA, CLUSTER, PTGs, DTGs schemes in collaboration with line departments at State as well as at District levels. The views of the tribals in ITDA, MADA, Clusters and DTG areas are taken into consideration while formulating plans further development.

7.5. TRIBAL STATUS VERIFICATION :

The Tribal Status Verification Division has been taking up investigation into the bogus tribal certificates with the cooperation of Revenue, Education departments and sometimes Police department also in order to obtain the documentary evidence such as birth extracts, property registration documents, School records. The opinion of Gram Panchayat or NGOs and other tribal leaders is also obtained while determining the status of candidates in question.

7.6 EMPLOYMENT AND TRAINING :

The main objective of the Employment & Training Division of this Institute is to sponsor qualified S.T. Candidates to various Training cum Coaching Programmes for different competitive examinations and common entrance examinations with a view to make them to utilise the Reservation benefits extended by the State and Central Governments in employment and admissions to various Educational Institutions. In this connection, the Employment & Training Division of this Institute organises Pre-Examination Training Programmes for various Competitive Examinations Entrance tests in collaboration with the following Departments/Organisations/P.E.T.Cs etc.,

1. The P.E.T.C. at Head quarters, Hyderabad.
2. The P.E.T.C.s attached to various Universities in the State as mentioned earlier.
3. The Regional P.E.T.Cs located at Vizag of Visakhapatnam District, Bhadrachalam of Khammam District, Eturunagaram of Warangal District and Utnoor of Adilabad District.
4. The Project Officers of I.T.D.As in connection with functioning of P.E.T.Cs, Vocational Training Institutes.
5. All the District Tribal Welfare Offices.
6. The A.P. Study Circle, Hyderabad.
7. Employment Exchanges including Sub-employment Exchanges functioning at I.T.D.A. Head quarters.

8. The Employment and Career Guidance Centres established in all 9 ITDAs.

Short-term Training Programmes in Software are also organised to the S.T. Engineering Graduates, Diploma Holders, Graduates and Post Graduates in the local reputed Software Institutions like I.C.S.S., B.D.P.S., etc.

7.7. OTHER IMPORTANT SUBJECTS :

The Institute is also collaborating with other departments/ Organisation. The purpose of interaction and the concerned Departments are furnished below

S.No.	Purpose	Departments/Organisations concerned
1	2	3
I.	Preparation of Agency Administration Report.	1. Agency District Collectors of Srikakulam, Vizianagaram, Vishakapatnam, East Godavari, West Godavari, Khammam, Warangal, Adilabad and Mahaboobnagar.
II.	Rationalisation of Scheduled villages.	2. The Project Officers of ITDAs. Seethampeta, Srikakulam District, Parvathipuram, Vizianagaram Dist, Paderu, Visakhapatnam Dist., Rampachodavaram, East Godavari Dist., K.R.Puram, West Godavari Dist., Bhadrachalam, Khammam Dist., Eturunagaram, Warangal Dist., Utnoor, Adilabad Dist., Srisailam, Kurnool Dist.,
III.	Preparation of periodical reports of atrocities on Scheduled Tribes.	Director General of Police, Hyderabad.
IV.	Preparation of Annual Report to the National Commission for Scheduled Castes and Scheduled Tribes.	From all the line Departments.
V.	Annual Meetings of Directors Tribal Research Institutes.	1. Ministry of Social Justice and Empowerment, Govt., of India, New Delhi. 2. State Government.
VI.	Award of Research Fellowships Selected Guide of Research Fellows of various Universities in the State.	

- VII.** Inspection and forwarding of application of NGOs working for the welfare of Scheduled Tribes and Scheduled Castes in A.P. to the Ministry of Social Justice and Empowerment, Government of India, New Delhi.
- All the Non Governmental Organisations in the State working for the welfare of Scheduled Tribes and Scheduled Castes.
- VIII.** Medical, health and Nutrition, Issues/problems of Scheduled Areas and Scheduled Tribes.
1. Director of Medical Education.
 2. Director of Health.
 3. Commissioner of Family Welfare.
 4. Director of Indian Medicine and Homeopathy.
 5. A.P. Viadya Vidhana Parishad.
 6. Women Development and Child Welfare Dept.
 7. Indian Institute of Health and Family Welfare.
 8. Institute of Health Systems (IHS)
 9. UNICEF
 10. CARE
 11. National Institute of Nutrition (NIN)
 12. Catholic Health Association of India(CHAI).
- IX.** Collection of Census data on S.Ts on relevant aspects of all the districts of the state.
1. Director of Census Operations Govt. of India, Hyderabad.
- X.** Organising Regular Training programmes.
2. Directorate of Economics and Statistics.
 1. All the line Departments and Sister organisations.
 2. Subject matter specialists from the Universities located in Hyderabad.
 3. National Institute of Rural Development, (NIRD), Rajendranagar, Hyderabad.
 4. Other state level training Institutes in Hyderabad.

- XI. Studies on collection of non-timber produce by S.Ts pricing policy, marketing etc. and supply of domestic requirements (DRS), Credit Programme by G.C.C. Girijan Co-operative Corporation Limited, (GCC) Visakhapatnam.

7.8. The collection of primary data and secondary data is crucial for various phases of Research Investigation and surveys. The field work for collection of data and relevant information is the life line of the Institute. As the Institute follow inter-disciplinary approach for its various kinds of studies the personnel should approach almost all the departments of their expert opinion including the departments for Anthropology, Sociology etc, functioning in various Universities situated in A.P. Several NGOs are currently engaged in development work of Tribal and Tribal Areas. The Institute should maintain close liaison with these NGOs also not only to acquaint itself the nature of the programmes but also the attitude of the tribals towards these schemes. Further, the Institute has to critically analyse the adverse impact of these programmes on various Tribal communities, their culture and life styles Government in Tribal Welfare Department have to be informed periodically about these adverse effects for taking timely action.

FUTURE VISION OF TRIBAL CULTURAL RESEARCH AND TRAINING INSTITUTE, HYDERABAD

HISTORICAL PROGRESS OF THE INSTITUTE :

8.1 The Tribal Cultural Research and Training Institute (TCR & TI) was established in the year 1963 at Hyderabad as per the Government of India directive to establish Tribal Research and Training Centres (TRIs) in the States which have more than one million ST population. The ST population of Andhra Pradesh was 13.24 lakhs as per 1961 census and it reached to 4.2 millions as per 1991 census. In the beginning, the Institute was entrusted with the responsibilities of ethnographic studies of various tribes of Andhra Pradesh, Socio Economic surveys, bench mark surveys, specific problem oriented studies, evaluation studies, etc. Organising training programmes for officials of various categories engaged in tribal development activities was another important activity of the institute. The Institute has been mostly engaged in problem oriented studies rather than any academic studies.

RESEARCH ACTIVITIES

8.2 The Research and training activities of the Institute are being expanded from time to time to suit to the changing strategies of tribal development. The Institute took up the important task of formulation of plans in the early seventies which paved the way for the establishment of G.D.A. (Girijan Development Agency) in Srikakulam district. The Institute has also undertaken the challenging task of formulation of Tribal Sub Plan, perspective plans for the development of tribals living in ITDAs, Primitive Tribal Groups and MADA pockets. These plans were appreciated for their quality of contents and presentation at national level.

TRIBAL STATUS VERIFICATION:

8.3. In view of the increasing incidence of false ST certificate holders and consequent grabbing of intended Constitutional benefits by the SHAM tribal. Government have entrusted the responsibility of investigation into the false claims to the Institute by creating a separate division called Tribal Status Verification Division (TSV).

PHYSICAL ANTHROPOLOGY DIVISION :

8.4. The tribal communities fare badly when compared to the rural urban areas with regard to health parameters like Infant Mortality Rate, Maternal Mortality Rate and under-5 Mortality Rate. Some diseases like goitre, yaws, sickle cell anaemia. Malaria etc. are specific to the tribal areas. They used to treat these diseases by their own traditional methods. These diseases are endemic to that area/tribe. Besides this, the tribal areas are most unhygienic in nature. There is need for health education and continuous monitoring of the health conditions of the tribals. Besides this, there is protein, energy malnutrition among the tribals which is due to variation in consumption levels of foods in different seasons. An action plan shall be drawn to improve the nutritional and health conditions of the tribals. For this, the CHW scheme will be strengthened and she will impart awareness campaigns on health and nutrition matters to the villagers with the help of VTDA. CHW will also act as a liaison between health personnel and community to control the gastroenteritis and sudden outburst of epidemics and to see the tribals living happily with good health and nutrition.

With the available resource persons, who have got rich experience, in physical Anthropology, Health, Nutrition and Genetics, studies will be taken up to improve the standards of health & Nutrition status of tribals. The cell will be acting as a guidance cell to the Tribal Welfare Department in undertaking various projects relating to Health, Nutrition and genetics, and evaluating the present schemes to take up and tune to the needs of tribals. Continuous monitoring will be taken up by this section, for smooth functioning of functionaries of medical, health and nutrition side which plays vital role in tribal development.

CLARIFICATION ON LEGAL PROVISIONS :

8.5. In addition to attending the duties connected with ethnographic studies, basic and applied research aspects, planning, monitoring and evaluation, periodical review of implementation of protective regulations was also taken up by the institute as per the orders of the Govt. Further the institute is also providing material to Govt. through Commissioner of Tribal Welfare on specific schemes pertaining to mines and minerals (Regulation and Development) Act 1957 and, AP Forest Act 1957. The Institute also took up the preparation of plans for externally aided projects like IFAD Rome, World Bank etc.

TRAINING ACTIVITIES :

8.6. The Institute has been organising in-service, orientation courses to the different

categories of officers of line departments. The Institute also started various types of training programmes for the statutory tribal representatives, traditional tribal leaders, prominent social workers etc., from the year 1967 onwards. Since the inception of Tribal Sub-Plan, I.TDAs, PTGs, MADA Programmes; appraisals training courses have been started to the officials working in ITDAs. The Institute has expanded its training activities to organise orientation workshops to the project management staff and other specialists working in Andhra Pradesh Tribal Development Project area (APTDP) and AP Participatory Tribal Development Projects (APPTDP) area.

ESTABLISHMENT OF PRE-EXAMINATION CENTRE: HYDERABAD

8.7 In addition to the above in-service training courses the Government have established Pre-Examination Training Centre, at Hyderabad during 1970 under Centrally sponsored scheme to provide, coaching to the ST educated un-employed youth for various competitive examinations conducted by APPSC, UPSC, BSRB and other- recruiting agencies to facilitate them to utilise fully the reservation benefits.

REGIONAL PETCs, EMPLOYMENT CAREER GUIDANCE CENTRES:

In view of the availability of large number of educated unemployed tribal youth both in the tribal areas and plains, the Government established Regional PETCs in the following places (Vide G.O.Rt.No.3 SW(D) Department, dt:2-1-1993.)

<u>Sl.No.</u>	<u>Location of the Centre</u>	<u>District</u>
1.	U t n o o r	Adilabad
2.	Eturunagaram	Warangal
3.	Bhadrachalam	Khammam
4.	Visakhapatnam	Visakhapatnam

Employment Career Guidance Centres were also started in all ITDA Head quarters in order to guide the tribal students to pursue higher studies and enable them to plan for career advancement. No other TCR & TI in the country took up all these activities pertaining to career guidance and preparing educated youth for various competitive examinations.

ESTABLISHMENT OF SUB EMPLOYMENT EXCHANGES :

8.8 Eight (8) Sub-Employment Exchanges are established in each ITDA head quarter exclusively for scheduled tribes vide G.O.Ms.No.307, Education (Employment)

Department, dt: 27-11-1990 with the view to improve the chances of employability of scheduled tribes candidates (Copy of the G.O. is furnished in Annexure) All the concerned District Tribal Welfare Officers are designated as Sub-Employment Officers Vide G.O.ms.No.308, Education (Employment) Department dt;7-11-1990. It is stipulated in para (4) item (VI) that Government, Departments and Public Sector Undertakings will seek sponsoring of Scheduled Tribe candidates from the Sub-Employment Exchangers regarding Scheduled Tribe vacancies.

INSERVICE TRAINING

8.9. As analysed in proceeding paras the TCR & TI. has been moulding itself attending effectively to the changing needs of the tribal development and welfare activities. Therefore there is an urgent need to develop competency, professionalism and efficiency of the staff working in the research and training organisation to take up projects involving inter disciplinary approaches and to abreast the staff members with the latest techniques and knowledge in the relevant fields.

NOMENCLATURE

In the beginning, the emphasis was mostly on cultural studies but in the modern times much importance is given to formulation of shelf of projects for promotion of total development of tribes and tribal areas. It is essential to change the nomenclature of the Institute from TCR & TI. to A.P.Institute of Tribal Development and Training (APITDT) since the objectives are enlarged.

ENHANCEMENT OF STATUS

8.10. The status of the Institute may be upgraded as an independent department in order to facilitate objectivity, competency, total concentration and professionalism. Conferring the status of independent department will foster spirit of concentration and dedication which can make the organisation more productive. The comparative picture of the research and training activities attended by the institute during 1963s and -1990s are furnished in the enclosed diagrams - I & II.

8.11. THE FOLLOWING ACTION POINTS ARE SUGGESTED FOR EFFECTIVE FUNCTIONING OF ORGANISATION AND TO DEVELOP FUTURE VISION OF TCR & TI).

- I The nomenclature of the Institute may be changed from TCR & TI to A.P. Institute of Tribal Development and Training (APITDT) as the scope, aims and objectives are enlarged to take up mostly developmental studies.

- II. All the TRIs in the country are independent departments and are directly accountable and responsible to Government. Ministry of Welfare, Government of India (re-designated as Ministry of Social Justice and Empowerment, Government of India) in its meeting with the Directorates and TRIs emphasised the need for independent departments at State levels. Therefore it is recommended to upgrade the Institution into independent department directly under the control of Secretary to Government, Tribal Welfare, Social Welfare Department in order to facilitate objectivity and functional autonomy to take up objective and independent evaluation studies and to give suitable recommendations without any kind of pressures and pulls,
- III. The status, of Institute and its staff will continue to be Government organisation and Government servants respectively for all purposes.

FIELD ASSIGNMENT :

- IV. At present, TRI is the part and parcel of Tribal Welfare Department and several staff members of the TRI are opting to go out to work as Project Officers or District Tribal Welfare Officers and Assistant Project Officers of MADA. Administrative experience is also essential for the evaluation and applied studies and this period of field assignment may be given up to maximum period of five years in a total period of service. Some states like Maharastra are providing and opportunity to research staff to take up field jobs to gain practical experience.

RECRUITMENT :

- V. In the past Anthropology which mainly deals with Tribes and their development has only five divisions mainly 1) Physical Anthropology 2) Pre-historic Archaeology 3) Comparative Linguistics 4) Social and Cultural Anthropology 5) Ethnology. But in modern times the scope and objectives of Anthropology future widened and its branches have now multiplied into several specialised subjects such as Rehabilitation Anthropology, Developmental Anthropology, Ecological Anthropology, Medical Anthropology, Nutrition Anthropology, Anthropological Demography, Anthropological Genetics, Ethno-Archaeology etc. In addition to specialisation required in various branches of Anthropology, inter-disciplinary approach in various studies is essential for understanding tribes and their development but also formulation of comprehensive and realistic plans for tribal areas. Therefore it is suggested that at the recruitment stage itself (entry point) Post-Graduate qualification in various, disciplines is requisite qualification. The qualifications at entry point for Research Investigator as submitted to Government

are Post-Graduate degree in Anthropology, Sociology, Social. Work, Physical Anthropology and Human Genetics, Economics, Statistics, Rural Development, Nutrition, Computer Applications etc, need to be prescribed.

TRAINING :

- VI. With regard to training programmes, at present the Tribal Welfare Department is depending upon outside agencies like NIRD, CRIAD etc., for organising training courses for subject matter specialists. There is an absolute necessity for this organisation to develop in those faculty who could conduct various specialised training programmes for the subject matter-specialist. This attempt besides helping the outside staff reduce the cost and also more effective since internal faculty would be more familiar with technical and functional aspects of their own departments activities and functioning and target groups.
- VII. The Institute can take up training courses and workshops at national level in order to have the benefit of the cross sectional exchange of ideas of developmental functionaries working in different parts of the Country and at National level.

DATA BASE

- VIII. The Institute will have to maintain good data base and documentation centre with the help of latest computer and software devices. This centre should obtain latest data from the Remote Sensing Agency pertaining to Tribal areas.

AUDIO-VISUAL DIVISION

- IX. The Institute has to develop a good audio Visual Division for production of authentic video and audio cassettes. The Institute should make available all these Audio Visual aids not only for all its training programme but also make it available to other educational centres established for education of tribal children.

PUBLICATIONS :

- X. The Institute should regularly bring out standard publications on Tribal developmental plans, problem oriented evaluation studies, Journals, News letters and other publications, pamphlets.

MONITORING AND EVALUATION :

- XI. The Monitoring and Evaluation Division will have to be further revamped by attaching computer section and technical experts of programming. Data Entry Operators

etc. All the staff in Institute be trained in computer operations and personal computers provided upto Deputy Directors level for recording field data, analysis etc. The research work of each cell can be processed through computers only.

PAY SCALES

- XII. As most of the staff members of the institute are well qualified with Post-graduation degrees, they should be given higher scales of pay on par with University teaching staff or other State level or National level Research and Training Centres in order to improve the quality of work. This would also attract talented youngsters with good academic achievements. The scales of the Institute staff are lower when compared to identical posts in Directorate of Economics and Statistics. For example the scales of Deputy Directors, Joint Directors, and Director of Directorate of Economics and Statistics are Rs. 4400 /- to Rs.8700/-, Rs.5390/- to Rs.8980/- and Rs.6610/- to Rs.9820/- respectively. Whereas the pay scales of Deputy Director, Joint Director and Director of the Institute are Rs.3880/-, Rs. 8140/-, Rs.4400/- Rs.8700, Rs.5040/- Rs.8700/- respectively. Therefore in view of the qualifications, arduous nature of field work in tribal areas and as a measure of encouragement, and incentive at least the scales obtaining in Directorate of Economics and Statistics may be extended to the identical posts in the Institute. In this connection proposals were already submitted to Government, proposing change of designations, pay scales, qualifications required etc., for both Gazetted and Non-Gazetted posts.

HIGHER STUDIES :

- XIII. As the Institute is a semi academic body, the staff may be permitted to go for higher studies for period of two years on full pay as obtaining in various Universities under Faculty Improvement Scheme. Further steps may be taken to get the Institute recognise by all the Universities in the State as a centre for research leading to Ph.D and past doctoral studies.

LIBRARY :

- XIV. The Library Facilities have to be Further developed. All the books, journals, reports, magazines, etc., have to be computerised. Separate study areas/zones- for reference text books, magazines, news papers have to be arranged with good tables, chairs and other facilities. A separate xeroxing machine may be provided to the library to facilitate Research Scholars, Administrators to take out Xerox copies required, extracts material etc. on payment. The Librarian should get

important foreign journals such as American Anthropologist, Human organisation, World Bank reports and other relevant World organisation reports, the World Bank publications, U.S.A. especially on Anthropology, Sociology, Social Welfare, Tribal Development, Tribal Education.

NEHRU CENTENARY TRIBAL MUSEUM :

- XV. The interior decoration of the Nehru Centenary Tribal Museum (NCTM) has to be completed on priority and it should be open to the visitors in the beginning of the 21st Century. It should be developed as excellent cultural educative centre of tribals in India in general and Tribes of A.P., in particular.

TRAINING NEEDS :

- XVI. Keeping in view the latest trends in approaches to Social research, all Research staff members of the Institute should be trained in the latest techniques of Research Methodology, data collection, interview techniques, participant observation, Participatory Rural Appraisal (PRA) communication techniques, etc. The training programme for the research staff in their own areas should be regularly organised

DOCUMENTATIONS :

- XVII. Documentation of all 33 Scheduled Tribes of A.P., highlighting their living conditions, methods of eking out their livelihood, socio-economic problems, tribal folk dances, arts and crafts have to be prepared and these documentations should be screened in the museum as well as in the national level electronic media.

SEMINARS/WORKSHOPS :

- XVIII. State level National level, Seminars/Workshops on current tribal problems have to be regularly organised and the proceedings of these seminars, workshops, have to be published which can be utilised for preparation of policy making and plan documentation besides other purposes.

FUNDS FOR PUBLICATION :

- XIX. At present, there are no funds for publication of Institute reports, journals, ethnographic studies etc. Government may allocate a minimum of additional Rs.5.00 lakhs per year as publication grant.

LINGUISTIC CELL :

- XX. A separate Linguistic Cell may be constituted and the cell should prepare primers

in tribal dialects as per the guidelines given by NCERT. Latest information of Panchayat Raj Act, Protective Regulations, various developmental activities should be printed in tribal dialects in Telugu script for wider circulation among tribes of all areas.

XXI. In view of availability of qualified senior staff members, the Institute may be recognised as a Centre for guiding students for award of M.Phil and Ph.D. Degrees. The Institute may take necessary steps through Social Welfare Department, Government of Andhra Pradesh to get recognition by Osmania, Sri Venkateshwara, Sri Krishna Devaraya and Andhra Universities.

FUNDS FOR TRAINING AND ALLIED ACTIVITIES :

XXII. Conducting various training courses to officials working in tribal areas and also statutory, traditional, active tribal representatives is the second important function of the Institute. The training courses are continuous on going programme with out any break in order to maintain real tempo of tribal development in the Field. Further, as the Institute was established more than three decades ago it has considerable growth and it has well qualified staff members. This centre can also organise National level seminars, workshops, and training programmes as being organised by some Tribal Research Centres like Orissa State. But there are no hostel facilities to the participants. When training courses are organised for middle level officers, tribal statutory leaders, there should be residential facilities. Therefore a permanent hostel attached to TCR & TI has to be constructed. Earlier, attempts were made to construct additional rooms over the garage complex of T.S.Bhavan but building construction could not take place for want of funds. During the year 1998-99 fund was sanctioned by Government of India, for construction of hostel for training wing but the funds lapsed. The Institute is presently facing paradoxical situation. Government allotted originally 3 acres of land to the Institute for construction of research and training wings. All the Departments and Corporations are provided accommodation. But Institute's Training Wing is not having accommodation. The P.E.T.C. is functioning in a private building far away from the Institute. Therefore there is an urgent need for construction of hostel buildings on the garage complex and nearby vacant area. This infrastructure has to be given top priority atleast during the current year before stepping into new millennium. Further the Institute should be made nodal agency for all kinds of training programmes of Tribal Welfare Department.

ENHANCEMENT T.A.& D.A. :

XXIII Field studies are life line of the Institute and its multifarious activities totally depend

upon field data. British Anthropologist C.G.Seligman aptly stated that Field Research in Anthropology is what the blood of the martyrs is to the church. Therefore field Research, for Anthropological studies is very essential. But the funds allotted to T.A. for undertaking field studies are extremely limited. Out of the total budget of TCR & TI it is of Rs.1.29 lakhs is allotted to T.A. and D.A. to the staff. Therefore there is an urgent need to enhance it to minimum Rs.4.00 lakhs and every year additional one lakh or actual expenditure may be sanctioned.

STRENGTHENING OF REGIONAL RESEARCH CENTRES AT PADERU, VISAKHAPATNAM DISTRICT, BHADRACHALAM, KHAMMAM DISTRICT :

XXIV While creating the two Regional Research Centres at Paderu, Visakhapatnam District, Bhadrachalam of Khammam District only two posts of Joint Directors and Ministerial staff were sanctioned. The posts of Deputy Directors, Research Officers, Lecturers, Field Officers, Research Assistants, Research Investigators and C.C.F.Is were deployed from the T.C.R. & T.I. Hyderabad and the resultant vacancies in the T.C.R. & T.I. Hyderabad were ordered to be kept unfilled. Vide G.O.Ms.No.T.S.W (D) Department, dt:10-1-1985. With the result the regular Research and Training activities are being hampered for want, of staff. The department and the Government may consider for additional posts in these Regional Research Centres including creation of the post of Librarian, Information Assistant, Photographer/Cameraman, Data Entry Operator etc., and these posts may be filled up immediately for efficient functioning of the two Regional Research Centres. In case the staff at headquarters are posted in the two Regional Research Centres, they may be sanctioned 50% of the basic pay as "Field Allowance" as an incentive to the staff who are willing to work in the Regional Research Centres till the regular posts are sanctioned.

STRENGTHENING OF THE REGIONAL PRE-EXAMINATION TRAINING CENTRES:

XXV At present -Four (4) Regional P.E.T.Cs are Functioning at Utnoor, Adilabad district, Eturnagaram, Warangal district, Bhadrachalam, Khammam district, and Paderu, Visakhapatnam district (dist. headquarters). The posts of Principal and two Junior Lecturers, One in English and the other in Mathematics were sanctioned, and these posts are being filled up on deputation from Education Department. But the posts of Librarian, Warden, required ministerial staff, class IV staff are not created. Theses posts are also essential to maintain the Library, office and Hostel regularly. In addition to training the candidates for various

competitive examinations including the common entrance test, new courses in Computer Applications, Data Processing etc., may be started by appointing a regular Instructor in computers. These centres also should take up training courses as per local demands and needs. The teaching staff also may be taken on part time basis as per the nature of training organised.

ACTION RESEARCH :

- XXVI. The Project Officers of I.T.D.As being field functionaries would be facing several confrontations in implementations of schemes at field level. All such problems may be referred to the Institute for thorough study. The field problems thus received would be prioritised and detailed empirical studies would be conducted and the results of such studies will be furnished to the Project Officers of I.T.D.As/ District Tribal Welfare Officers for taking up sustainable tribal development activities.
- XXVII. The Institute has to regularly conduct concurrent evaluation studies in ITDA and other districts and furnish the same to the concerned P.O. and D.T.W.O for taking action through Commissioner of Tribal Welfare. These, observations and findings may be circulated in the form of appraisal letters.

DEPUTATION OF RESEARCH STAFF TO NATIONAL AND INTERNATIONAL SEMINARS/WORKSHOPS ON RESEARCH, PLANNING, EVALUATION AND DEVELOPMENT PERTAINING TO TRIBAL WELFARE/TRIBAL DEVELOPMENT.

- XXVIII. Periodical Seminars, Workshops, Symposiums are being organised at National and International levels on Tribal Affairs/Indigenous people by reputed Universities, international organisations by inviting eminent persons in the field of Tribal development. The research staff members have to be encouraged to contribute research articles, original papers to these forums. In case these articles or papers are accepted, they may be deputed to these National and International Seminars as on duty and the total cost of T.A. and D.A. may be borne by the Government besides treating the period as on duty. This step will encourage the research staff to keep themselves abreast with latest trends of research, action oriented strategies pertaining to development of disadvantaged groups. Participation in these seminars create good confidence and also contribute for greater recognition of Institute as one of the active Research Organisations in the country.

- XXIX** The health and hygienic conditions in tribal areas are not satisfactory and the tribal communities inhabiting the inaccessible forest and mountainous tracts are worst sufferers. During the year 1998 Gastroenteritis spread like an epidemic in the tribal areas of Adilabad District. During the year 1999 the Malaria spread in several Mandals in Vizag district soon after on set of monsoons. Tribals are not able to avail Medical facilities due to several factors. The Government have been constituting special teams to take on the spot action to render medical aid. The Institute staff should be associated with such joint team and advise the concerned about various tribal groups, their belief system, health and hygienic conditions, nutritional status and other taboos in order to render medical aid and other packages effectively. The Institute staff also should take up special studies of this nature and prepare comprehensive plans to prevent recurrence of such epidemics.
- XXX.** Incentives to the M.Phil and Ph.D., Holders: As an incentive to the Research staff members who obtained M.Phil and Ph.D., Degrees in Social Sciences may be sanctioned advance increments. M.Phil degree holders have to be sanctioned 2 advance increments and Ph.D holders may be sanctioned 4 advance increments. This measure will motivate number of Research staff members for further studies and obtain these additional qualifications which in turn will improve the overall performance of the concerned staff members.

ANNEXURE - I A

AREA AND POPULATION

List of Scheduled Tribes in Andhra Pradesh Vide Scheduled
Castes and Scheduled Tribes Orders (Amendment) Act 1976

No. 108 of 1976,
1976.

Dated: 18th Sept.,

PART - I ANDHRA PRADESH

1. Andh
2. Bagata
3. Bhil
4. Chenchu, Chenchwar
5. Gadaba
6. Gond, Naikpod, Raj gond
7. Goudu (in the Agen'cy tracts)
8. Hill Reddi
9. Jatapu
10. Kammara
11. Kattunayakan
12. Kolam, Mannervarlu
13. Konda Dora
14. Konda Kapu
15. Konda Reddi
16. Kondh, Kodi, Kodhu, Desaya Kondh, Dongria Kondh, Kuttia Kondh, Yenety Kondh
17. Kotia, Benth Oriya, Bartika, Dhulia, Dulia, Holva, Paiho, Putiya, Sanrona, Sidhopaiko
18. Koya, Gond, Rajah, Rashakoya, Lingadhari Koya (Ordinary), Kottukoya, Bhine Koya, Raja Koya
19. Kulia
20. Malia (Excluding Adilabad, Hyderabad, Karimnagar, Khammam, Mahaboonagar, Medak, Nalgonda, Nizamabad and Warangal.
21. Manne Dora

22. Mukha Dora, Nooka dora
23. Nayaks (in the Agency tracts)
24. Pardhan
25. Porja, Parangi Perja
26. Reddi Dora
27. Rona, Rena
28. Savara, Kapu Savara, Maliya Savara, Khutto Savara
29. Sugali, Lambada
30. Thoti (in Adilabad, Hyderabad, Karimnagar, Khammam, Mahboobnagar, & Warangal District.
31. Valmiki (in the Agency tracts)
32. Yanadi
33. Yerukula

ANNEXURE - I B**LIST OF RECOGNISED PRIMITIVE TRIBAL GROUPS AND DISTRICTS OF THEIR MAIN HABITATION - POPULATION - 1981 CENSUS.**

Sl.No.	Recognised Primitive Tribal Groups	Districts of their main habitation.	Population 1981 census.
1.	Cenchus	Mahaboobnagar, Prakasham, Kurnool, Guntur, Nalgonda and Rangareddy.	29,297
2.	Kolams	Adilabad	20,892
3.	Thoti	Adilabad	1,753
4.	Konda Reddi	East Godavari, West Godavari and Khammam	54,473
5.	Khond	Visakhapatnam	50,725
6.	Porja	Visakhapatnam	16,374
7.	Savaras	Srikakulam and Vijayanagaram	81,121
8.	Gadaba	Srikakulam, Vijayanagaram and Visakhapatnam	28,049
		Total :	2,82,684

ANNEXURE - II**SCHEDULED TRIBES POPULATION - DIST. WISE - 1991 CENSUS**

Sl.No.	Name of the District	Total Population	Sch. Tribe Population	% of S.T. Population total Population
1.	Srikakulam	23.21	1.34	5.8
2.	Vizianagaram	21.11	1.90	9.0
3.	Visakhapatnam	32.85	4.69	14.3
4.	East Godavari	45.41	1.76	3.9
5.	West Godavari	35.18	0.85	2.4
6.	Krishna	36.99	0.92	2.5
7.	Guntur	41.07	1.82	4.4
8.	Prakasam	27.59	0.99	3.6
9.	Nellore	23.92	2.14	8.9
10.	Chittoor	32.61	1.05	3.2
11.	Cuddapah	22.68	0.47	2.1
12.	Ananthapur	31.84	1.11	3.5
13.	Kurnool	29.73	0.56	1.9
14.	Mahboobnagar	30.77	2.27	7.4
15.	Ranga Reddy	25.52	1.09	4.3
16.	Hyderabad	31.46	0.29	0.9
17.	Medak	22.70	0.95	4.2
18.	Nizamabad	20.38	1.21	5.9
19.	Adilabad	20.82	3.55	17.0
20.	Karimnagar	30.37	0.83	2.7
21.	Warangal	28.19	3.85	13.7
22.	Khammam	22.16	5.59	25.2
23.	Nalgonda	28.52	2.76	9.7
		665.08	41.99	6.3

1.	Rural S.T. Population	- 38.80 lakhs.
2.	Urban S.T. Population	- 3.19 lakhs
	Total	- 41.99 lakhs

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