

GOVERNMENT OF TRIPURA
TRIBAL RESEARCH AND CULTURAL INSTITUTE
Lake Chowmuhani, Krishnanagar, Agartala-799001
Website: www.trci.tripura.gov.in Email ID: dir.trci-tr@gov.in Tel -Fax +91-381-2324389.

No.F.2(97)/TR&CI/MISC/RES/21/ 225-27

Dated, Agartala, the 29th May, 2021.

CITIZEN'S CHARTER

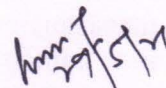
Sl. No.	Name of Items/Activities	Time Frame
1	Research & Evaluation Studies including Action Research, Impact Assessment, Mapping of existing assets, Collection and compilation of data on migration etc. Applied & Experimental Research	i) On receipt of fund from Ministry this Institute gives an advertisement giving at least 21 days seeking applications from the researchers against approved topics. ii) On receipt of applications within 30 days work order is issued to the selected researchers giving 6 months' time for completion of the research projects/evaluation studies. iii) This Institute makes payment to the scholars in the following manners: 40% at the time of giving work order, 30% after acceptance of mid-term report and rest 30% on acceptance final project report/evaluation study.
2	Seminars	i) On receipt of fund from Ministry this Institute issues an advertisement giving at least 21 days seeking proposals from the Universities/Colleges/NGOs etc. organizations. ii) On receipt of proposals within 30 days acceptance letter issued for organizing seminars to the selected organizers giving 3 months' time for completion of the seminars. iii) Regarding payments of expenditure to be incurred in connection with organizing seminar normally this Institute make 70% advanced subject to availability of AC bill and rest 30% on submission of final adjustment with seminar proceedings.
3	Documentation and Publication – E-book, ARVR, audio-video clips etc. (publication of hard copies of books should be limited in quantity).	i) On receipt of fund from Ministry this Institute issues an advertisement giving at least 21 days seeking NIT from the interested printers for printing of approved manuscripts/journals. ii) After opening of bids (technical and financial), this Institute placed work order to the selected printers within 30 days giving 45 days' time for supply of printed books, journals, etc. iii) On receipt of printing materials with challan and bill, this Institute make payment to the payee within 30 working days.

Contd...Page 2

Mr. T. S. M.
20/5/21

4	Documentation & Preservation	i) On receipt of fund from the Ministry, this Institute issues an advertisement giving at least 21 days seeking NIT from the interested producers against the approved documentation/preservation works. ii) Work order is issued within 30 days from the date of receipt of the proposal to the successful bidders giving 60 days' time for submission of the final work. iii) Payment is made within 30 days from the date receipt of bills to the payee. iv) Performance guarantee/earnest money to be release within 15 days after acceptance of final work.
5	Printing of Research Project/Monographs/Re-Printing of Books	i) On receipt of fund from Ministry this Institute advertises giving at least 21 days seeking NIT from the interested printers for printing of approved manuscripts/journals. ii) After opening of bids (technical and financial), this Institute placed work order to the selected printers within 30 days giving 45 days' time for supply of printed books, journals, etc. iii) On receipt of printing materials with challan and bill, this Institute make payment to the payee within 30 working days.

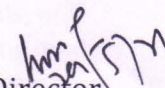
The above mentioned time frame is followed by this Institute since inception of this Institute to implement the above mentioned scheme works.


(L.T. Darlong)

Director,
Tribal Research & Cultural institute,
Govt. of Tripura.

Copy to:

1. The PS to the Secretary, TW Department for kind information of the Secretary, TW Department, Govt. of Tripura.
2. The Dy. Secretary, GA(AR) Deptt., Government of Tripura for kind information. This is issued Vide your Office Order No.F.13(7)-GA(AR)/2021/1162 Dt.5th may, 2021.
3. The Joint Director, IT Directorate, Govt. of Tripura for kind uploading the Citizen's Charter of our website www.trci.tripura.gov.in in a separate menu namely "**Citizen's Charter**".


Director,

Tribal Research & Cultural institute,
Govt. of Tripura.