

No.NCSC-CCELL01/2/2021-UA-(Admin)  
[39907]  
Government of India  
National Commission for Scheduled Castes  
(A Constitutional body set up under Article 338 of the Constitution of India)  
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5<sup>th</sup> Floor, LokNayak Bhawan  
Khan Market, New Delhi-11003  
Dated: 24<sup>th</sup> February, 2021

**CIRCULAR**

**Subject: Submission of Monthly Tour Report -reg.**

It has been decided by the Competent Authority that henceforth a Monthly Tour Report shall be submitted by DS/Director of National Commission for Scheduled Castes (NCSC) Headquarter and by all State Offices of the NCSC so that the same may be shared with the Commission. In case no Tour/Sport Visit has been done, then a 'Nil' Report shall be submitted. The Monthly Tour Report shall be submitted by 5<sup>th</sup> of next month. The first Tour Report shall be submitted by 5<sup>th</sup> of March, 2021.

2. The Tour Report will comprise the Action Taken Report (ATR) as well as suggestions/ recommendations to be made by NCSC.
3. Copy of the Tour Report shall invariably be attached with TA Bill. Else the TA Bill of officials of Secretariat and NCSC State Offices shall not be processed till the Tour Report is attached therewith.



(Kishan Chand)

Under Secretary to the Govt. of India

Copy to

1. Website of the Commission.
2. All DS/Directors in the NCSC Headquarter, New Delhi.
3. Sr. PPS to Secretary, NCSC, PA to Joint Secretary, NCSC HQ, New Delhi.
3. All State Offices of the NCSC.
4. US(A)/SO(Admin)/ SO(Cash)/ DDO, NCSC HQ, New Delhi.
5. Notice Board.