

AGENCY AND ENGAGEMENT

District Social Welfare / Tribal / Minority Welfare Office

WHAT THIS INSTITUTION IS

This is the district-level office responsible for welfare schemes targeting Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), and minorities. For a young person from any of these categories, this office is the gateway to scholarships (pre-matric and post-matric), hostel admissions, coaching schemes, and category-specific entitlements. Scholarship processing – verification, forwarding, and fund release – is the single largest function and the primary reason most young people interact with this office. Applications for central scholarships now follow a fully digital workflow: the district office (primarily through the DSWO, or equivalent designated District Nodal Officer) performs Level-2 verification of documents, caste, and income before forwarding to state/central level for DBT release.

WHY THIS MATTERS TO YOU

If you are applying for a pre-matric or post-matric scholarship, need admission to a government hostel, or want access to coaching schemes for competitive exams, this is the office that verifies your application and processes the funds.

GOVERNANCE

LAW / POLICY	SCOPE
Protection of Civil Rights Act, 1955	Framework for SC rights protection
SC/ST (Prevention of Atrocities) Act, 1989	Protection against caste-based discrimination and violence
Central Scholarship Schemes (Ministry of Social Justice and Empowerment (MoSJE) / MoTA / MoMA)	Pre-matric, post-matric, and fellowship schemes for SC/ST/OBC/minority students
PM-YASASVI Guidelines	Merged scholarship for OBC, EBC, and De-Notified Tribes
Maintenance and Welfare of Parents and Senior Citizens Act, 2007 (§18)	DSWO designated as Maintenance Officer; represents parents in Maintenance Tribunals if requested
SC/ST (Prevention of Atrocities) Rules, 1995 (Rule 17)	DSWO is Member Secretary of the District Level Vigilance and Monitoring Committee (chaired by DM)
State social welfare and scholarship rules	State-specific eligibility and processing norms

- **Centre:** Ministry of Social Justice and Empowerment / Ministry of Tribal Affairs / Ministry of Minority Affairs
- **State:** Directorate of Social Welfare / Tribal Welfare Commissioner / Minority Welfare Department
- **District:** District Social Welfare Officer (DSWO) for SC/OBC; District Tribal Welfare Officer for ST; District Minority Welfare Officer for minorities
- **Funding:** Scholarship funds from Centre, routed through state to district; office operations state-funded



KEY POSITIONS

POSITION	RESPONSIBILITY
District Social Welfare Officer (DSWO)	Main officer — scholarship verification, hostel allocation, beneficiary lists
Clerks and data entry operators	Process applications — verification backlogs are a common source of delays
Hostel wardens	Manage SC/ST/OBC government hostels
District Tribal Welfare Officer	Handles ST-specific schemes where ST population is significant
District Minority Welfare Officer	Handles minority scholarship processing and welfare schemes

MANDATED SERVICES

- Process pre-matric and post-matric scholarships for SC, ST, OBC, and minority students; under the National Scholarship Portal workflow, the District Nodal Officer (in many states the DSWO) performs Level-2 verification of student applications and uploaded documents and retains the physical Institute Nodal Officer registration forms
- Manage government hostels for SC/ST/OBC students
- Administer coaching and fellowship schemes for competitive exam preparation
- Process pension and assistance schemes: widow, disability, and old-age pensions for eligible beneficiaries
- Implement category-specific welfare programmes including inter-caste marriage incentives
- Member Secretary of the District Level Vigilance and Monitoring Committee under Proof of Address (PoA) Rules 1995 (Rule 17), chaired by the District Magistrate, meeting at least once every three months to review implementation of the SC/ST (PoA) Act, relief and rehabilitation of victims, and prosecution of cases
- Member of the District Social Justice Assembly panel under the I-MESA Scheme (alongside the District Magistrate as Chairperson and the District Education Officer) reviewing social-audit findings and taking corrective decisions
- Under PM-AJAY (the umbrella scheme for SC welfare, replacing PMAGY/SCA-SCSP/Babu Jagjivan Ram Chhatrawas Yojana), the District Welfare Officer (DWO) or equivalent district-level officer is Member Secretary of the District Level Project Appraisal cum Convergence Committee (DL-PACC), chaired by the District Collector
- Under the Grant-in-Aid to Voluntary Organisations Working for Scheduled Castes scheme, the district administration submits inspection reports for compliance before grant instalments are released; in most states the DSWO is the inspecting officer in practice

LINKED SCHEMES

- **Pre-matric and post-matric scholarships (central + state)** — financial support for education; processed through this office
- **PM-YASASVI** — merged scholarship for OBC, EBC, and DNT categories
- **National Fellowship for SC/ST** — research fellowship for MPhil/PhD scholars
- **Maulana Azad Education Foundation** — scholarships for minority girls in education
- **Free coaching schemes** — coaching for competitive exams for SC/ST/OBC/minority candidates
- **State hostel schemes** — free residential accommodation for students studying away from home



HOW TO LOCATE

Portal: scholarships.gov.in – central scholarship application status and disbursement data

Also: Search "[district name] social welfare office" or look for DSWO on the district website; usually within 1 km of the Collectorate

KEY FACILITIES

The office should have: functioning computers for online scholarship processing, adequate seating for applicants, and a display board listing all available schemes with eligibility criteria. Government hostels managed by this office should be occupied and maintained.

WHAT A FUNCTIONING SOCIAL WELFARE OFFICE LOOKS LIKE

- Last year's scholarships are fully disbursed – students are not waiting for previous-year payments
- A display board lists all available schemes with eligibility criteria and application process
- Students can check application status at this office, not only through online portals
- Government hostels managed by this office are functional and occupied
- Staff can explain the application process and required documents for the main schemes
- Processing backlogs are within mandated timelines

GRIEVANCE REDRESSAL

During service delivery. The first point of contact is the DSWO / District Tribal Welfare Officer / District Minority Welfare Officer, depending on the scheme. For hostel-specific issues, the Hostel Warden is the first responder.

After service. Escalation is to the State Directorate of Social Welfare / Tribal Welfare / Minority Welfare. The District Collector has administrative jurisdiction.

External. Centralised Public Grievance Redress and Monitoring System (CPGRAMS) (pgportal.gov.in) handles MoSJE, MoTA, and MoMA complaints. For scholarship disbursal issues, scholarships.gov.in has a grievance module. SC/ST Atrocity-Act compensation delays can be escalated through the National Commission for Scheduled Castes (ncsc.nic.in) and National Commission for Scheduled Tribes (ncst.nic.in). The National Helpline against Atrocities on SCs/STs is 14566 (toll-free, 24x7); for senior-citizen distress calls under the Maintenance and Welfare of Parents and Senior Citizens Act, the Elderline helpline is 14567. The National Commission for Minorities (ncm.nic.in) handles minority-welfare grievances. Pension-scheme disputes go to the State Directorate of Pensions and to Direct Benefit Transfer (DBT) Mission.

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