



टाटा मूलभूत अनुसंधान संस्थान
TATA INSTITUTE OF FUNDAMENTAL RESEARCH

होमी भाभा रोड, कुलाबा, मुंबई - 400005

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भारत सरकार के परमाणु ऊर्जा विभाग की स्वायत्त संस्था

एवं समविश्वविद्यालय

An autonomous institute of the Department of Atomic Energy,
Government of India, and a Deemed University

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April 20, 2018

OFFICE ORDER OD-R15-2018

Grievance Cell

1. The Institute Grievance Cell is hereby constituted as follows until further orders:-

Prof. V.G. Achanta	-	Chairperson
Dr. B. Satyanarayana	-	Co-Chairperson
Prof. R. Palit		
Col. S.B. Gokhale (Retd)		
Mr. S. Sinha		
Mr. R.D. Chogale		
Mr. Shekhar G.K.		
Mr. J.H. Rangari		
Ms. Shobha K. Rao		
Mr. M. A. Athavale	-	Member Secretary (Ex-officio)

2. The committee will function under the guidelines as mentioned below.

Guidelines

(a) Staff members who may have a grievance in any matter concerning their service in the Institute, may seek its redressal by making a representation to appropriate higher authorities. After a reasonable interval of time (up to 2 months), if the grievance is not attended to or if the member is not satisfied with the action taken, he/she may submit the grievance in writing to the Director or Chair, ACCC, who may forward it to the Grievance Cell for necessary action. Staff member may send a copy to the Chairperson, Grievance Cell for advance information.

(b) Pensioners with a grievance may seek its redressal by making a representation to the Pension Disbursal Officer and then follow a procedure similar to that outlined above.

(c) Grievance Cell is authorized to consider the cases thus received, call for related files / papers from the concerned section and make suitable recommendations to the Chair, ACCC for consideration. Minutes of the Grievance Cell meetings will be sent to the Chair, ACCC with a

copy to the Registrar. Action Taken Report by the concerned Authority shall be sent to the Chairperson, Grievance Cell for record.

(d) Regarding grievance cases of outstation members, if files are required from outstation, Chairperson, Grievance Cell will obtain them through proper channel.

Additional Responsibilities

3. The Chairperson of the Committee is nominated as the nodal authority of TIFR to DAE and to the Department of Administrative Reforms & Public Grievances, Government of India for all Grievances related matters. The Chairperson is also to interact with DAE and the Centralized Public Grievance Redress and Monitoring System (CPGRAMS) (through the portal) whenever required in consultation with the Chair, ACCC.

4. This supersedes all previous orders on the subject.

Sd/-
(Sandip Trivedi)
Director

All members of the Committee