

# TATA INSTITUTE OF FUNDAMENTAL RESEARCH

*National Centre of the Government of India for Nuclear Science and Mathematics*

*(Deemed University)*

Homi Bhabha Road, Colaba, Mumbai 400 005

September 12, 2011

## **OFFICE ORDER OD-45-2011**

### **Grievance Cell**

The Institute Grievance Cell is hereby reconstituted as follows and until further orders:

Prof. Pranab Ghosh	–	Chairperson
Prof. R.S. Bhalerao		
Dr. S.S. Prabhu		
Dy. Registrar	–	Member Secretary (Ex-officio)
Shri A.M. Abhyankar		
Shri R.D. Chogale		
Shri V.J. Deshmukh		
Shri M.H. Jadhav		
Shri B. Satyanarayana		
Shri Hemant N. Paradkar		

The committee will function under the guidelines as mentioned below.

This supersedes all previous orders on the subject.

**(M. Barma)**  
**Director**

### **Guidelines**

Staff members who may have a grievance in any matter concerning their service in the Institute, may seek its redress 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, who may forward it to the Deputy Registrar for proper registration of the grievance. Staff member may send a copy to the Chairperson, Grievance Cell for advance information.

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

Grievance Cell is authorized to consider the cases thus received, call for related files/papers if required and make suitable recommendations to the Director for consideration. Minutes of the Grievance Cell meetings will be sent to the Director with a copy to the Registrar. Action Taken Report shall be sent to the Chairperson, Grievance Cell for record.

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

All members of the Committee

Registrar – for circulation