OFFICE ORDER OD-32-2013

Grievance Cell

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

Prof. P.L. Paulose - Chairperson
Prof. Vandana S. Nanal
Dr. B. Satyanarayana
Mr. B. Swamy, Dy. Registrar - Member Secretary (Ex-officio)
Mr. A.M. Abhyankar
Mr. P.K. Balakrishnan
Mr. R.D. Chogale
Mr. M.H. Jadhav
Mr. J.H. Rangari
Mr. Ajay E. Salve
Mr. Sangam Sinha

The committee will function under the guidelines as mentioned below. This supersedes all previous orders on the subject.

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 from the concerned section 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

(M. Barma)
Director