

**NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND
INFORMATION RESOURCES**

**Dr,K.S.Krishnan Marg, New Delhi- 110012
14, Satsang Vihar Marg, New Delhi-110067**

No.2/96/2016/Griev.

31st August, 2016

OFFICE MEMORANDUM

Director, CSIR-NISCAIR has been pleased to constitute the following Local Grievance Committee for providing quicker redressal of grievances of employees:

1. Shri H.J.Khan, Chief Scientist	Chairman
2. Shri N.Majumdar, Principal Scientist	Member
3. Dr.G.Mahesh, Principal Scientist	Member
4. Mrs.Neeru Sharma, Principal Tech.Officer	Member
5. Mrs.Manju D.Chaudhary, Sr.Tech.Officer	Member
6. Shri P.K.Sharma, Sr.Technician	Member
7 Mrs.Bhawna Thakur, Assisstant Gr.I	Member
8.Shri Prashant Kumar, Asstt. Gr.I	Member
9. Shri Khem Chand, Gr.II (1)	Member
10. Shri Dinesh Kumar, MTS	Member
11. Shri Amiya Bindu Gupta, S.O (S&P)	Member Secretary

Further Director, CSIR-NISCAIR has also been pleased to constitute the following Committee for Consultative Mechanism for redressal of Grievances:-.

1. Shri A.K.Chawla, Chief Scientist
2. Mrs.Simesh Verma, Controller of Administration
3. Dr. K.P.Singh, Sr.Principal Scientist (Liasion Officer SC/ST/OBC)

The meeting of the Consultative Mechanism for redressal of Grievances shall be held at least once in a month as per standing instructions of CSIR.

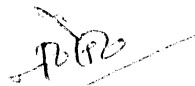
The scope of the Grievance Committee shall be as follows:

- (a) The Grievance Committee will provide an apparatus in the Institutional framework that may;
 - (i) facilitate easy access to individuals for ventilating personal grievances;
 - (ii) ensure speedy consideration of grievance and decision thereon;
 - (iii) impart a degree of objectivity and fair-play in the whole process.
- (b) The Grievance Committee shall consider only individual grievances of specific nature of an employee and raised individually by the concerned aggrieved employee.

Terms of the Grievance Committee shall be as follows:

- 1 **The Grievance Committee will meet at least once in a month. However it may also meet earlier as and when necessary, at the instance of its Chairman/Secretary.**
2. The notice of the meeting shall be given by the Secretary at least three days prior to the date of meeting.
3. The agenda of the meeting shall be prepared by the Secretary taking into account the grievances submitted to him. the agenda papers shall be circulated by the Secretary to the members along with the notice of meeting.
4. The presence in a meeting of at least six members of Grievance Committee, of which a minimum of three elected representative members and three other members, shall be necessary to form a quorum.
5. If in a complaint allegations are made against a member of the Grievance Committee that member shall not associate with the deliberations of Committee in the concerned case. Similarly, where a member of the Grievance Committee makes a complaint to the Committee, he will not attend the meetings of the Committee when his representation is being considered by the Committee

The term of the committee shall be two years from the date of issue of this Office Memorandum.


(Neena Seth)
Section Officer

Copy to:

1. All concerned persons
2. All Heads of Divisions/Sections
3. PS to Director
4. PS to .COA
- ✓ 5. IT Division – for uploading in NISCAIR Website.
6. Notice Boards at both the locations
7. Rajbhasha Unit for translation