

CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND POLICY RESEARCH
DR. K.S. KRISHNAN MARG, PUSA, NEW DELHI-110012

No. 8(117)/2023-Gen

Dated: 17.04.2023

OFFICE MEMORANDUM

In terms of CSIR letter No. Const./CTE/CGC/91 dated 26.03.92, Director, NIScPR has been pleased to constitute a Grievance Committee and Consultative Mechanism Committee consisting of the following officers/officials for redressal of grievances of NIScPR employees:-

Committee on Consultative Mechanism

Sl. No.	Name of Scientist/Officer	Designation
1.	Dr. sujit Bhattacharya, Chief Scientist	Chairman
2.	COA	Member

This Committee will set-apart fixed time every week for any aggrieved employee to present his grievances verbally in person. It will determine and get grievance sorted out through the management and advise the aggrieved employee about the relevant rules and procedure. If he/she is not satisfied, he/she may file a written grievance either to the Local Grievance Committee or to the Central Grievance Committee, depending upon the nature of the grievance.

Local Grievance Committee

Sl. No.	Name of the Officials	Designation
1.	Sh. S.C. Burde, Chief Scientist	Chairman
2.	Dr. (Mrs.) Suman Ray, Sr. Principal Scientist	Member
3.	Sh. Narendra Pal, PTO	Member
4.	Sh. Khem Chand, Technician (2)	Member
5.	Dr.N.K. Prasanna, Principal Scientist	Member
6.	Smt. Bhavna Thakur, SO (Gen)	Member
7.	Sh. Gurparsad Singh Bagga, TO	Member
8.	Dr. Monika Jaggi, Principal Scientist	Member
9.	Sh. Abhinav Raj, TA	Member
10.	Mrs. Neelam Verma, TA	Member
11.	Sh. Vinod Kumar, ASO	Member
12.	Sh. Murli Dhar, Lab. Asstt.	Member
13.	Mrs Krishna, Sr. Steno	Member Secretary

Objectives of the Grievance Committee:-

- a. The Grievance Committee will provide an apparatus in the Institutional frame work that:
 - i. Provide easy access 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 should not look only into the technicalities but should help to establish good communication between the employees and the Institute.
- c. The Grievance Committee should make every effort to remove misunderstandings and to develop congenial atmosphere in the Institute.

Scope of the Grievance Committee:-

1. The Grievance Committee shall consider only individual grievances of specific nature of an employee and raised individually by the concerned aggrieved employee;
2. The Grievance Committee shall not consider:
 - a. Any grievance of general applicability or of collective nature or raised collectively by more than one employee.
 - b. Any grievance arising out of disciplinary action have been taken against employees under Disciplinary Rules.
 - c. Any grievance involving decision of DPC, Selection Committees and Assessment Committees. However, if there are any ex-facie procedural lapses in constitution of committees, or following of prescribed procedure, e.g. absence of SC/ST representatives where mandatory, lack of quorum, etc these could be looked into by the Grievance Committees. A Local Grievance Committee will consider only cases of ex-facie violation of rules/ procedures. Other cases of specified lapses would be considered by the CGC (Central Grievance Committee)
 - d. Time barred cases or cases referred to CAT/Courts. A case will be treated as time-barred if no representation is made within 45 days of the decision/ order. However, the CGC may entertain any case which is time barred, on merit.
 - e. Any grievance against a decision for which there are statutory rules of appeal, etc.

The tenure of committee will be for a period of two years from the date of issue of this OM.


(Pankaj Goswami)
Administrative Officer

Copy to:

1. All concerned officials alongwith a copy of guidelines of Grievance Committee
2. PPS to Director
3. All Divisional/Sectional Heads
4. PS to COA
5. Head IT – For uploading in the NIScPR website
6. Hindi Cell – For Hindi translation
7. Notice Boards