



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

National Centre of the Government of India for Nuclear

Science and Mathematics and a Deemed University

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September 1, 2020

OFFICE ORDER OD – R20 – 2020-21

GRIEVANCE REDRESSAL COMMITTEE (GRC)

1. The Grievance Redressal Committee¹ (GRC) is hereby reconstituted with the following members².

Prof. Lokesh C. Tribedi	—	Chair
Dr. B. Satyanarayana	—	Co-Chair
Prof. T. Kavitha		
Col Sanjay B. Gokhale (Retd.) [Dy. Registrar]		
Mr. Sangam Sinha [Chief Engineer]		
Mr. Ajay M. Abhyankar		
Mr. J.H. Rangari		
Ms. Shobha K. Rao		
Mr. Milind A. Athavale [Head, Establishment]	—	Member Secretary

2. The GRC will consider all cases where staff members register their grievance(s) in any matter concerning their service in the Institute, and, if the case is found to have merit, will recommend methods of redressal or compensation for the aggrieved party to the Dean, Administration, for approval and initiation of appropriate action.

3. The GRC shall carry out these functions as per the enclosed guidelines.

4. The minutes of the P&GC meetings must be submitted for approval to the Dean, Administration, and can be forwarded to the Director for further deliberations/decisions.

5. This supersedes all previous orders on the subject.

Sd/-
(Sandip Trivedi)
Director

¹ Formerly Grievance Cell

² [...] indicates ex-officio

Guidelines for the functioning of the GRC

The GRC shall carry out its functions as per the following procedures and guidelines.

- 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 the appropriate higher authority(ies). After a reasonable interval of time (up to two months), if the grievance has not been 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 Dean, Administration, who, at discretion, may forward it to the GRC for necessary action. Staff members may also send a copy to the Chair, GRC for advance information.
- Pensioners with a grievance may seek redressal by making a representation to the Pension Disbursal Officer and then follow a procedure similar to that outlined above.
- The GRC is authorized to consider the cases thus received, call for related files/papers from the concerned section and make suitable recommendations to the Dean, Administration for consideration. Minutes of the GRC meetings will be sent to the Dean, Administration with a copy to the Registrar. Action Taken Report (ATR) by the concerned Authority shall be sent to the Chair, GRC for records.
- Regarding grievance cases of outstation members, if files are required from outside station, Chair, GRC will obtain them through the proper channel.

Additional Responsibilities

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