

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
 (An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
 Ministry of Electronics and Information Technology, Government of India

Ref. No.A-20/1/2020-Administrator /426

20th September, 2021

OFFICE ORDER

Subject: Setting up of Internal Grievance Committee at work place for persons belong to Scheduled Tribes Community

In pursuance of recommendation of National Commission for Schedules Tribes (NCST), an Internal Grievance Redressal Committee for employees belonging to Scheduled Tribes community is hereby constituted :-

- | | | |
|------|---|------------|
| i. | Shri V Krishnamurthy, Executive Director, NIELIT Kolkata | - Chairman |
| ii. | Shri Shameem Khan, Additional Director, NIELIT Headquarters | - Member |
| iii. | Shri Lakshman K, Scientist/Engineer 'D' NIELIT Aurangabad | - Member |

2. The Committee will examine and take immediate necessary action on the complaints of the employees belonging to Schedules Tribes on matters such as:-

- Non maintenance of reservation roaster and not filling up of reserved vacancies;
- Discrimination in promotion/seniority/MACP/ACP;
- Non appointment on compassionate grounds;
- Downgrading of APARs;
- Termination/ dismissal from service;
- Discrimination in transfer / posting;
- Denial of pensioner benefits etc.

3. Further, the Committee will prepare monthly report and submit to the Head of Organization who will monitor the action taken on the grievances and submit a quarterly report to the Commission in the format given below:-

Quarterly Report the period from to

S. No.	No. of grievances registered	No. of grievances successfully redressed	No. of grievances unresolved	Action taken against willful defaulting officers (s)	Remarks
1	2	3	4	5	6

Encls: D.O.No. 18/01/NCST (1GRC) 2021-Coord.
 dated 10th August, 2021


 (Dr. Janak Raj)
 Registrar

To:

- Chairman & Members of the Committee
- Executive Directors/Directors/Directors-in-Charge – All NIELIT Centers
- IT Branch, NIELIT Headquarters – with a request to upload the information on the website

Copy for Kind Information:

- CVO, NIELIT
- Director General, NIELIT
- Deputy Director, GC Section, MeitY



D.O.No. 18/01/NCST(IGRC)2021-Coord.

10th August, 2021

Respected Sir,

As you are aware, the National Commission for Scheduled Tribes (the Commission) has been set up under Article 338A of the Constitution of India on 19.02.2004 and vested with the responsibility, inter-alia, to investigate and monitor all matters relating to the safeguards provided to the Scheduled Tribes under the Constitution or under any order of the Government and other laws for the time being in force and to evaluate the working of such safeguards.

2. Every year, the Commission receives a large number of complaints relating to service matters on issues such as (i) Non maintenance of reservation roster and not filling up of reserved vacancies, (ii) Discrimination in promotion/seniority/MACP/ACP, (iii) Non-appointment on compassionate grounds, (iv) Downgrading of APARs, (v) Termination /dismissal from service, (vi) Discrimination in transfer/posting (vii) Denial of pensioner benefits etc.

3. To ensure active participation of various Government Departments in redressal of employment/service related grievances of Scheduled Tribe employees, the Commission recommends that the Departments and the Autonomous Bodies/PSUs/Attached/Subordinate offices, which are controlled by the Department should constitute an "Internal Grievance Committee". The composition of the committee may be as under:

(i)	SAG level officer of the Ministry/Department	Chairperson
(ii)	SAG/Director level officer of external Department (Scheduled Tribe)	Member
(iii)	Chief Liaison Officer/Liaison Officer (not below the rank of Deputy Secretary)	Member
(iv)	Director/Deputy Secretary level Officer (Having good knowledge of rules & procedure of Govt. of India)	Member
(v)	ST Officer of Director/Deputy Secretary/Deputy Director level (preferably lady to be nominated from other Ministry/Department in case an officer is not available within the Ministry/Department)	Member

.....2/-

(Note: In so far as Internal Grievance Committee to be set up in Autonomous Bodies /PSUs / Attached / Subordinate Offices under the Central Govt. Department is concerned, the Committee may be chaired by an Executive Director level Officer with the Chief Liaison Officer and a senior officer belonging to ST community as members).

4. The Internal Grievance Committee will examine the complaints of the employees belonging to Scheduled Tribes on matters such as (i) Non-maintenance of reservation roster and not filling up of reserved vacancies, (ii) Discrimination in promotion/seniority/MACP/ACP, (iii) Non-appointment on compassionate grounds, (iv) Adverse/downgrading of APARs, (v) Termination/dismissal from services, (vi) Discrimination in transfer/posting (vii) Denial of pensioner benefits etc. and take necessary action for immediate redressal of the grievances. The Committee will prepare monthly report and submit to the Head of Organization who will monitor the action taken on the grievances and submit a quarterly report to the Commission including the reports received from the Autonomous Bodies/PSUs/Attached/Subordinate offices under the administrative control of the Department, in the format given below:

Quarterly Report for the period fromto

Sl.No.	No. of grievances registered	No. of grievances successfully redressed	No. of grievances unresolved	Action taken against wilful defaulting officer(s)	Remarks
1	2	3	4	5	6

With regards,

Yours sincerely,

A. Tiwari
(Alka Tiwari)

Shri Ajay Prakash Sawhney,
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