



ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
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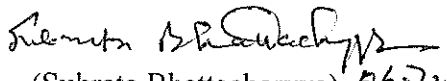


F. No. 13(11)/2018-19 / 4956-59

Dated:-06.07.18

CIRCULAR

It has been brought to the notice of all concerned in terms of ICAR Communication No. 5-2/87-Per.IV dated 10.02.1989. The Institute Grievance Committee has been constituted at ICAR-CRIJAF w.e.f. 24.05.2018 for a period of two years. The provisions relating to the same are also provided herewith for information and reference.


(Subrata Bhattacharyya) 06.7.18
AAO(Admn.I) and
Member Secretary,
Institute Grievance Committee
ICAR-CRIJAF

Distribution:-

1. Incharge-AKMU, ICAR-CRIJAF is requested to upload the same on the Institute website.
2. Notice Board

APPENDIX - XXVIII

Guidelines on procedure for redressal of grievance of employees

INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI BHAVAN: NEW DELHI

No.5-2/87-Per. IV

Dated the 10th February, 1989

To

The Directors/Project Directors of all
the Research Institutes under ICAR

Subject: Revised Grievance Redressal Procedure for ICAR Employees - Introduction of

Sir,

With the approval of the GB and the President, ICAR, it has been decided to introduce with immediate effect a revised grievance redressal procedure as given in the "Annexure" to this letter in replacement of the existing scheme.

The new procedure covers both the gazetted and non-gazetted categories of officers and provides for a single machinery for redressal of their grievances in regard to service matters, etc. With the introduction of the new procedure, the existing Grievance Cells/Grievance Committees constituted at the various units of the Council stand dissolved forthwith. It is requested that the Grievance Committee/Grievance Cell as provided in the new Scheme may kindly be constituted immediately as per the procedure laid down therein.

Yours faithfully,

Sd/-
(G.C. SRIVASTAVA)
SECRETARY, ICAR

Copy forwarded for information and necessary action to:

1. The Secretary, ASRB, New Delhi
2. All DDGs/ADGs/Director (P)/ Director (F)
3. PS to DG/PS to Secretary, ICAR.
4. All Under-Secretaries /DA (R) /SA (V) /SA (M) /DD (P)
5. S (M)/ (L)/ DD (P) / DD (F)
6. A.O. I/I I/Cdn. (A&A) / Audit I/II/Per. I/II/III Sections.
7. All Ext. Estt. Sections/All Estt. Sections.
8. Secretary, Official Side/ Staff Side, CJSC, ICAR
9. Personal section of Minister (A)
10. Guard file.

Sd/-
for Secretary, ICAR

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI 110 001

GRIEVANCE REDRESSAL PROCEDURE

(a)

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INDIAN COUNCIL OF AGRICULTURAL RESEARCH GRIEVANCE REDRESSAL PROCEDURE

The following procedure shall be followed in dealing with the individual complaints/ grievances of employees:

1. SHORT TITLE

This procedure shall be called ICAR Grievance Redressal Procedure.

2. DEFINITION

In this procedure unless the context otherwise requires:

- (i) 'ICAR' means the Indian Council of Agricultural Research and shall include its Headquarters Office/Institutes/Bureaux/Directorates/Laboratories/National Research Centres and their Regional Stations/Stations/Substations etc. located in different parts of the territory of India.
- (ii) 'Employee' for this purpose means an employee of the ICAR.
- (iii) 'Grievance' means complaints affecting an individual employee in respect of his:
 - (a) Salary
 - (b) Overtime
 - (c) Leave
 - (d) Transfer
 - (e) Seniority
 - (f) Training opportunities
 - (g) Research facilities
 - (h) Completion of probationary period/confirmation (except any decision of a duly constituted Committee in accordance with the provisions of Bye-Laws/Rules regarding completion of probationary period/confirmation)
 - (i) Promotions / recruitments (except the promotions/ recruitments made on the recommendations of the ASRB Departmental Promotion Committee/Selection Committee, in accordance with the provisions of the Bye-Laws/Rules)
 - (j) Other working conditions

Where the grievance is of general applicability or of collective nature, it shall fall outside the scope of this procedure.

3. GRIEVANCE COMMITTEE

There shall be a Grievance Committee in each Institute/Directorate/Laboratory/National Research Centre and at the Headquarters Office of the ICAR.

4. CONSTITUTION OF GRIEVANCE COMMITTEE

'A' 1. *Institute/Directorate/Laboratory etc. Grievance Committee*

The constitution of Grievance Committee for each Institute/Directorate/Laboratory/ etc. will be as follows:

- (a) Director -- Chairman
- (b) Head of a Division (one) (To be -- Member
nominated by the Management
Committee of the Institute)

- | | | |
|---|--|------------------------|
| (c) Chief Administrative Officer/
SAO/AO (one) (To be nominated by
the Management Committee of the Institute) | — | Member |
| (d) Chief Account Officer/SAO/AO (one)
(To be nominated by the Management
Committee of the Institute). | — | Member |
| (e) Five representatives of employees
(one from each of the following categories) : | — | |
| (i) Scientific - To be elected | - | Member |
| (ii) Technical - To be elected | - | Member |
| (iii) Auxiliary - To be elected | - | Member |
| (iv) Administrative - To be elected | - | Member |
| (v) Supporting - To be elected | - | Member |
| (f) Administrative Officer/AAO
(Other than incharge of
Administration) | To be elected
To be nominated
by the Director/
Head | - Member-
Secretary |

2. Headquarters Grievance Committee

The constitution of Grievance Committee for the Headquarters of the ICAR will be as follows:

- | | | |
|--|---|--------------|
| (a) One DDG/ADG
(To be nominated by the DG, ICAR) | - | Chairman |
| (b) Scientist/Technical Officer of the
status of Scientist S-3 Grade or
above (one)
(To be nominated by DG, ICAR) | - | Member |
| (c) Dy. Secretary (one)
(To be nominated by DG, ICAR) | - | Member |
| (d) Dy. Director/Under-Secretary (one)
(To be nominated by DG, ICAR) | - | Member |
| (e) Five representatives of employees in
the Headquarters (one from each of the
following categories) : | | |
| (i) Scientific - To be elected | - | Member |
| (ii) Technical - To be elected | - | Member |
| (iii) Auxiliary - To be elected | - | Member |
| (iv) Administrative - To be elected | - | Member |
| (v) Supporting - To be elected | - | Member |
| (f) Under-Secretary (Vigilance) | - | Member-Secy. |

5. MEMBERSHIP

- (1) No person who is not an employee of the ICAR, shall be a member of any Grievance Committee
- (2) The term of membership shall be two years

- (3) There shall be no bar to re-nomination/re-election of a member after the expiry of his term

6. VACANCIES

- (1) If a member is transferred from the concerned unit, he shall cease to be a member of the concerned Grievance Committee. The resultant vacancy shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled earlier.
- (2) Vacancy caused by death, retirement, resignation, termination, removal or dismissal, deputation or in any event of the employee ceasing to be employed in the ICAR or the concerned units or otherwise, shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled earlier.
- (3) Any elected member representing the employees, who without obtaining prior permission of the Chairman of the Grievance Committee, fails to attend three consecutive meeting of the Committee, the resultant vacancy shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled earlier.

7. ELECTED

The procedure for election of members representing employees is prescribed in Appendix - IV.

8. POWER TO CO-OPT

The Grievance Committee shall have the power to co-opt in a consultative capacity a person(s) employed in the same unit for having particular or special knowledge of a matter under consideration. Such co-opted member(s) shall not be entitled to vote and shall be present at the meeting(s) only for the period during which the particular question is before the Grievance Committee.

9. TERMS OF THE GRIEVANCE COMMITTEE

Each grievance Committee shall be reconstituted every two years.

10. SCOPE OF GRIEVANCE COMMITTEE

- (1) 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 their own personal grievances;
 - (ii) ensure speedy consideration of grievance and decision thereon;
 - (iii) impart a degree of objectivity and fairplay in the whole process.
 - (b) The Grievance Committee should not look only into technicalities but would help to establish good communication between the office of the unit and the employees.
 - (c) The Grievance Committee should make every effort to remove misunderstandings and to develop congenial atmosphere in the Unit.
- (2) The Grievance Committee shall consider only individual grievances of specific nature of an employee raised personally by the concerned aggrieved employee.

- (3) The Grievance Committee shall not consider:
 - (a) any grievance relating to subjects for which separate committees exist.
 - (b) any grievance of general applicability or of collective nature or raised collectively by more than one employee.
 - (c) any grievance arising out of disciplinary action having been taken against an employee under Disciplinary Rules.

11. MEETING OF THE GRIEVANCE COMMITTEE

- (1) The Grievance Committee will meet at least once in a month. However, it may also meet more often as and when necessary, at the instance of its Chairman/ Member-Secretary.
- (2) The notice of the meeting shall be given by the Member-Secretary at least three days prior to the date of meeting.
- (3) The agenda of the meeting shall be prepared by the Member-Secretary taking into account the grievance submitted to him. The agenda papers shall be circulated by the Member-Secretary to the Members along with the notice of the meeting.
- (4) The presence in a meeting of at least six members of the Grievance Committee, comprising 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 himself with the deliberations of the Committee in the concerned case. Similarly, where a member of the Grievance Committee makes a complaint to the Committee, he will not attend the meeting(s) of the Committee, when his representation is being considered by the Committee.
- (6) The Grievance Committee will evolve its own procedure, on mutually agreed principles, for the conduct of business in the meetings of the Committee, within the framework of this Grievance Procedure. The procedure should be evolved at its first meeting and developed during a few subsequent meetings, if necessary.
- (7) The Headquarters Administration/Director or Head of Institute, etc. shall arrange for providing necessary accommodation for holding meetings of the Grievance Committee. He shall also provide all necessary facilities to the Committee and the member thereof for carrying out the work of the Committee.
- (8) The Grievance Committee shall ordinarily meet during working hours of the concerned unit on any working day and the employees representatives shall be deemed to be on duty while attending the meeting.

12. CENTRAL GRIEVANCE CELL

In addition to the Grievance Committee at the ICAR Headquarters/Institute/Bureau/Directorate/Laboratory/National Research Centre/etc., there will be a Central Grievance Cell at the ICAR Headquarters. The Constitution of the Central Grievance Cell will be as under:-

- | | | | |
|----|----------------------------------|---|----------|
| 1. | Dy DG
(To be nominated by DG) | - | Chairman |
| 2. | Director DARE | - | Member |
| 3. | Director (P) | - | Member |
| 4. | Director (F) | - | Member |

5. Dy Secretary - Member-Secy.
(To be nominated by DG)

13. PROCEDURE FOR REDRESSAL OF GRIEVANCES

1. Stage I - Verbal Representation to Sectional Head
 - (a) An aggrieved employee may present his grievances verbally in person to his sectional head within 7 working days from the date on which the cause of grievance or complaint arose or took place.
 - (b) The Sectional Head will give his verbal reply to the employee within 7 working days from the date of receipt of verbal complaint.
2. Stage II - Application to Dy Secretary/CAO/Sr AO/AO Incharge of Administration
 - (a) If the aggrieved employee is not satisfied with the verbal reply of the Sectional Head or if he fails to receive any verbal reply from him within the stipulated period of 7 working days, he may submit an application stating his grievance in Grievance Form-I prescribed in Appendix-I, in duplicate, to Dy Secretary/CAO/Sr AO/AO Incharge of Administration within a period of 21 working days from date on which the cause of grievance arose or took place.
 - (b) Head of the Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre/ Headquarters Office may, at his discretion, relax this time limit by a period not exceeding 7 working days, where he is satisfied that there are genuine reasons due to which the employee could not submit his grievance within the stipulated time limit of 21 working days.
 - (c) All such grievances shall be acknowledged and entered in the Grievance Register maintained for the purpose in Form-III prescribed in Appendix-IV, by the Dy. Secretary/CAO/Sr. AO/ AO Incharge of Administration. He will send one copy of the application to the sectional Head concerned for his report and return the same within 3 working days. The Dy Secretary/CAO/Sr. AO/AO Incharge of Administration will also make necessary enquiries from the Sectional Head of the employee and given reply to the employee within 10 days of the date of receipt of grievance in Grievance Form I. The duplicate copy of Grievance Form-I, duly completed and filled in, will be maintained as Office record.
3. Stage III - Application to Grievance Committee
 - (a) If the employee is not satisfied with the decision communicated to him by the Dy Secretary/CAO/Sr AO/AO Incharge of Administration or fails to receive a reply within the stipulated period, he may present his grievance to the Grievance Committee in Grievance Form-II, (prescribed in Appendix 2) in duplicate, within 10 working days of receipt of reply by him at Stage II or on failure to receive any reply with stipulated period as the case may be, stating the reason why he is not satisfied with the reply received by him at Stage II.
 - (b) On receipt of written grievance application, in duplicate, in Grievance Form-II, the Member-Secretary of the Grievance Committee, shall acknowledge receipt of the application and enter it in the Grievance Register maintained for the "Competent Authority" for his perusal and action and for return with his comments to the Member-Secretary within 10 working days. The "Competent Authority" in this respect will be that authority who can have the grievance redressed.

- (c) The Member-Secretary shall submit to the Grievance Committee all application of grievances received in Grievance Form-II irrespective of whether any reply has been received from the Competent Authority where such comments have been received. These shall also be submitted for consideration of the Grievance Committees along with the grievance application.
 - (d) The Grievance Committee shall consider the grievance in detail and for the purpose may call the aggrieved employee for discussion or for presentation of further facts. The Grievance Committee shall also take into account the comments of the Competent Authority and obtain such further clarification from him as may be deemed necessary. Thereafter, decision shall be taken by the Grievance Committee on the grievance before it. The decision shall be in conformity with the relevant Bye-Laws, Rules and Regulations of the ICAR in force.
 - (e) In the event of a unanimous decision of the Grievance Committee, the decision of the Committee along with all the relevant papers shall be placed before the Director/Secretary, ICAR.
 - (f) Normally, the Director/Secretary, ICAR should endeavour to accept and implement the unanimous decision of the Grievance Committee, provided that the said decisions are not violation of Bye-laws, Rules and Regulations of the ICAR in force, do not have implications on identical issues in other Units, are within the power of Director/Secretary, as the case may be, to authorize such implementation and are otherwise incorrect or unacceptable.
 - (g) If, however, Director/Secretary, ICAR, finds that the unanimous decisions of the Grievance Committee are in violation of the Bye-laws, Rules and Regulation of the ICAR in force or have implications on identical issues in other Units or are not within the powers of Director/Secretary as the case may be, to authorize its implementation or is otherwise incorrect or unacceptable, he shall call a meeting of the Grievance Committee and shall discuss the case with the Grievance Committee in this meeting. He may also call the aggrieved employee for discussion. Thereafter, the Director/Secretary, ICAR, shall decide the case as he may deem fit and he shall record his decision giving his views and reasons in detail.
 - (h) In the event of difference of opinion, among the members of Grievance Committee, the views of the members along with all the relevant papers, shall be placed before the Director/Secretary, ICAR, and he shall decide the case as he may deem fit and he shall record his decision giving his views and reasons in detail.
 - (i) The final decision of the Director/Secretary, ICAR, shall be communicated to the aggrieved employee in writing within 10 working-days from the meeting of the Grievance Committee to help decide upon the grievance/discuss it with Directory/Secretary, ICAR.
4. Stage IV - Application to Central Grievance Cell
- (a) If the employee is not satisfied with the decision of the Director/Secretary, ICAR, he may make a representation to the Central Grievance Cell for redressal of his grievance in Form-II prescribed in Appendix III, in duplicate, within 10 working days of receipt of reply by him at Stage III or on failure to receive any reply, as the case may be, stating the reason for not being satisfied with the reply received by him at Stage III.

- (b) On receipt of the written grievance application, in duplicate, in Grievance Form III the Member-Secretary of the Central Grievance Cell shall acknowledge receipt of the application and enter it in the Grievance Register maintained for the purpose and obtain the comments of the Director/Secy, ICAR, and the findings of the Grievance Committee within 10 working days.
 - (c) The Member-Secretary shall submit to the Central Grievance Cell all applications of grievances received in Grievance Form III along with the comments of the Director/Secretary, ICAR, and the report of the Grievance Committee.
 - (d) The Central Grievance Cell shall consider the grievance in detail on the basis of the material furnished by the aggrieved comments of the Director/Secretary, ICAR, and the findings of the Grievance Committee and take a decision thereon.
 - (e) The decision of the Central Grievance Cell will be intimated by the Member-Secretary to the Director/Secretary, ICAR, as the case may be, who shall communicate the same to the aggrieved employee in writing.
5. State V - Appeal to the Director-General, ICAR
If the employee is still not satisfied with the decision of the Grievance Cell taken on the basis of the findings of the Central Grievance Cell, he shall have the right to appeal to the Director-General, ICAR, within 30 working days from the date of receipt of the decision.

13. GENERAL

- 1. All Grievances, Forms/Applications shall be signed and dated by the aggrieved employee himself.
- 2. (a) If the grievance arises but of an order given by the competent or superior officer, such order shall be complied with before the employee invokes procedure laid down for redressal of grievances.
- (b) If, however, there is a time lag between the issue of an order and its compliance, the Grievance Procedure may immediately be invoked but the order nevertheless must be complied within the due date.
- (c) In exceptional cases, where an order if complied with will adversely affect, materially and substantially the aggrieved employees and if it can be reasonably apprehended that it will not be possible to undo the said adverse affect on a subsequent date, the aggrieved employee may apply for redressal of his grievance to the Dy Secretary/ CAO/ Sr AO/AO Incharge of Administration directly in Grievance Form-I at the earliest and may also apply immediately thereafter to the authority which had passed the said order to stay the order till the disposal of his grievance application, mentioning in his stay application, the grievance serial no. and date of receipt obtained from the Dy. Secretary/CAO/ Sr AO/AO Incharge of Administration and the reason for which the stay order has been requested for. The officer to whom the application for stay order has been made will consider the application on merit and will pass necessary orders, as he may deem fit, in writing and communicate the same immediately to the aggrieved person.
- 3. If the grievance of the aggrieved employees is against his immediate supervisor, the aggrieved employee may present his grievance directly in Grievance Form-I to the Dy Secretary/ CAO/ Sr AO/ AO Incharge of Administration without going through the procedure of making verbal representation to his Supervisor.
- 4. In the matter of grievances relating to promotion, the aggrieved employee will

present an application directly in Grievance Form-II, in duplicate, stating his grievances to the Grievance Committee within a period of 21 days from the date of receipt of such promotion order. However, the Director of the Institute/Bureau/ Directorate/ Laboratory/ National Research Centre/ etc. Secretary, ICAR, may, at his discretion, relax this time limit by a period not exceeding 7 working days where he is satisfied that there are genuine reasons due to which the employee could not submit his grievance within the stipulated time limit.

5. Once a grievance is presented to the Grievance Committee or the Central Grievance Cell, no representation/ appeal on the same grievance shall be entertained by any authority in the ICAR, pending decision of the grievance Committee/ Central Grievance Cell.
6. Grievance placed before the Grievance Committee and Central Grievance Cell shall not be admitted again for consideration before any other Committee etc. of the Institute/ Bureau/Directorate/ Laboratory/ National Research Centre/ Headquarters Office, etc.
7. This 'Grievance Procedure' is in addition to the existing machinery of redressal of grievances under the Central Civil Services (Classification, Control and Appeal) rules.

DISSOLUTION OF GRIEVANCE COMMITTEE

The Director-General/ Director of Institute/ Bureau/ Laboratory/ National Research Centre etc. as the case may be, may after making such enquiry, as he may deem fit dissolve the concerned Grievance Committee at any time by an order in writing if he is satisfied that the Committee has not been constituted in accordance with the procedure laid down or that not less than three elected representatives of the employees have, without any reasonable justification, failed to attend three consecutive meetings of the Committee or that the Committee has, for any other reason, ceased to function.

Provided that where a Grievance Committee is so dissolved, the Director-General/ Director of the Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre etc. should endeavour to take steps to reconstitute the Committee within 60 days of its dissolution in accordance with the provisions laid down.

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

Name of the Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre etc.

GRIEVANCE FORM - I

PART - I

APPLICATION FOR GRIEVANCE REDRESSAL - TO DY. SECRETARY/ CAO/
SR. A.O./ A.O. INCHARGE
OF ADMINISTRATION

(TO BE FILLED IN BY THE AGGRIEVED EMPLOYEE CONCERNED)

- Note:
1. This Form is to be filled in by the concerned aggrieved employee in *duplicate*.
 2. Only Part I of this Form is to be filled in by the concerned aggrieved employee. He must put his dated signature on this Form at the end of Part I as indicated, otherwise, the application will not be entertained.
 3. The rest of the Parts of this Form are to be filled in by the Office of Dy. Secretary/ CAO/ Sr. AO/ AO Incharge of Administration.
 4. This application should be presented by the aggrieved employee to the Dy. Secretary/ CAO/ Sr. A.O./ A.O. Incharge of Administration and his acknowledgement of receipt in Grievance Form - I, Part IV *must be obtained immediately*.
 5. Please strike off the words/ portions not applicable.
 6. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of the every sheet must be duly signed by the concerned person.

Name _____ Designation _____

Section/ Division _____ Grade _____

GRIEVANCE IN BRIEF:

(a) Full facts:

(b) Redress requested:

Signature of the aggrieved employee.

GRIEVANCE FORM - I

PART - II

INVESTIGATION

(FOR OFFICE USE ONLY)

- Note: 1. Part - II of this Form is for action to be taken in the Office of Dy. Secretary/ CAO/ Sr. A.O./ A.O. Incharge of Administration and should be maintained in the Office as record.
2. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.
-

Grievance Serial No. _____ Date of Receipt _____

Forwarded for immediate
examination and report,
to Sectional Head.

Name _____
Designation _____
Section/ Division _____

Date forwarded _____

Dated _____

Signature of Dy. Secretary/ CAO/
Sr. A.O./ A.O. Incharge of
Administration

REPORT OF SECTIONAL HEAD

Date of return to Dy. Secretary/ CAO/ Sr. A.O./ A.O. Incharge of Administration _____

Date _____

Signature of Sectional Head

Investigation Report of Dy. Secretary/ CAO/ Sr. A.O./ A.O. Incharge of Administration based on the report of the Sectional Head.

Dated _____

Signature of Dy. Secretary/ CAO/
Sr. A.O./ A.O. Incharge of
Administration

GRIEVANCE FORM - I

PART - III

**REPLY ON GRIEVANCE
(TO BE GIVEN TO AGGRIEVED EMPLOYEE CONCERNED)**

- Note: 1. Part III of this Form is for action to be taken in the Office of Dy. Secretary/ CAO/ Sr. A.O./ A.O. Incharge of Administration and after completion of investigation should be duly filled in and his acknowledgement of receipt obtained on the duplicate copy of this Part.
2. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Name _____ Designation _____
Section/ Division _____ Grade _____
Grievance Serial Number _____
Date of receipt _____

Reply of Dy. Secretary/ CAO/ Sr. A.O./ A.O. Incharge of Administration after investigation mentioning his decision along with reasons:

Dated _____

Signature of Dy. Secretary/ CAO/
Sr. A.O./ A.O. Incharge of
Administration

ACKNOWLEDGEMENT OF THE AGGRIEVED COMMITTEE

Grievance Serial No. _____
Received a copy of reply in Grievance Form, Part III.

Dated _____

Signature of the aggrieved employee.

Name _____

GRIEVANCE FORM - I
PART - IV
ACKNOWLEDGEMENT
(TO BE GIVEN TO AGGRIEVED EMPLOYEE CONCERNED)

Note: Part IV of this Form is to be filled in by the Office of Dy. Secretary/ CAO/ Sr. A.O./ A.O. Incharge of Administration immediately on receipt of application for grievance redressal Form - I, and given to the concerned employee as acknowledgement and his acknowledgement of receipt be obtained on the duplicate copy of this Part.

Received an application for grievance redressal in Grievance Form - I, from:

Name _____ Designation _____
Section/ Division _____ Grade _____
Grievance Serial No. _____
Date of Receipt _____

Dated _____

Signature of Dy. Secretary/ CAO/
Sr. A.O./ A.O. Incharge of
Administration

ACKNOWLEDGEMENT OF THE AGGRIEVED EMPLOYEE

Grievance Serial No. _____
Received a copy of acknowledgement in grievance Form - I, Part - IV.
Date _____

Signature of the aggrieved
employee.

Name _____

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

Name of the Institute/ Bureau/ Directorate/ Laboratory/ National
Research Centre etc. _____

GRIEVANCE FORM - II
PART - I

APPLICATION FOR GRIEVANCE REDRESSAL - TO GRIEVANCE COMMITTEE

(To be filled in by the aggrieved employee concerned)

- Note:
1. This form is to be filled in by the concerned aggrieved employee in *duplicate*.
 2. Only 'Part - I' of this Form is to be filled in by concerned aggrieved employee. He must put his dated signature on this Form at the end of Part - I as indicated, otherwise the application will not be entertained.
 3. The rest of the Parts of this Form are to be filled in by the Office of Member Secretary, Grievance Committee.
 4. This application should be presented by the aggrieved employee to the Member Secretary Grievance Committee and his acknowledgement of receipt in Grievance Form - II Part VI, must be obtained immediately.
 5. Please strike off the words/ portions not applicable.
 6. Wherever the space provided in a column is found insufficient, separate sheets may be used. Those sheets must be serially numbered and attached to this form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Name _____ Designation _____

Section/ Division _____ Grade _____

Whether you had applied earlier _____ Yes: No
in Grievance Form - I

1. If the answer to the above is 'Yes', please give following details:

Grievance Serial No. _____

Date of receipt
by Dy. Secretary: CAO/ Sr. A.O.
A O. Incharge of Administration

Date of Reply of Dy. Secretary/ CAO/
Sr. A.O./ A.O. Incharge of
Administration _____

Brief decision communicated
in the reply:

Reason for appeal:

Redress requested:

2. If the answer to above is 'NO', please give following details:

Reason for not applying in Form - I:

Grievance in brief:

(a) Full facts:

(b) Redress requested:

Date _____

Signature of the aggrieved
employee.

GRIEVANCE FORM - II

PART - II
INVESTIGATION

(For Office use only)

-
- Note: 1. Part - II of this Form is for action to be taken in the office of the Member Secretary, Grievance Committee and should be maintained in the Office as record.
2. "Competent Authority" referred to below should normally be that authority who can have the grievance redressed.
3. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.
-

Grievance Serial No. _____ Date of Receipt _____

Name of the aggrieved employee _____

Forwarded for immediate examination and comments, to the competent authority. Name _____

Designation _____

Section/ Division _____

Date forwarded _____

Date _____

Signature of Member Secretary,
Grievance Committee.

Comments of the "Competent Authority".

Date of return to Member Secretary, Grievance Committee

Date _____

Signature of the "Competent
Authority".

GRIEVANCE FORM - II

PART - III
PROCEEDINGS OF GRIEVANCE COMMITTEE

(For office use only)

-
- Note: 1. Part III of this Form is for action to be taken in the Office of the Member Secretary, Grievance Committee and should be maintained in the Office as record.
2. Please strike off the works/ portions not applicable.
3. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.
-

Grievance Serial No. _____
Name of the aggrieved employee _____

Date on which grievance put up to
Grievance Committee

1.	_____	2.	_____
3.	_____	4.	_____
5.	_____	6.	_____

Date on which decided by
Grievance Committee _____

Decision: Unanimous/ Not Unanimous

Details of decision/ views of Grievance Committee
along with reasons:

Date _____	Signature of Member Secretary Grievance Committee	Signature of Chairman Grievance Committee
------------	--	--

Date forwarded to Director/ Secretary, ICAR
for decision _____

Date _____	Signature of Member Secretary, Grievance Committee
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GRIEVANCE FORM - II

PART - IV
ACTION BY DIRECTOR/ SECRETARY, ICAR

(For office use only)

-
- Note: 1. Part - IV of this form is for action to be taken in the office of Director/ Secretary. ICAR and should be maintained in the office as record.
2. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Grievance Serial No. _____

Name of the aggrieved Committee _____

Applicable only in the case of difference of opinion in Grievance Committee (Decision not unanimous):

Discussed with Grievance Committee on the (date) _____

Discussed with aggrieved employee on (date) _____

Applicable in all cases whether Grievance Committee's Decision is unanimous or not:

Date of final decision _____

Details of final decision along with reasons:

Date of return to Member Secretary,

Grievance Committee _____

Date _____

Signature of Director/ Secretary,
ICAR

GRIEVANCE FORM - II
PART - V

(To be given to employee concerned)

-
- Note: 1. Part- V of this Form is for action to be taken in the office of the Member Secretary, Grievance Committee and should be duly filled in after the final decision of Director/ Secretary, ICAR is received by him in Part IV of this form and should be given to the concerned employee and his acknowledgement of receipt be obtained on the duplicate copy of this part.
2. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Name _____	Designation _____
Section/ Division _____	Grade _____
Grievance Serial No. _____	Date of Receipt _____

Final decision with reasons of Director/ Secretary,
after consideration of decision of Grievance Committee.

Date _____

Signature of Member Secretary,
Grievance Committee

ACKNOWLEDGEMENT OF THE AGGRIEVED EMPLOYEE

Grievance Serial No. _____

Received a copy of reply in Grievance Form - II, Part - V.

Date _____

Signature of the aggrieved
employee

Name _____

GRIEVANCE FORM - II
PART - VI

ACKNOWLEDGEMENT

(To be given to aggrieved Committee concerned)

Note: Part VI of this form is to be filled in by the office of the Member Secretary, Grievance Committee, immediately on receipt of application for grievance redressal in Form - II, Part - I, and given to the concerned employee as acknowledgement and his acknowledgment of receipt be obtained on the duplicate copy of this Part.

Received an application for grievance redressal in Grievance Form - II from:

Name _____ Designation _____

Section/ Division _____ Grade _____

Grievance Serial No. _____ Date of Receipt _____

Date _____

Signature of Member Secretary,
Grievance Committee

ACKNOWLEDGEMENT OF THE AGGRIEVED EMPLOYEE

Grievance Serial No. _____
Received a copy of acknowledgment in Grievance
Form - II, Part - VI.

Date _____

Signature of the aggrieved employee

Name _____

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

Name of the Institute/ Bureau/ Directorate/ Laboratory/
National Research Centre etc. _____

GRIEVANCE FORM - III PART - I

APPLICATION FOR GRIEVANCE REDRESSAL - TO CENTRAL GRIEVANCE CELL (To be filled in by the aggrieved employee concerned)

- Note:
1. This form is to be filled in by the concerned aggrieved employee in *duplicate*.
 2. Only 'Part - I' of this Form is to be filled in by concerned aggrieved employee. He must put his dated signature on this Form at the end of Part - I as indicated, otherwise the application will not be entertained.
 3. The rest of the Parts of this Form are to be filled in by the office of Member Secretary, Central Grievance Cell.
 4. This application should be presented by the aggrieved employee to the Member Secretary Central Grievance Cell and his acknowledgment of receipt in Grievance Form - III Part VI, must be obtained immediately.
 5. Please strike off the words/ portions not applicable.
 6. Wherever the space provided in a column is found insufficient, separate sheets may be used. Those sheets must be serially numbered and attached to this form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Name _____ Designation _____

Section/ Division _____ Grade _____

Whether you had applied earlier in Grievance Form: Yes/ No

- I. If the answer to the above is Yes,
please give following details:

Grievance Serial No. _____ Date of receipt _____
by Member Secretary,
Grievance Committee.

Date of Reply of Directors'
Secretary, ICAR _____

Brief decision communicated in the reply:

Reason for appeal:

Redress Requested:

Signature of the aggrieved employee.

GRIEVANCE FORM - II

PART - II
INVESTIGATION
(For office use only)

- Note: 1. Part - II of this Form is for action to be taken in the office of the Member Secretary, Central Grievance Cell and should be maintained in the office as record.
2. "Competent Authority" referred to below should normally be that authority who can have the grievance redressed.
3. Wherever the space provided in a column is found insufficient, separate sheet may be used. These sheets must be serially numbered and attached to this Part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Grievance Serial No. _____ Date of Receipt _____

Name of the aggrieved employee _____

Forwarded for immediate
examination and comments,
to the Competent Authority.

Name _____

Designation _____

Section/ Division _____

Date forwarded _____

Date _____

Signature of Member
Secretary, Central
Grievance Cell.

Comments of the "Competent Authority".

Date of return to Member Secretary, Grievance Cell _____

Date _____

Signature of the
"Competent Authority"

GRIEVANCE FORM - III

PART - III
PROCEEDINGS OF GRIEVANCE CELL
(For office use only)

- Note: 1. Part III of this Form is for action to be taken by the office of the Member Secretary, Central Grievance Cell and should be maintained in the office as record.
2. Please strike off the words/ portions not applicable
3. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Form. References of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Grievance Serial No. _____
Name of the aggrieved employee _____

Dates on which grievance put up to Central Grievance Cell

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____

Date on which decided by Central Grievance Cell _____

Decision: Unanimous/ Not Unanimous

Details of decision/ views of Central Grievance Cell along with reasons:

Date _____	Signature of Member Secretary Central Grievance Cell	Signature of Chairman Central Grievance Cell
------------	---	---

Date forwarded to Director/ Secretary, ICAR for decision _____

Date _____

Signature of Member
Secretary, Central
Grievance Cell

GRIEVANCE FORM - III

PART - IV
ACTION BY DIRECTOR/ SECRETARY, ICAR
(For office use only)

-
- Note: 1. Part - IV of this form is for action to be taken in the office of Director/ Secretary, ICAR and should be maintained in the office as record.
2. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Form. References of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.
-

Grievance Serial No. _____

Name of the aggrieved employee _____

Applicable only in the case of difference of opinion in Central Grievance Cell (Decision not unanimous):

Discussed with Central Grievance Cell on the (date) _____

Discussed with aggrieved employee on (date) _____

Applicable in all cases whether Central Grievance Cell's Decisions is unanimous or not:

Date of final decision _____

Details of final decisions along with reasons:

Date of return to Member Secretary, Grievance Cell _____

Date _____

Signature of Director/
Secretary, ICAR

GRIEVANCE FORM - III

PART - V

(To be given to employee concerned) -

-
- Note: 1. Part - V of this Form is for action to be taken in the Office of the Member Secretary, Grievance Cell and should be duly filled in after the final decision of Director/ Secretary, ICAR is received by him in Part IV of this Form and should be given to the concerned employee and his acknowledgment of receipt be obtained on the duplicate copy of this part.
2. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.
-

Name _____ Designation _____

Section/ Division _____ Grade _____

Grievance Serial No. _____ Date of receipt _____

Final decision with reason of Director/ Secretary,
ICAR after consideration of decision of Central Grievance Cell

Date _____

Signature of Member Secretary,
Central Grievance Cell

ACKNOWLEDGMENT OF THE AGGRIEVED EMPLOYEE

Grievance Serial No. _____

Received a copy of reply in Grievance Form - III, Part - V.

Date _____

Signature of the aggrieved
employee

Name _____

GRIEVANCE FORM - III

PART - VI

ACKNOWLEDGMENT

(To be given to aggrieved employee concerned)

Note: Part VI of this form is to be filled in by the Office of the Member Secretary, Central Grievance Cell, immediately on receipt of application for grievance redressal in Form - II, Part - I, and given to the concerned employee as acknowledgment and his acknowledgement of receipt be obtained on the duplicate copy of this Part.

Received an application for grievance redressal in Grievance Form - III from:

Name _____ Designation _____

Section/ Division _____ Grade _____

Grievance Serial No. _____

Signature of Member
Secretary, Central
Grievance Cell

Acknowledgment of the Aggrieved employee

Grievance Serial No. _____

Received a copy of acknowledgment in Grievance Form - II, Part - VI.

Date _____

Signature of the aggrieved
employee.

Name _____

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

Name of the Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre etc.

FORM - III GRIEVANCE - REGISTER FORM

Grievance Serial No. _____

Aggrieved employee: Name _____ Designation _____

Section/ Division _____ Grade _____

	GRIEVANCE FORM - I (GRIEVANCE COMMITTEE)	GRIEVANCE FORM - II (CENTRAL GRIEVANCE CELL)	APPEAL	REMARKS
Date received	Reply-Officer incharge Date	Date received	Date received	Reply-DG, ICAR Date
	Brief Content	Reply-Director/ Secretary, ICAR Date	Reply-Director/ Secretary, ICAR Date	Brief Content

PROCEDURE FOR ELECTION OF EMPLOYEE REPRESENTATIVES ON GRIEVANCE COMMITTEE

1. ELECTORAL CONSTITUENCIES

The employees in Headquarters/ Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre, etc. of ICAR, as the case may be, entitled to vote, shall be divided into the following five electoral constituencies:

- (a) Scientific
- (b) Technical
- (c) Auxiliary
- (d) Administrative
- (e) Supporting

2. QUALIFICATION OF CANDIDATES FOR ELECTION

An employee of not less than 21 years of age and with a continuous service of not less than six months in ICAR including its Headquarters/ Institute/ Directorate/ Laboratory etc. may, if nominated as provided hereinafter, be a candidate for election as a representative of the employees on the Grievance Committee of the concerned Headquarters/ Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre. etc.

Provided that the service qualification shall not apply to the first election in the Headquarters/ Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre, etc. which has been in existence for less than six months.

3. QUALIFICATION FOR VOTERS

All employees who are not less than 21 years of age and who have put in not less than six months' continuous service in the ICAR, including its Headquarters/ Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre etc. shall be entitled to vote for electing representatives of the employees to the Grievance Committee of the concerned Headquarters/ Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre etc.

Provided that the service qualification shall not apply to the first election in Headquarters/ Institute etc. which has been in existence for less than six months.

4. PROCEDURE FOR ELECTION

- (1) The Director General/ Director of Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre etc. shall nominate an officer for conducting the election of employees' representatives on the Grievance Committee and for purposes related thereto.
- (2) The officer nominated for the purpose shall fix a date as closing date for receiving applications from candidates for election as employees representatives on the Grievance Committee.
- (3) For holding the election, the officer nominated for this purpose shall also fix a date which shall not be earlier than 3 days and later than 15 days after the closing date for receiving nominations.
- (4) The date so fixed shall be notified at least 7 days in advance to the employees. Such notice shall be put on the notice board or given an adequate publicity amongst the employees. The notice shall specify the number of seats to be elected by various categories/ Classes/ Constituencies of employees.

5. NOMINATION OF CANDIDATES FOR ELECTION

- (1) Every nomination shall be made on a nomination paper in Form 'A' prescribed in Annexure - (i) copies of which shall be supplied by the officer nominated for the purpose to the employees requiring them.
- (2) Each nomination paper shall be signed by the proposer, by the candidate to whom it relates and also attested by at least two voters. Only a voter belonging to the concerned electoral constituency shall be eligible to be a proposer. Similarly, attestation shall be made only by the voters belonging to the concerned electoral constituency. The same person shall not be eligible to be a proposer as well as an attester. The completed nomination paper shall be delivered to the officer nominated for the purpose.

6. SCRUTINY OF NOMINATION PAPERS

- (1) On the day following the last day fixed for filling nomination papers, the nomination papers shall be scrutinised by the officer nominated for the purpose in the presence of the candidate and the attesting persons.
Provided that where a candidate or an attesting person is unable to be present at the time of scrutiny, he may send a nominee for the purpose who is an employee of the concerned Headquarters/ Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre etc. duly authorised in Form 'B' prescribed in Annexure - (ii).
- (2) Those nomination papers which are not valid, shall be rejected.
- (3) A nomination paper shall be held to be not valid if:
 - (a) the candidate nominated is ineligible for membership under para 2 mentioned hereinbefore,

or

- (b) the requirements of para 5(2) mentioned thereinbefore have not been complied with.

7. WITHDRAWAL OF CANDIDATES VALIDLY NOMINATED

Any candidate whose nomination for election has been accepted may withdraw his candidature within 48 hours of the scrutiny of nomination papers.

8. VOTING IN ELECTION

- (1) If the number of candidates who have been validly nominated is equal to the number of seats, the candidates shall be forthwith declared duly elected.
- (2) If in any constituency the number of candidates is more than the number of seats allotted to it, voting shall take place on the day fixed for election.
- (3) The voting shall be by secret ballot.
- (4) The voting shall be conducted by the officer nominated for the purpose.
- (5) Every employee entitled to vote at an electoral constituency, shall have only one vote which he shall be entitled to cast only in favour of any one candidate.

9. ARRANGEMENTS FOR ELECTION

The officer nominated for the purpose by the Director-General/ Director of the Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre etc. as the case may be, shall be responsible for all arrangements in connection with the election.

ANNEXURE (i)
(APPENDIX - V)

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
FORM - 'A'

FORM OF NOMINATION PAPER FOR GRIEVANCE COMMITTEE ELECTION

Name of Headquarters/ Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre/
ICAR Headquarters _____

- (1) I nominate the following employee of the Headquarters/ Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre as a candidate for election to the Grievance Committee.
- (2) He is eligible as a voter in the constituency for which he is nominated.
- (3) He is also eligible for election to the Grievance Committee as a representative of employees of the concerned constituency.

Name of the person nominated Shri/ Smt./ Km. _____

Designation _____

Section/ Department _____

Constituency to which he belongs:

Scientific/ Technical/
Auxiliary/ Administrative/
Supporting

Date _____

Signature of the proposer

Shri/ Smt./ Km. _____

Name of the proposer _____

Designation _____

Section/Department _____

Constituency: Scientific/
Technical/ Auxiliary/ Administrative/
Supporting.

I agree to the proposed nomination

Date _____ Signature of the candidate _____

Attested by: _____

- (1) Signature of a voter belonging to the electoral constituency.

Shri/ Smt./ Km _____

Designation _____

Section/Department _____

Constituency: Scientific/ Technical/ Auxiliary/ Administrative/
Supporting.

(2)

Signature of a voter belonging to the
electoral constituency.

Shri/ Smt./ Km. _____

Name of the Voter _____

Designation _____

Constituency: Scientific/ Technical/ Auxiliary/ Administrative/ Supporting.

- Note:
1. Please strike off the words/ portions not applicable.
 2. The proposer must be a voter belonging to the concerned electoral constituency.
 3. Attestation is to be made by two voters belonging to the concerned electoral constituency.
 4. The same person shall not be the proposer as well as attester.
-

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

FORM - 'B'

FORM OF AUTHORISATION FOR REPRESENTATIONS IN SCRUTINY OF
NOMINATION PAPERS IN GRIEVANCE COMMITTEE ELECTION

Name of the Headquarters/
Institute/ Bureau/ Directorate/ _____
Laboratory/ National Research _____
Centre.

1. I, hereby, authorise the following employee of the Headquarters/Institute/ Bureau/
Directorate/ Laboratory/ National Research Centre to represent me for the purpose of
scrutiny of nomination papers in the election to the Grievance Committee as I shall be
unable to be present.
2. I am a candidate/ attester of nomination paper of a candidate in the said election as
mentioned below.

Name of the candidate for
Election

Shri/ Smt./ Km. _____

Constituency of the
candidate

Scientific/ Technical/
Auxiliary/ Administrative/
Supporting.

Name of the person authorised

Shri/ Smt./ Km. _____

Designation
Section/ Department

Date _____

Signature of candidate/ attester
of nomination paper authorising.
Shri/ Smt./ Km. _____

Name of the candidate/
attester of nomination paper
authorising.
Designation _____

Section/ Department _____

I agree to represent the candidate/ attester of nomination paper as authorised above.

Date _____

Signature of the person
authorised

Name _____

The above signature of the person authorised is attested by me.

Date _____

Signature of candidate/
attester of nomination
paper and authorising.

Note: Please strike off the words/ portions not applicable.

Handwritten marks or scribbles in the top right corner.