

E. File No. A-14019/1/2025-ADMN-ITPO  
India Trade Promotion Organisation  
(Administration Division, E-I)

Physical F. No.7-ITPO(3)/E-I/2020

Bharat Mandapam, New Delhi  
Date:11<sup>th</sup> March, 2025

**Office Order No. Admin./ 189 /2025**

In partial modification of Office Order No. Admin/1000/2020 dated 13.11.2020 and in pursuance of recommendation of National Commission for Scheduled Castes (NCSC), an 'Internal Grievance Redressal Committee' for employees belonging to Scheduled Castes committee comprising of following officers has been constituted:

- |       |                                              |   |                          |
|-------|----------------------------------------------|---|--------------------------|
| (i)   | Col. Pushpam Kumar, SM(Retd), SGM            | - | Chairman                 |
| (ii)  | SAG level officer of External Department/NGO | - | Member (To be nominated) |
| (iii) | Sh. Brij Lal, GM & LO for SC/ST/PwD          | - | Member                   |
| (iv)  | Sh. Shankra Nand Bharti, GM/HoD (Admin)      | - | Member                   |
| (v)   | Mrs. Amrapali Dixit, DGM (Security)          | - | Member                   |

2. The Committee will examine and take necessary action on complaints of the employees belonging to Scheduled Castes on matters such as:

- Non maintenance of reservation roster and not filling up of reservation vacancies;
- Discrimination in promotion/seniority/ MACP/ACP,
- Non appointment/ compassionate grounds;
- Downgrading of APAR's,
- Termination/ dismissal from services,
- Discrimination in transfer/posting.
- Denial of pensioner benefits and disbursement of pay arrears etc.

3. Further, the Committee will examine the complaints of the employees and to find out the genuineness of the complaint and simultaneously the Committee will submit its reports within one month to the Head of Organization. The Head of Organization will monitor the case and submit a quarterly report to the Commission through its Ministry in the following format:

Sl.No.	No. of cases (registered)	No. of successful cases	No. of Unresolved cases	Action taken against willful defaulting officer(s)	Remarks
1	2	3	4	5	6

4. This issues with the approval of the Competent Authority.

(Srishti Jain)  
Manager (Admin)

To: All concerned.

**Copy for information to:**

- PSO to CMD
- PA to ED
- IT Services Division : with a request to upload the information on the website.
- Office Order Register

**No.7-ITPO(3)/E-I/2020**  
**India Trade Promotion Organisation**  
**(Administration Division, E-I Section)**

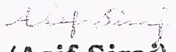
Pragati Maidan, New Delhi  
Date: 13<sup>th</sup> November, 2020

**Office Order No. Admin./ 1000 /2020**

With the approval of Competent Authority, an "Internal Grievance Redressal Committee" at work place for persons belonging to Scheduled Castes comprising of following officers has been constituted for examining the complaints of the employees and to find out the genuineness of the complaint:

- |                                          |   |                  |
|------------------------------------------|---|------------------|
| 1. Sh. Pushpam Kumar, SM, OSD(Admn)      | - | Chairperson      |
| 2. Sh. Brij Lal, DGM as Liaison Officer  | - | Member           |
| 3. Sh. Devender Pal, DGM                 | - | Member           |
| 4. Mrs. Nirmala Azaad, DM                | - | Member           |
| 5. One Outside Expert                    | - | Member           |
| 6. One officer from Administration (E-I) | - | Member Secretary |

The above committee will examine the complaints of the employees and to find out the genuineness of the complaint and simultaneously submit its reports within one month to the Head of Organization.

  
**(Asif Siraj)**  
**Manager (Admin)**

**To:** All concerned.

**Copy for information to:**

1. PS to CMD
2. PS to ED
3. Office Order Register