

No.7-ITPO(2)/E-I/2023
India Trade Promotion Organisation
(Administration Division, E-I)

Bharat Manadapam, New Delhi
Date: 18th March, 2025

Office Order No. Admin/211 /2025

19

Subject: Setting up of Internal Grievance Committee for persons belong to Scheduled Tribes Community.

In supersession of Office Orders No. Admin/953/2023 dated 18.12.2023, Admin/520/2024 dated 12.06.2024, Admin/697/2024 dated 21.08.2024 and Admin/1023/2024 dated 18.12.2024 and in pursuance of recommendation of National Commission for Scheduled Tribes (NCST), an 'Internal Grievance Redressal Committee' at work place for persons belonging to Scheduled Tribes community comprising of following officers has been constituted:

- | | | | |
|-------|---|---|----------|
| (i) | Col. Pushpam Kumar, SM (Retd), SGM | - | Chairman |
| (ii) | SAG/Director level officer external department (ST) | - | Member |
| (iii) | Sh. Shankara Nand Bharti, GM(BM-Coord)/HoD(Admin) | - | Member |
| (iv) | Sh. Brij Lal, GM & LO for SC/ST/PwD | - | Member |
| (v) | Sh. Deo Nath Pandit, DM(Fin) | - | Member |

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


- (i) Non maintenance of reservation roster and not filling up of reservation vacancies;
- (ii) Discrimination in promotion/seniority/ MACP/ACP,
- (iii) Non appointment/ compassionate grounds;
- (iv) Downgrading of APARs,
- (v) Termination/ dismissal from service,
- (vi) Discrimination in transfer/posting.
- (vii) Denial of pensioner benefits etc.

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

Quarterly Report for the period from _____ to _____

Sl. No.	No. of grievances registered	No. of grievances successfully redressed	No. of grievances unresolved	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.

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2. PA to ED
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