

**E-File No.Admin-11024/2/2024-ADMN-ITPO
India Trade Promotion Organisation
(Administration Division, E-I Section)**

Previous physical file No.7-ITPO(1)E-I/2023

Bharat Mandapam, New Delhi
18th December, 2024

Office Order No. Admin./1023/2024

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

In partial modification of Office Orders No. Admin/953/2023 dated 18.12.2023, Admin/520/2024 dated 12.06.2024 and in continuation of Office Order No. Admin/697/2024 dated 21.08.2024 (**copies enclosed**) regarding the subject, and with the approval of the Competent Authority, Sh. Shankra Nand Bharti, General Manager (BM-Coord.)/HoD(Admin) has been nominated as a Member in place of Lt. Col. Harsh Kondilya, OSD(admin)..

Asif Siraj
(Asif Siraj)

Sr. Manager(Admin)

To:

1. Sh. Shankra Nand Bharti, GM(BM-Coord.)/HoD(Admin)
2. Lt. Col. Harsh Kondilya, OSD(Admin)
3. Sh. Brij Lal, GM & LO for SC/ST/PwD
4. Sh. Deo Nath Pandit, Deputy Manager(Fin)

Copy for information to:

1. PSO to CMD
2. PA to ED
3. PA to SGM

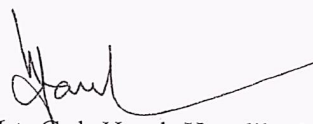
No.7-ITPO(2)/E-I/2023
India Trade Promotion Organisation
(Administration Division, E-I)

Bharat Mandapam, New Delhi
Date: 21st August, 2024

Office Order No. Admin./697/2024

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

In continuation of office order Nos. Admin./953/2023 dated 18th December, 2023 and Admin/520/2024 dated 12.06.2024 (Copies enclosed) and with the approval of the Competent Authority, Sh. Deo Nath Pandit, DM(Finance) has been nominated as Member of Internal Grievance Committee for persons belong to ST community in place of Sh. Harpal Singh, SM(Finance).


(Lt. Col. Harsh Kondilya)
Officer on Special Duty (Admin)

To: All concerned.

Copy to:

1. IT Services Division: with a request to upload the information on the website
2. Office Order Register

Copy for information to:

1. PSO to CMD
2. PA to ED

**E-File No.Admin-11024/2/2024-ADMN-ITPO
India Trade Promotion Organisation
(Administration Division, E-I Section)**

Previous physical file No.7-ITPO(2)E-I/2023

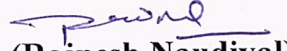
Bharat Mandapam, New Delhi
12th June, 2024

Office Order No. Admin./520/2024

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

In partial modification of Office Order No. Admin/953/2023 dated 18.12.2023 (**enclosed**) regarding the subject, and with the approval of the Competent Authority, Lt. Col. Harsh Kondilya has been nominated as a Member in place of Col. Pushpam Kumar, SM then OSD(admin) now SGM.

2. The Chairperson and other members of the Committee will remain the same.


(Rajnesh Naudiyal)
Dy. Manager(Admin)

To:

1. Col. Pushpam Kumar, SM(Retd), SGM
2. Lt. Col. Harsh Kondilya, OSD(Admin)
3. Sh. Brij Lal, GM & LO for SC/ST/PwD
4. Sh. Harpal Singh, SM(Fin)

Copy for information to:

1. PSO to CMD
2. PA to ED

**No.7-ITPO(1)/E-I/2023
India Trade Promotion Organisation
(Administration Division, E-I Section)**

Pragati Maidan, New Delhi
Date: 18 December, 2023

Office Order No. Admin./953/2023

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

In pursuance of recommendation of National Commission for Scheduled Tribes (NCST), and with the approval of Competent Authority, an "Internal Grievance Redressal Committee" for employees belonging to Scheduled Tribes community comprising of following officers has been constituted:

- | | | | |
|-------|---|---|-------------|
| (i) | CA Rajat Agarwal, Executive Director | - | Chairperson |
| (ii) | Col. Pushpam Kumar, SM, OSD(Admin) | - | Member |
| (iii) | Sh. Brij Lal, DGM as LO for SC/ST/PwD | - | Member |
| (iv) | SAG/Director level officer external department (ST) | - | Member |
| (v) | Sh. Harpal Singh, SM(Fin) | - | Member |

2. The Committee will examine and take necessary action on complaints of the employees belonging to Scheduled Tribes on matters 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 wilful defaulting officer(s)	Remarks
1	2	3	4	5	6

Pushpam 18/12
(Col. Pushpam Kumar, SM)
OSD (Admin)

To: All concerned.

Copy for information to:

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