

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

**To:** All concerned.

**Copy for information to:**

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