

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 |

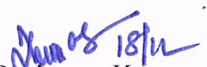
2. The Committee will examine and take necessary action on complaints of the employees belonging to Scheduled Tribes on matters such as:

- (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	of	No. of grievances successfully redressed	No. of grievances unresolved	of	Action taken against wilful defaulting officer(s)	Remarks
1	2	3	4	5	6		6


(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