



TATA INSTITUTE OF FUNDAMENTAL RESEARCH

(Autonomous Institution of the Department of Atomic Energy, Government of India)

TIFR Centre for Interdisciplinary Sciences

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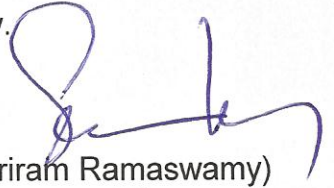
June 2, 2016

OFFICE ORDER OD-02-2016

The TCIS Hyderabad Grievance Cell is hereby constituted as follows until further orders:

Prof. Surajit Sengupta	-	Chairperson
Prof. P.K. Madhu		
Prof. M. Krishnamurthy		
Ms. J. Rathna		
Ms. P. Hemalatha		
Mr. D. Hari Prasad	-	Member Secretary

The committee will function under the guidelines as mentioned below.


(Sriram Ramaswamy)
Centre Director

Guidelines: Staff members who may have a grievance in any matter concerning their service in the Institute may seek its redress by making a representation to appropriate higher authorities. After a reasonable interval of time (upto 2 months), if the grievance is not attended to or if the member is not satisfied with the action taken, he/she may submit the grievance in writing to the Centre Director, who will forward it to the In-charge, Administration for proper registration of the grievance. Staff member may send a copy to the Chairperson, Grievance Cell for advance information.

Pensioner with a grievance may seek its redress by making a representation to the Pension Disbursal Officer and then follow a procedure similar to that outlined above.

Grievance Cell is authorized to consider the cases thus received, call for related files/papers from the concerned section and make suitable recommendations to the Centre Director for consideration. Minutes of the Grievance Cell meetings will be sent to the Centre Director with a copy to the In-charge, Administration. Action taken report shall be sent to the Chairperson, Grievance Cell for record.

Regarding grievance cases of outstation members: if files are required from outstation, Chairperson, Grievance Cell will obtain them through proper channel.

All members of the Committee
In-charge, Administration – for circulation