

No. HC-1(7)/2022-Vig. | 1748-1777
Government of India
Ministry of Textiles
Office of the Development Commissioner [Handicrafts]
[Vigilance Section]

West Block No. 7, R.K. Puram
New Delhi – 110066
Dated: 12.08.2022

OFFICE ORDER

Subject: Constitution of Internal Grievance Committee for Redressal of Employment/Service related Grievances of Scheduled Tribe Employees.

In pursuance of D.O.No.18/01/NCST(IGRC)2021-Coord dated 3rd August,2021 **(copy enclosed)** issued by National Commission for Scheduled Tribes (NCST), an Internal Grievance Committee for Scheduled Tribes employees is hereby constituted as under:

S.No.	Officers of Office of the DC(Handicrafts)	Designation
(i)	Shri Shantmanu, Development Commissioner (Handicrafts) Hqrs office, New Delhi	Chairperson
(ii)	Shri Arun Kumar Yadav, Director (Handicrafts) Hqrs Office, New Delhi	Member
(iii)	Shri P. Mallikarjunaiah Regional Director (Handicrafts) Western Regional Office, Mumbai	Member
(iv)	Shri Virendra Kumar Regional Director (Handicrafts) Central Regional Office, Lucknow	Member
(v)	Shri V. P. Thakur Regional Director (Handicrafts) Northern Regional Office, New Delhi	Member

2. As per the directives of NCST, the Internal Grievance Committee will examine the complaints of the employees belonging to Scheduled Tribes on the following issues and take necessary action for immediate Redressal of the grievances :

- (i) Non-maintenance of Reservation Roster and not filling up of Reserved Vacancies
- (ii) Discrimination in Promotion/Seniority/MACP/ACP
- (iii) Non-Appointment on Compassionate Grounds
- (iv) Adverse/Downgrading of APARs
- (v) Termination/Dismissal from Services
- (vi) Discrimination in Transfer/Posting
- (vii) Denial of Pensioner Benefits etc

3. The Internal Grievance Committee will prepare Monthly Report and submit to the Development Commissioner (Handicrafts) who will monitor the action taken on the grievances and IGC will also submit a Quarterly Report to the National Commission for Scheduled Tribes (NCST) on Quarterly Basis .

प्रद्युम्न पाण्डेय
12.08.2022

4. In addition to the above, Coordination and Planning(C&P) Division, Hqrs office is hereby authorized to provide secretariat assistance to the Committee Members and will coordinate in preparation and submission of the Monthly and Quarterly report to the Development Commissioner (Handicrafts) and National Commission for Scheduled Tribes respectively in the following format:

Quarterly Report for the period from _____ to _____

Sl. No.	Number of Grievances Registered	Number of Grievances successfully redressed	No. of Grievances unresolved	Action taken against defaulting Officer(s)	Remarks
1	2	3	4	5	6

5. This issues with the approval of the Development Commissioner (Handicrafts) vide E.Note No:4 Diary No.49541 dated 11.08.2022

प्रद्युमन पाण्डेय
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12.08.2022
[Pradyuman Pandey]
Assistant Director [Vig]

To,
All Concerned Members of the Committee
(By Name)

Copy to

1. The Secretary, National Commission for Scheduled Tribes(NCST) 6th Floor, B-Wing, Loknayak Bhawan, Khan Market, New Delhi-110003 with reference to DO No. 18/01/NCST (IGRC)2021-Coord dated 03.08.2021 for kind information please.
2. The Assistant Director, Coordination & Planning(C&P) Section, O/o DC(Handicrafts), Hqrs Office, New Delhi for Strict compliance please.
3. All Sectional Heads of the Office of DC(Handicrafts),Hqrs office, New Delhi
4. All Regional Offices of the O/o DC(Handicrafts), NRO-New Delhi, SRO-Chennai,WRO-Mumbai ERO-Kolkata, CRO-Lucknow, NERO-Guwahati for further necessary action.
5. Hindi Version will follow.
6. The Assistant Director, IT Division, O/o the DC(Handicrafts),Hqrs office, New Delhi with the request to upload the aforesaid order on the website of the Department immediately.
7. PAto DC(H)/PPS to ADC(H)/PS to Sr.Director(H)/PA to Director(H)
8. Guard File

अलका तिवारी, शा.प्र.से.
 सचिव, भारत सरकार
ALKA TIWARI, I.A.S.
 SECRETARY TO GOVT. OF INDIA



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 9-8-21
 भारत सरकार
 राष्ट्रीय अनुसूचित जनजाति आयोग
 GOVERNMENT OF INDIA
 NATIONAL COMMISSION FOR SCHEDULED TRIBES

D.O.No. 18/01/NCST(IGRC)2021-Coord

3rd August, 2021

Dear Prof. Bhargava,

As you are aware, the National Commission for Scheduled Tribes (the Commission) has been set up under Article 338A of the Constitution of India on 19.02.2004 and vested with the responsibility, inter-alia, to investigate and monitor all matters relating to the safeguards provided to the Scheduled Tribes under the Constitution or under any order of the Government and other laws for the time being in force and to evaluate the working of such safeguards.

2. Every year, the Commission receives a large number of complaints relating to service matters on issues such as (i) Non maintenance of reservation roster and not filling up of reserved vacancies, (ii) Discrimination in promotion/seniority/MACP/ACP, (iii) Non-appointment on compassionate grounds, (iv) Downgrading of APARs, (v) Termination /dismissal from service, (vi) Discrimination in transfer/posting (vii) Denial of pensioner benefits etc.

3. To ensure active participation of various Government Departments in redressal of employment/service related grievances of Scheduled Tribe employees, the Commission recommends that the Departments and the Autonomous Bodies/PSUs/Attached/Subordinate offices, which are controlled by the Department should constitute an "Internal Grievance Committee". The composition of the committee may be as under:

(i)	SAG level officer of the Ministry/Department	Chairperson	Shantmanu
(ii)	SAG/Director level officer of external Department (Scheduled Tribe)	Member	Arjun Kumar Yadav
(iii)	Chief Liaison Officer/Liaison Officer (not below the rank of Deputy Secretary)	Member	Malika Myun
(iv)	Director/Deputy Secretary level Officer (Having good knowledge of rules & procedure of Govt. of India)	Member	Vikendra Kumar
(v)	ST Officer of Director/Deputy Secretary/Deputy Director level (preferably lady to be nominated from other Ministry/Department in case an officer is not available within the Ministry/Department)	Member (VP Chairperson)	Dr. (Mrs) G. H. Kapoor ICME

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P. Pandey
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6th Floor, Loknayak Bldg., Khan Market, New Delhi-110003
 Tel.: 011-24635625; Fax: 011-24624190. E-mail: secy@ncst.nic.in

दिनांक / Date.....
 कार्यवाही / Diary No.....
 सचिव, अनुभाग / Vigilance Section
 कार्यालय विकास आयुक्त (हस्तशिल्प)
 Office of the DC (Handicrafts)
 सतर्कता अनुभाग / Vigilance Section
 डायरी संख्या / Diary No. 1619
 दिनांक / Date... 10/08/2021

कार्यालय विकास आयुक्त (हस्तशिल्प)
 Office of the DC (Handicrafts)
 सतर्कता अनुभाग / Vigilance Section
 डायरी संख्या / Diary No. 1619
 दिनांक / Date... 10/08/2021

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(Note: In so far as Internal Grievance Committee to be set up in Autonomous Bodies /PSUs / Attached / Subordinate Offices under the Central Govt. Department is concerned, the Committee may be chaired by an Executive Director level Officer with the Chief Liaison Officer and a senior officer belonging to ST community as members).

4. The Internal Grievance Committee will examine the complaints of the employees belonging to Scheduled Tribes on matters such as (i) Non-maintenance of reservation roster and not filling up of reserved vacancies, (ii) Discrimination in promotion/seniority/MACP/ACP, (iii) Non-appointment on compassionate grounds, (iv) Adverse/downgrading of APARs, (v) Termination/dismissal from services, (vi) Discrimination in transfer/posting (vii) Denial of pensioner benefits etc. and take necessary action for immediate redressal of the grievances. (The Committee will prepare monthly report and submit to the Head of Organization who will monitor the action taken on the grievances and submit a quarterly report to the Commission including the reports received from the Autonomous Bodies/PSUs/Attached/Subordinate offices under the administrative control of the Department, 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

With regards,

Yours sincerely,

A. Tiwari
(Alka Tiwari) 21

Prof. Balram Bhargava
Secretary
Department of Health Research
2nd Floor, Red Cross Society Building,
1, Red Cross Road,
New Delhi-110001