INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN - NEW DELHI

No.5-2/87-Par.IV Dated the 10th Feb., 1989.

To

The Directors/Project Directors of all the research Institutes under ICAR.

Subject:- Revised grievance redressal procedure for ICAR employees - Introduction of

Sir,

With the approval of the G.B. and the President, ICAR, it has been decided to introduce with immediate effect a revised grievance redressal procedure as given in the "Annexure" to this letter in replacement of the existing Scheme.

The new procedure covers both the gazetted and non-gazetted categories of Officers and provides for a single machinery for redressal of their grievances in regard to service matters, etc. With the introduction of the new procedure, the existing Grievance Cells/Grievance Committees constituted at the various units of the Council stand dissolved forthwith. It is requested that the Grievance Committee/Grievance Cell as provided in the new Scheme may kindly be constituted immediately as per the procedure laid down therein.

Yours faithfully,

G.C. SRIVASTAVA
SECRETARY, I.C.A.R.

Copy forwarded for information & necessary action to:-
1. The Secretary, ASRB, New Delhi.
2. All DDGs/ADGs/Director(P)/Director(F).
3. PS to DG/PS to Secretary, ICAR.
4. All Under Secretaries/DA(R)/SA(V)/SA(M)/DD(P).
5. BS(M)/(L)/DD(P)/DD(F).
7. All Estt. Sections/All Estt. Section.
8. Secretary, Official Side/Staff Side, CJC, ICAR.
9. Personal Section of Minister(A).
10. Guard File.
ANNEXURE
(LETTER NO. 5(2)/87-PER.IV - DATED THE 10th FEBRUARY 1989)

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI

GRIEVANCE REDRESSAL PROCEDURE

(a)

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The following procedure shall be followed in dealing with the individual complaints/grievances of employees:

1. **SHORT TITLE**
   This procedure shall be called ICAR Grievance Redressal Procedure.

2. **DEFINITION**
   In this procedure unless the context otherwise requires:

   i) 'ICAR' means the Indian Council of Agricultural Research and shall include its Headquarters Office/Institutes/Bureaux/Directorates/Laboratories/National Research Centres and their regional stations/Stations/Substations etc., located in different parts of the territory of India.

   ii) 'Employee' for this purpose means an employee of the ICAR.

   iii) 'Grievance' means complaints affecting an individual employee in respect of his:

   a) Salary
   b) Overtime
   c) Leave
   d) Transfer
   e) Seniority
   f) Training Opportunities
   g) Research facilities
   h) Completion of probationary period/confirmation (except any decision of a duly constituted Committee in accordance with the provisions of Bye-Laws/Rules regarding completion of probationary period/confirmation).

   i) Promotions/recruitments (except the promotions/recruitments made on the recommendations of the ASRB Departmental Promotion Committee/Selection Committee, in accordance with the provisions of the Bye-Laws/Rules).

   j) Other working conditions.
Where the grievance is of general applicability or of collective nature, it shall fall outside the scope of this procedure.

3. **GRIEVANCE COMMITTEE**

There shall be a Grievance Committee in each Institute/ Directorate/Laboratory/National Research Centre and at the Headquarters Office of the ICAR.

4. **CONSTITUTION OF GRIEVANCE COMMITTEE**

1) **Institute/Directorate/Laboratory etc. Grievance Committee**

The constitution of Grievance Committee for each Institute/Directorate/Laboratory/ etc. will be as follows:

a) **Director**
   - Chairman

b) **Head of a Division (one)** To be nominated by the Management Committee of the Institute.
   - Member
   - Dr. TB

c) **Chief Administrative Officer/SAO/AO (one)** To be nominated by the Management Committee of the Institute.
   - Do
   - CAO

d) **Chief Accounts Officer/SAO/AO (one)**
   - Do
   - FAO

To be nominated by the Management Committee of the Institute.

e) **Five representatives of employees (one from each of the following categories):**

   i) **Scientific**
      - To be elected
      - Member

   ii) **Technical**
      - To be elected
      - Member

   iii) **Auxiliary**
      - To be elected
      - Member

   iv) **Administrative**
      - To be elected
      - Member

   v) **Supporting**
      - To be elected

   f) **Administrative Officer/AAO (Other than incharge of Administration)**
      - To be nominated by the Director/Head
      - Member Secy.
HEADQUARTERS GRIEVANCE COMMITTEE

The constitution of Grievance Committee for the Head- quarters of ICAR will be as follows:

a) One DDG/ADG
   To be nominated by the DG, ICAR
   - Chairman

b) Scientist/Technical Officer of the
   status of Scientist S-3 Grade or
   above (one)
   To be nominated by DG, ICAR
   - Member

c) Dy. Secretary (one)
   To be nominated by DG, ICAR
   - do-

d) Dy. Director/Under Secretary (one)
   To be nominated by DG, ICAR
   - do-

e) Five representatives of employees in
   the Headquarters (one from each of the
   following categories):

i) Scientific
   - To be elected
   - Member

ii) Technical
   - To be elected
   - Member

iii) Auxiliary
   - To be elected
   - Member

iv) Administrative
   - To be elected
   - Member

v) Supporting
   - To be elected
   - Member

f) Under Secretary (Vigilance)
   - Member Secy.

5. MEMBERSHIP

1) No person who is not an employee of ICAR, shall
   be a member of any Grievance Committee.

2) The term of membership shall be two years.

3) There shall be no bar to re-nomination/re-election
   of a member after the expiry of his term.

6. VACANCIES

1) If a member is transferred from the concerned Unit,
   he shall cease to be a member of the concerned
   Grievance Committee. The resultant Vacancy shall
   be filled for the unexpired period of the term in
   the same manner as the position vacated by the
   member was filled earlier.
2) Vacancy caused by death, retirement, resignation, termination, removal or dismissal, deputation or in any event of the employee ceasing to be employed in the ICAR or the concerned units or otherwise, shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled earlier.

3) Any elected member representing the employees, who without obtaining prior permission of the Chairman of the Grievance Committee, fails to attend three consecutive meetings of the Committee, the resultant Vacancy shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled earlier.

7. ELECTED

The procedure for election of members representing employees is prescribed in Appendix - IV. (Page 48)

8. POWER TO CO-OPT

The Grievance Committee shall have the power to co-opt in a consultative capacity a person(s) employed in the same unit for having particular or special knowledge of a matter under consideration. Such co-opted member(s) shall not be entitled to vote and shall be present at the meeting(s) only for the period during which the particular question is before the Grievance Committee.


Each Grievance Committee shall be reconstituted every two years.

10. SCOPE OF GRIEVANCE COMMITTEE

1) The scope of the Grievance Committee shall be as follows:

a) The Grievance Committee will provide an apparatus in the institutional framework that may:

i) facilitate easy access to individuals for ventilating their own personal grievances;

ii) ensure speedy consideration of grievance and decision thereon;

iii) impart a degree of objectivity and fair-play in the whole process.
b) The Grievance Committee should not look only into technicalities but would help to establish good communication between the office of the Unit and the employees.

c) The Grievance Committee should make every effort to remove misunderstandings and to develop congenial atmosphere in the Unit.

2) The Grievance Committee shall consider only individual grievances of specific nature of an employee raised personally by the concerned aggrieved employee.

3) The Grievance Committee shall not consider:
   a) any grievance relating to subjects for which separate committees exist.
   b) any grievance of general applicability or of collective nature or raised collectively by more than one employee.
   c) any grievance arising out of disciplinary action having been taken against an employee under Disciplinary Rules.

11. MEETING OF THE GRIEVANCE COMMITTEE

1) The Grievance Committee will meet at least once in a month. However, it may also meet more often as and when necessary, at the instance of its Chairman/Member Secretary.

2) The notice of the meeting shall be given by the Member Secretary at least three days prior to the date of meeting.
3) The agenda of the meeting shall be prepared by the Member Secretary taking into account the grievance submitted to him. The agenda papers shall be circulated by the Member Secretary to the Members along with the notice of the meeting.

4) The presence in a meeting of at least six members of the Grievance Committee, comprising a minimum of three elected representative members and three other members, shall be necessary to form a quorum.

5) If in a complaint allegations are made against a member of the Grievance Committee, that member shall not associate himself with the deliberations of the Committee in the concerned case. Similarly, where a member of the Grievance Committee makes a complaint to the Committee, he will not attend the meeting(s) of the Committee, where his representation is being considered by the Committee.

6) The Grievance Committee will evolve its own procedure, on mutually agreed principles, for the conduct of business in the meetings of the Committee, within the framework of this Grievance Procedure. The procedure should be evolved at its first meeting and developed during a few subsequent meetings, if necessary.

7) The Headquarters Administration/Director or Head of Institute, etc. shall arrange for providing necessary accommodation for holding meetings of the Grievance Committee. He shall also provide all necessary facilities to the committee and the member thereof for carrying out the work of the Committee.
8) The Grievance Committee Shall ordinarily meet during working hours of the concerned unit on any working day and the employees representatives shall be deemed to be on duty while attending the meeting.

12. CENTRAL GRIEVANCE CELL

In addition to the Grievance Committee at the ICAR Headquarters/Institute/Bureau/Directorate/Laboratory/National Research Centre/etc., there will be a Central Grievance Cell at the ICAR Headquarters. The constitution of the Central Grievance Cell will be as under:-

1. Dy.DG
   To be nominated by DG - Chairman
2. Director,DARE - Member
3. Director(P) - Member
4. Director(F) - Member
5. Dy. Secretary - Member Sec'y
   To be nominated by DG

13. PROCEDURE FOR REDRESSAL OR GRIEVANCES

1) STAGE I - Verbal representation to Sectional Head

   a) An aggrieved employee may present his grievances verbally in person to his sectional Head within 7 working days from the date on which the cause of grievance or complaint arose or took place.

   b) The Sectional Head will give his verbal reply to the employee within 7 working days from the date of receipt of verbal complaint.

2) STAGE II - Application to Dy. Secretary/CAO/Sr.AO/A.O. Incharge of Administration

   a) If the aggrieved employee is not satisfied with the verbal reply of the sectional Head or if he fails to receive any verbal reply from him within the stipulated period of 7 working days, he may submit an application stating his grievances in Grievance Form-I, prescribed in Appendix-I, in duplicate(s), to Dy.Secretary/CAO/Sr.A.O./A.O. Incharge of Administration within a period of 21 working days from the date on which the cause of grievance arose or took place.
1) Head of the Institute/Bureau/Directorates/Laboratory/National Research Centre/Headquarters Office may, at his discretion, relax this time limit by a period not exceeding 7 working days, where he is satisfied that there are genuine reasons due to which the employee could not submit his grievance within the stipulated time limit of 21 working days.

2) All such grievances shall be acknowledged and entered in the Grievance Register maintained for the purpose, in Form-III prescribed in Appendix-IV, by the Dy. Secretary/CAC/Sr.A.O./A.O. incharge of administration. He will send one copy of the application to the sectional Head concerned for his report and return of the same within 3 working days. The Dy. Secretary/ C.A.O./Sr.A.O./A.O. incharge of administration will also make necessary enquiries from the Sectional Head of the employee and give reply to the employee within 10 days of the date of receipt of grievance in Grievance Form I. The duplicate copy of Grievance Form-I, duly completed and filled in, will be maintained as Office record.

3. STAGE-III-Application to Grievance Committee

a) If the employee is not satisfied with the decision communicated to him by the Dy. Secretary/CAC/Sr.A.O./A.O. incharge of Administration or fails to receive a reply within the stipulated period, he may present his grievance to the Grievance Committee in Grievance Form II, prescribed in Appendix-II, in duplicate, with 10 working days of receipt of reply by him at Stage II or on failure to receive any reply with stipulated period as the case may be, stating the reason why he is not satisfied with the reply received by him at Stage-II.
h) On receipt of written grievance application, in duplicate, in Grievance Form-II, the Member Secretary of the Grievance Committee, shall acknowledge receipt of the application and enter it in the Grievance Register maintains for the "Competent Authority" for his personal action and for return with his comments to the Member Secretary within 10 working days. The "Competent Authority" in this respect will be that authority who can have the grievance addressed.

c) The Member Secretary shall submit to the Grievance Committee all applications of grievances received in Grievance Form-II irrespective of whether any reply has been received from the Competent Authority where such comments have been received these shall also be submitted for consideration of the Grievance Committee along with the grievance application.

d) The Grievance Committee shall consider the grievance in detail and for the purposes may call the aggrieved employee for discussion or for presentation of further facts. The Grievance Committee shall also take into account the comments of the Competent Authority and obtain such further clarification from him as may be deemed necessary. Thereafter, decision shall be taken by the Grievance Committee on the grievance before it. The decision shall be in conformity with the relevant Bye-Laws, Rules and Regulations of ICAR in force.

e) In the event of a unanimous decision of the grievance committee, the decision of the committee along with all the relevant papers shall be placed before the Director/Secretary, ICAR.

f) Normally, the Director/Secretary, ICAR should endeavour to accept and implement the unanimous decision of the Grievance Committee, provided that the said decisions are not in violation of Bye-laws, Rules and Regulations
of ICAR in force, do not have implications on identical
issues in other Units, are within the powers of Director/
Secretary, as the case may be, to authorise such implemen-
tation and are not otherwise incorrect or unacceptable.

g) If, however, Director/Secretary, ICAR finds that the unanimous
decisions of the Grievance Committee are in violation of
the Bye-laws, Rules and Regulations of ICAR in force or have
implications on identical issues in other Units or are not
within the powers of Director/Secretary as the case may be,
to authorise its implementation or is otherwise incorrect or unac-
cceptable he shall call a meeting of the Grievance
Committee and shall discuss the case with the Grievance
Committee in this meeting. He may also call the aggrieved
employee for discussion. Thereafter, the Director/Secretary,
ICAR shall decide the case as he may deem fit and he shall
record his decision giving his views & reasons in detail.

h) In the event of difference of opinion, among the member of
Grievance Committee, the views of the members along with
all the relevant papers, shall be placed before the Director/
Secretary, ICAR and he shall decide the case as he may deem
fit and he shall record his decision giving his views and
reason in detail.

i) The final decision of the Director/Secretary, ICAR shall be
communicated to the aggrieved employee in writing within
10 working days from the meeting of the Grievance Committee
held to decide upon the grievance/discuss it with Director/
Secretary, ICAR.

4. STAGE IV - Application to Central Grievance Cell:—

a) If the employee is not satisfied with the decision of the
director/Secretary, ICAR he may make a representation to the
Central Grievance Cell for redressal of his grievance in
Form-II prescribed in Appendix III, in duplicate within 10
working days of receipt of reply by him at Stage III or on
failure to receive any reply, as the case may be, stating
the reason for not being satisfied with the reply received
by him at Stage III.
b) On receipt of the written grievance application, in duplicate, in Grievance Form III the Member Secretary of the Central Grievance cell shall acknowledge receipt of the application and enter it in the Grievance Register maintained for the purpose and obtain the comments of the Director/Say., ICAR and the findings of the Grievance Committee within 10 working days.

c) The Member Secretary shall submit to the Central Grievance Cell all applications of grievances received in Grievance Form III along with the comments of the Director/Secretary, ICAR and the report of the Grievance Committee.

d) The Central Grievance Cell shall consider the grievance in detail on the basis of the material furnished by the aggrieved comments of the Director/Secretary, ICAR and the findings of the Grievance Committee and take a decision thereon.

e) The decision of the Central Grievance Cell will be intimated by the Member Secretary to the Director/Secretary, ICAR as the case may be who shall communicate the same to the aggrieved employee in writing.

5. STAGE V - Appeal to the Director General, ICAR.
If the employee is still not satisfied with the decision of the Grievance Cell taken on the basis of the findings of the Central Grievance Cell, he shall have the right to appeal to the Director-General, ICAR within 30 working days from the date of receipt of the decision.

13. GENERAL

1. All Grievances, Forms/Applications shall be signed and dated by the aggrieved employee himself.

2. a) If the grievance arises out of an order given by the competent or superior officer, such order shall be complied with before the employee invokes procedure laid down for redressal of grievances.

b) If, however, there is a time lag between the issue of an order and its compliance, the Grievance Procedure may immediately be invoked but the order nevertheless must be complied within the due date.
c) In exceptional cases, where an order if complied with will adversely, materially and substantially affect the aggrieved employee and if it can be reasonably apprehended that it will not be possible to undo the said adverse effect on a subsequent date, the aggrieved employee may apply for redressal of his grievance to the Dy. Secretary/CAD/Sr.A.O./A.O./Incharge of Administration directly in Grievance Form-I at the earliest and may also apply immediately thereafter to the authority which had passed the said order to stay the order till the disposal of his grievance application, mentioning in his stay application, the Grievance Serial Number and date of receipt obtained from the Dy. Secretary/CAD/Sr.A.O./A.O./Incharge of administration and the reason for which the stay order has been requested for. The Officer to whom the application for stay order has been made will consider the application on merit and will pass necessary orders, as he may deem fit, in writing and communicate the same immediately to the aggrieved person.

3) If the grievance of the aggrieved employee is against his immediate supervisor, the aggrieved employee may present his grievance directly in Grievance Form-I to the Dy. Secretary/CAD/Sr.A.O./A.O. incharge of Administration without going through the procedure of making verbal representation to his Supervisor.

4) In the matter of grievances relating to promotion the aggrieved employee will present an application directly in Grievance Form-II, in duplicate, stating his grievances to the Grievance Committee within a period of 21 days from the date of receipt of such promotion order. However, the Director of the Institute/Bureau/Directorate/Laboratory/National Research Centre/etc. Secretary, ICAR may, at his discretion, relax this time limit by a period not exceeding 7 working days where he is satisfied that there are genuine reasons due to which the employee could not submit his grievance within the stipulated time limit.
5. Once a grievance is presented to the Grievance Committee or the Central Grievance Cell, no representation/appeal on the same grievance shall be entertained by any authority in the ECR pending decision of the grievance Committee/ Central Grievance Cell.

6. A grievance placed before the Grievance Committee/ Central Grievance Cell shall not be admitted again for consideration before any other Committee, etc., of the Institute/ Bureau Directorate/Laboratory/National Research Centre/ Headquarters Office, etc.

7. This 'Grievance Procedure' is in addition to the existing machinery of redressal of grievances under the Central Civil Services (Classification, Control and Appeal) rules.

14. DISSOLUTION OF GRIEVANCE COMMITTEE

The Director General/Director of Institute/Bureau/ Laboratory/National Research Centre etc., as the case may be, may after making such enquiry, as he may deem fit, dissolve the concerned Grievance Committee, at any time by an order in writing if he is satisfied that the Committee has not been constituted in accordance with the procedure laid down or that not less than three elected representatives of the employees have, without any reasonable justification, failed to attend three consecutive meetings of the Committee or that the Committee has, for any other reason, ceased to function.

Provide that where a Grievance Committee is so dissolved, the Director-General/Director of the Institute/ Bureau/Directorate/Laboratory/National Research Centre etc., should endeavour to take steps to reconstitute the Committee within 60 days of its dissolution in accordance with the provisions laid down.
APPENDIX - I

Indian Council of Agricultural Research

Name of the Institute/Bureau/Directorate/Laboratory/National Research Centre etc.

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GRIEVANCE FORM - I

PART - I

APPLICATION FOR GRIEVANCE REDRESSAL - TO Dy.SECRETARY/C.A.O./ Sr. A.O./A.O. INCHARGE OF ADMINISTRATION

( TO BE FILLED IN BY THE AGGRIEVED EMPLOYEE CONCERNED)

NOTE : - 1. This Form is to be filled in by the concerned aggrieved employee in duplicate.

2. Only part I of this Form is to be filled in by the concerned aggrieved employee. He must put his dated signature on this Form at the end of Part I as indicated, otherwise, the application will not be entertained.

3. The rest of the Parts of this Form are to be filled in by the Office of Dy.Secrertary/C.A.O./ Sr.A.O./A.O. incharge of administration.
4. This application should be presented by the aggrieved employee to the Dy. Secretary/CAO/Sr.A.O./A.O. in charge of administration and his acknowledgement of receipt in Grievance Form - I, Part IV must be obtained immediately.

5. Please strike off the words/portions not applicable.

6. wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of the every sheet must be duly signed by the concerned person.
NAME ________________________

DESIGNATION ________________________

SECTION/DIVISION ________________________

GRADE ________________________

GRIEVANCE IN BRIEF:

a) Full facts:

b) Redress requested:

Signature of the aggrieved employee.
GRIEVANCE FORM - I

PART - II

INVESTIGATION

(FOR OFFICE USE ONLY)

NOTE:– 1. Part-II of this Form is for action to be taken in the Office of Dy.Secretary/C.A.O./Sr.A.O./A.O. incharge of the Administration and should be maintained in the Office as record.

2. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

<table>
<thead>
<tr>
<th>Grievance Serial No.</th>
<th>Date of Receipt</th>
</tr>
</thead>
</table>

Forwarded for immediate examination and report, to Sectional Head:

Name

Designation

Section/Division

Date forwarded

Signature of Dy.Secretary/C.A.O./Sr.A.O./A.O. incharge of Administration.

Dated
REPORT OF SECTIONAL HEAD

Date of return to Dy. Secretary/CAO/Sr. A.O./A.O. in charge of Administration

Date __________________ Signature of Sectional Head


Date __________________ Signature of Dy. Secretary/CAO/Sr. A.O./A.O. in charge of Administration

GRIEVANCE FORM - I

PART - III

REPLY ON GRIEVANCE

( TO BE GIVEN TO AGGRIEVED EMPLOYEE CONCERNED )

NOTE: - 1. Part III of this Form is for action to be taken in the Office of Dy. Secretary/CAO/Sr. A.O./A.O. in charge of Administration and after completion of investigation should be duly filled in and his acknowledgement of receipt obtained on the duplicate copy of this Part.

2. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.
Name ____________________________
Designation ____________________________
Section/Division ____________________________ Grade ____________________________
Grievance Serial No. ____________________________
Date of receipt ____________________________

Reply of Dy. Secretary/CAO/Sr.A.O./A.O. incharge of Administrationafter investigation mentioning his decision along with reasons:

Date ____________________________
Signature of Dy. Secretary/CAO/Sr.A.O./A.O. incharge of Administration

ACKNOWLEDGEMENT OF THE AGGRIEVED EMPLOYEE

Grievance Serial No. ____________________________

Received a copy of reply in Grievance Form, Part III.

Dated ____________________________
Signature of the aggrieved employee.

Name ____________________________
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GRrievANCE FORM - I

PART - IV

Acknowledgement

(To be given to aggrieved employee concerned)

Note: Part IV of this Form is to be filled in by the Office of Dy. Secretary/CAG/Sr.A.O./A.O. in charge of Administration immediately on receipt of application for grievance redressal in Form-I, Part-I and given to the concerned employee as acknowledgement and his acknowledgement of receipt be obtained on the duplicate copy of this Part.

Received an application for grievance redressal in Grievance Form-I, from:

Name ____________________ Designation ____________________

Section/Division _______ Grade _______

Grievance Serial No. _______

Date of Receipt _______

Date _______

Signature of Dy. Secretary/CAG/Sr.A.O./A.O. in charge of Administration

Acknowledgement of the aggrieved employee

Grievance Serial No. _______

Received a copy of acknowledgement in grievance Form-I, Part-IV.

Date _______

Signature of the aggrieved employee.

Name _______
APPLICANT FOR GRIEVANCE REDRESSAL - TO GRIEVANCE COMMITTEE

(To be filled in by the aggrieved employee concerned)

Note: 1. This form is to be filled in by the concerned aggrieved employee in duplicate.

2. Only 'Part-I' of this form is to be filled in by the concerned aggrieved employee. He must put his dated signature on this form at the end of Part-I as indicated, otherwise the application will not be entertained.

3. The rest of the Parts of this form are to be filled in by the Office of Member Secretary, Grievance Committee.

4. This application should be presented by the aggrieved employee to the Member Secretary Grievance Committee and his acknowledgement of receipt of Grievance Form-II Part VI, must be obtained immediately.

5. Please strike off the words/portsions not applicable.

6. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this form. Reference of the appropriate sheet number should be made in the relevant column of this form. Each page of every sheet must be duly signed by the concerned person.

Name ___________________________ Designation ________

Section/Division_________ Grade ________
Whether you had applied earlier in Grievance Form-I: Yes/No

1. If the answer to the above is 'Yes', please give following details:

Grievance Serial No. __________________________ Date of receipt by Dy. Secretary/CAO/Sr.A.O./A.O. incharge of Administration

Date of reply of Dy. Secretary/CAO/
Sr. A.O./A.O. incharge of Administration

Brief decision communicated in the reply:

Reason for appeal:

Redress Request:
(2) If the answer to above is 'NO', please follow the details:

Reason for not applying in Form-I:

Grievance in brief:

(a) Full facts:

(b) Redress requested:

Date ______________  Signature of the aggrieved employee.
Note: 1. Part II of this form is for action to be taken in the office of the Member Secretary, Grievance Committee and should be maintained in the Office as record.

2. "Competent Authority" referred to below should normally be the authority who can have the grievance redressed.

3. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Grievance Serial No. ___________ Date of Receipt ___________

Name of the aggrieved employee ____________________________

Forwarded for immediate examination and comments, to the competent authority. ____________________________

Designation ____________________________

Section/Division ____________________________

Date forwarded ____________________________

Date ____________________________

Signature of Member Secretary, Grievance Committee.

Comments of the "Competent Authority".
Date of return to Member Secretary, GRIEVANCE COMMITTEE

Date ________________________________

Signature of the "Competent Authority".

GRIEVANCE FORM-II

PART III

PROCEEDINGS OF GRIEVANCE COMMITTEE

(For office use only)

Note: 1. Part III of this Form is for action to be taken in the Office of the Member Secretary, Grievance Committee and should be maintained in the Office as record.

2. Please strike off the works/portions not applicable.

3. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Grievance Serial No. __________________

Name of the aggrieved employee __________________

Date on which grievance put up to Grievance Committee

1. __________________

2. __________________

3. __________________

4. __________________

5. __________________

6. __________________

Date on which decided by Grievance Committee __________________
Decision: Unanimous/Not Unanimous

Details of decision/views of Grievance Committee along with reasons:

Date ___________________________  Signature of Member Secretary
Grievance Committee

Signature of Chairman
Grievance Committee

Date forwarded to Director/Secretary, ICAR for decision

Date ___________________________  Signature of Member Secretary, Grievance Committee.
Grievance Form-II
PART-IV
ACTION BY DIRECTOR/SECRETARY, ICAR
(For office use only)

Note: 1. Part-IV of this form is for action to be taken in the office of director/Secretary, ICAR and should be maintained in the office as record.

2. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this part of the form. Reference of the appropriate sheet number should be made in the relevant column of this form. Each page of every sheet must be duly signed by the concerned person.

Grievance Serial No. ________________________________

Name of the aggrieved employee ________________________________

Applicable only in the case of difference of opinion in Grievance Committee (Decision not unanimous):

Discussed with Grievance Committee on the (Date

Discussed with aggrieved employee on (date) __________

Applicable in all cases whether Grievance Committee's Decision is unanimous or not:

Date of final decision __________

Details of final decision along with reasons:—
GRIEVANCE FORM-II

PART-V

(To be given to employee concerned)

Note: 1. Part-V of this Form is for action to be taken in the office of the Member Secretary, Grievance Committee and should be duly filled in after the final decision of Director/Secretary, ICAR is received by him in Part IV of this Form and should be given to the concerned employee and his acknowledgment of receipt be obtained on the duplicate copy of this part.

2. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Name ___________________________ Designation ___________________________

Section/Division __________________ Grade __________________

Grievance Serial No. ___________ Date of Receipt ___________

Final decision with reasons of Director/Secretary, after consideration of decision of Grievance Committee.
ACKNOWLEDGEMENT OF THE AGGRIEVED EMPLOYEE

Grievance Serial No. ____________

Received a copy of reply in Grievance Form-II, Part-V.

Date ________

Signature of the aggrieved employee.

Name ________

GRIEVANCE FORM-II

PART-VI

ACKNOWLEDGEMENT

(To be given to aggrieved employee concerned)

Note: Part VI of this form is to be filled in by the office of the Member Secretary, Grievance Committee, immediately on receipt of application for grievance redressal in Form-II, Part-I, and given to the concerned employee as acknowledgement and his acknowledgement of receipt be obtained on the duplicate copy of this Part.

Received an application for grievance redressal in Grievance Form-II from:

Name ________

Designation ________

Section/Division ________

Grade ________

Grievance Serial No. ________

Date of Receipt ________

Date ________

Signature of Member Secretary, Grievance Committee.
ACKNOWLEDGEMENT OF THE aggrieved employee

Grievance Serial No. _______________________

Received a copy of acknowledgment in Grievance Form-II, Part-VI.

Date ____________________________

Signature of the aggrieved employee _______________________

Name ______________________________
APPENDIX-III

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

Name of the Institute/Duerau/Directorate/Laboratory/ National Research Centre etc.

GRIEVANCE FORM-III

PART-I

APPLICATION FOR GRIEVANCE REDRESSAL = TO CENTRAL GRIEVANCE CELL

(To be filled in by the aggrieved employee concerned)

Note:
1. This form is to be filled in by the concerned aggrieved employee in duplicate.
2. Only Part-I of this form is to be filled in by concerned aggrieved employee. He must put his dated signature on this form at the end of Part-I as indicated, otherwise the application will not be entertained.
3. The rest of the Parts of this form are to be filled in by the office of Member Secretary, Central Grievance Cell.
4. This application should be presented by the aggrieved employee to the Member Secretary Central Grievance Cell and his acknowledgment of receipt in Grievance Form-III Part VI, must be obtained immediately.
5. Please strike off the words/portions not applicable.
6. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this form. Reference of the appropriate sheet number should be made in the relevant column of this form. Each page of every sheet must be duly signed by the concerned person.

Name ____________________________  Designation ____________________________

Section/Division ____________________  Grade ____________________________
Whether you had applied earlier in Grievance Form:—

_Yes/No_

1. If the answer to the above is Yes, please give following details:—

Grievance Serial No.:________

date of receipt________

by Member Secretary,
Grievance Committee.

Date of Reply of Directors/
Secretary, ICAR

Brief decision communicated
in the reply:

Reason for appeal:

Redress Requested:

Signature of the aggrieved employee.
GRiEVANCE FORM-II

PArT-II

I.N.V.E.S.T.I.G.A.T.I.O.N

(For office use only)

Note: 1. Part-II of this Form is for action to be taken in the office of the Member Secretary, Central Grievance Cell and should be maintained in the office as record.

2. "Competent Authority" referred to below should normally be that authority who can have the grievance redressed.

3. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Grievance Serial No. Date of Receipt

Name of the aggrieved employee

Forwarded for immediate examination and comments, to the competent authority.

Name

Designation

Section/Division

Date forwarded

Date

Signature of Member Secretary, Central Grievance Cell.

Comments of the "Competent Authority"
Date of return to Member Secretary, Grievance Cell

Date

Signature of the "Competent Authority"

---

GRIEVANCE FORM-III
PART-III

PROCEEDINGS OF GRIEVANCE CELL
(For office use only)

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Note: - 1. Part III of this Form is for action to be taken in the office of the Member Secretary, Central Grievance Cell and should be maintained in the office as record.

2. Please strike off the words/ portions not applicable.

3. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

---

Grievance Serial No. __________

Name of the aggrieved employee __________

---

Dates on which grievance put up to Central Grievance Cell

1. __________ 2. __________

3. __________ 4. __________

5. __________ 6. __________

Date on which decided by Central Grievance Cell __________
| Decision: | Unanimous/Not Unanimous |

Details of decision/views of Central Grievance Cell along with reasons:

| Date | Signature of Member Secretary Central Grievance Cell | Signature of Chairman Central Grievance Cell |

Date forwarded to Director/Secretary, ICAR for decision

| Date | Signature of Member Secretary, Central Grievance Cell |
GRIEVANCE FORM-III
PART-IV
ACTION BY DIRECTOR/SECRETARY, ICAR
(For office use only)

Notes: 1. Part-IV of this form is for action to be taken in the office of Director/Secretary, ICAR and should be maintained in the office as record.

2. Whether the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this part of the form. Reference of the appropriate sheet number should be made in the relevant column of this form. Each page of every sheet must be duly signed by the concerned person.

Grievance Serial No. _________________________

Name of the aggrieved employee _________________________

Applicable only in the case of difference of opinion in Central Grievance Cell (Decision not unanimous):-

Discussed with Central Grievance Cell on the (date) _________________________

Discussed with aggrieved employee on (date) _________________________

Applicable in all cases whether Central Grievance Cell's Decision is unanimous or not:

Date of final decision _________________________

Details of final decision along with reasons: -
Date of return to Member Secretary, Grievance Cell

Date __________________ Signature of Director/Secretary, ICAR

GRIEVANCE FORM-III

PART-V

(To be given to employee concerned)

Note: 1. Part-V of this Form is for action to be taken in the Office of the Member Secretary, Grievance Cell and should be duly filled in after the final decision of Director/Secretary, ICAR is received by him in Part IV of this Form and should be given to the concerned employee and his acknowledgment of receipt be obtained on the duplicate copy of this part.

2. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Name __________________________ Designation ______________________

Section/Division__________________ Grade __________________________

Grievance Serial No. _____________ Date of receipt ________________

_________________________________________

Final decision with reason of Director/Secretary, ICAR after consideration of decision of Central Grievance Cell
Date __________________ Signature of Member Secretary, Central Grievance Cell

ACKNOWLEDGEMENT OF THE AGGRIEVED EMPLOYEE

Grievance Serial No. __________________

Received a copy of reply in Grievance Form-III, Part-V.

Date __________________ Signature of the aggrieved employee

Name __________________

GRIEVANCE FORM-III

PART-VI

ACKNOWLEDGEMENT

(To be given to aggrieved employee concerned)

Note: Part VI of this form is to be filled in by the Office of the Member Secretary, Central Grievance Cell, immediately on receipt of application for grievance redressal in Form-II, Part-I, and given to the concerned employee as acknowledgement and his acknowledgement of receipt be obtained on the duplicate copy of this Part.
Received an application for grievance redressal in Grievance Form-III form:

Name ___________________________  Designation ___________________________

Section/Division ___________________  Grade ________________________________

Grievance Serial No. ________________  Signature of Member

Secretary, Central
Grievance Cell

______________________________

ACKNOWLEDGEMENT OF THE AGGRIEVED EMPLOYEE

Grievance Serial No. ________________

Received a copy of acknowledgement in Grievance Form-II, Part VI.

Date _____________________________

Signature of the aggrieved employee.

Name _____________________________
**FORM-III**

**GRIEVANCE REGISTER FORM**

Grievance Serial No. ____________________

Aggrieved employee ____________________

Name ____________________ Designation ____________________

Section/Division ____________________ Grade ____________________

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 appendix V

procedure for election of employee representatives on grievance committee

1. Electoral Constituencies

The employees in Headquarters/Institute/Bureau/Directorate/Laboratory/National Research Centre, etc. of ICAR, as the case may be, entitled to vote, shall be divided into the following five electoral constituencies:

(a) Scientific
(b) Technical
(c) Auxiliary
(d) Administrative
(e) Supporting

2. Qualification of candidates for Election

An employee of not less than 21 years of age and with a continuous service of not less than six months in ICAR including its Headquarters/Institute/Directorate/Laboratory etc. may, if nominated as provided hereinafter, be a candidate for election as a representative of the employees on the Grievance Committee of the concerned Headquarters/Institute/Bureau/Directorate/Laboratory/National Research Centre.

Provided that the service qualification shall not apply to the first election in the Headquarters/Institute/Bureau/Directorate/Laboratory/National Research Centre, etc. which has been in existence for less than six months.

3. Qualification for voters

All employees who are not less than 21 years of age and who have put in not less than six months' continuous service in the ICAR, including its Headquarters/Institute/Bureau/Directorate/Laboratory/National Research Centre etc. shall be entitled to vote for electing representatives of the employees to the Grievance Committee of the concerned Headquarters/Institute/Bureau/Directorate/Laboratory/National Research Centre etc.

Contd/...
Provided that the service qualification shall not apply to the first election in Headquarters/Institute etc. which has been in existence for less than six months.

4. **Procedure for election**

   (1) The Director General/Director of Institute/Bureau/ Directorate/Laboratory/National Research Centre etc. shall nominate an office for conducting the elections of employees' representatives on the Grievance Committee and for purposes related thereto.

   (2) The officer nominated for the purpose shall fix a date as closing date for receiving applications from candidates for election as employees representatives on the Grievance Committee.

   (3) For holding the election, the officer nominated for this purpose shall also fix a date which shall not be earlier than 3 days and later than 15 days after the closing date for receiving nominations.

   (4) The date so fixed shall be notified at least 7 days in advance to the employees. Such notice shall be put on the notice board or given an adequate publicity amongst the employees. The notice shall specify the number of seats to be elected by various categories/classes/constituencies of employees.

5. **Nomination of candidates for election**

   (1) Every nomination shall be made on a nomination paper in Form 'A' prescribed in Annexure-(i) copies of which shall be supplied by the officer nominated for the purpose to the employees requiring them.

   (2) Each nomination paper shall be signed by the proposer, by the candidate to whom it relates and also attested by at least two voters. Only a voter belonging to the concerned electoral constituency shall be eligible to be a proposer. Similarly, attestation shall be made only by the voters belonging to the concerned electoral constituency. The same person shall not be Contd/...
eligible to be a proposer as well as an attester. The completed nomination paper shall be delivered to the officer nominated for the purpose.

6. Scrutiny of nomination papers.

(1) On the day following the last day fixed for filling nomination papers, the nomination papers shall be scrutinised by the officer nominated for the purpose in the presence of the candidate and the attesting persons.

Provided that where a candidate or an attesting person is unable to be present at the time of scrutiny, he may send a nominee for the purpose who is an employee of the concerned Headquarters/Institute/Institute/Directorate/Laboratory/National Research Centre etc. duly authorised in Form 'B' prescribed in Annexure-(ii).

(2) Those nomination papers which are not valid, shall be rejected;

(3) A nomination paper shall be held to be not valid if:

(a) the candidate nominated is ineligible for membership under para 2 mentioned hereinbefore, or

(b) the requirements of para 5(2) mentioned thereinbefore have not been complied with.

7. Withdrawal of candidates validly nominated:

Any candidate whose nomination for election has been accepted may withdraw his candidature within 48 hours of the scrutiny of nomination papers.

8. Voting in Election:

(1) If the number of candidates who have been validly nominated is equal to the number of seats, the candidates shall be forthwith declared duly elected.
(2) If in any constituency the number of candidates is more than the number of seats allotted to it, voting shall take place on the day fixed for election.

(3) The voting shall be by secret ballot.

(4) The voting shall be conducted by the officer nominated for the purpose.

(5) Every employee entitled to vote at an electoral constituency, shall have only one vote which he shall be entitled to cast only in favour of any one candidate.

9. Arrangements for election:

The officer nominated for the purpose by the Director-General/Director of the Institute/Bureau/Directorate/Laboratory/National Research Centre etc. as the case may be, shall be responsible for all arrangements in connection with the election.

ANNEXURE(i)

(Appendix-V)

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

FORM 'A'

FORM OF NOMINATION PAPER FOR GRIEVANCE COMMITTEE ELECTION

Name of Institute/Bureau/Directorate/Laboratory/National Research Centre/ICAR Headquarters

(1) I nominate the following employee of the Headquarters/Institute/Bureau/Directorate/Laboratory/National Research Centre/ as a candidate for election to the Grievance Committee.

(2) He is eligible as a voter in the constituency for which he is nominated.

Contd/...
(3) He is also eligible for election to the Grievance Committee as a representative of employees of the concerned constituency.

Name of the person nominated: Shri/Smt./Km.________________________

Designation: _______________________________________________________

Section/Department: ____________________________________________________________________________

Constituency to which he belongs: Scientific/Technical/Auxiliary/Administrative/Supporting

__________________________

Signature of the proposer: Shri/Smt./Km.________________________

Name of the proposer: _______________________________________________

Designation: _______________________________________________________

Section/Department: ________________________________________________

Constituency: Scientific/Technical/Auxiliary/Administrative/Supporting.

I agree to the proposed nomination.

Date: ____________ Signature of the candidate: ________________________________________________
Attested by:

(1) Signature of a voter belonging to the electoral constituency.

Shri/Smt./Km. ____________________________

Designation ____________________________

Section/Department ______________________

Constituency: Scientific/Technical/Auxiliary/Administrative/Supporting.

(2) Signature of a voter belonging to the electoral constituency.

Shri/Smt./Km. ____________________________

Name of the Voter ________________________

Designation ____________________________

Constituency: Scientific/Technical/Auxiliary/Administrative/Supporting.

Note: (1) Please strike off the words/portions not applicable.
(2) The proposer must be a voter belonging to the concerned electoral constituency.
(3) Attestation is to be made by two voters belonging to the concerned electoral constituency.
(4) The same person shall not be the proposer as well as attester.
ANNEXURE-(II)
(APPENDIX-V)

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

FORM - 'B'

FORM OF AUTHORISATION FOR REPRESENTATIVES IN SCRUTINY OF
NOMINATION PAPERS IN GRIEVANCE COMMITTEE ELECTION

Name of the Headquarters/
Institute/Bureau/Directorate/
Laboratory/National Research
Centre.

1. I, hereby, authorise the following employee of the
Headquarters/Institute/Bureau/Directorate/Laboratory/
National Research Centre to represent me for the purpose
of scrutiny of nomination papers in the election to the
Grievance Committee as I shall be unable to be present.

2. I am a candidate/attestor of nomination paper of a
candidate in the said election as mentioned below.

Name of the candidate for
election

Constituency of the
candidate

Name of the person authorised

Designation

Section/Department
Date __________________

Signature of candidate/attester of nomination paper authorising.

Shri/Smt./Km. __________________

Name of the candidate/attester of nomination paper authorising.

Designation __________________

Section/Department __________________

I agree to represent the candidate/attester of nomination paper as authorised above.

Date __________________

Signature of the person authorised.

Name __________________

The above signature of the person authorised is attested by me.

Date __________________

Signature of candidate/attester of nomination paper and authorising.

Note: Please strike off the words/portions not applicable.