INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI 110 001

GRIEVANCE REDRESSAL PROCEDURE

(a)

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INDIAN COUNCIL OF AGRICULTURAL RESEARCH
GRIEVANCE REDRESSAL PROCEDURE

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/Bureaus/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**

   ‘A’

   1. Institute/Directorate/Laboratory etc. Grievance Committee

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

   (a) Director

   (b) Head of a Division (one) (To be nominated by the Management Committee of the Institute)

   - - Chairman

   - - Member

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2. Headquarters Grievance Committee
The constitution of Grievance Committee for the Headquarters of the 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) - Member

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

(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 the ICAR, shall be a member of any Grievance Committee
(2) The term of membership shall be two years
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 meeting 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.

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.

9. TERMS OF 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 fairplay 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 grievances 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, when 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 (P)
   - Member
5. Dy Secretary - Member-Secy.
   (To be nominated by DG)

13. PROCEDURE FOR REDRESSAL OF 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/AO 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 grievance in Grievance Form-I prescribed in Appendix-I, in duplicate, to Dy Secretary/CAO/Sr AO/AO Incharge of Administration within a period of 21 working days from the date on which the cause of grievance arose or took place.
   (b) Head of the Institute/ Bureau/ Directorate/ 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.
   (c) 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/CAO/Sr. AO/ AO Incharge of Administration. He will send one copy of the application to the sectional Head concerned for his report and return the same within 3 working days. The Dy Secretary/CAO/Sr. AO/AO Incharge of Administration will also make necessary enquiries from the Sectional Head of the employee and given 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/CAO/Sr AO/AO 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-2) in duplicate, within 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.
   (b) 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 maintained for the “Competent Authority” for his perusal and 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 redressed.
The Member-Secretary shall submit to the Grievance Committee all application 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 Committees along with the grievance application.

The Grievance Committee shall consider the grievance in detail and for the purpose 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 the ICAR in force.

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.

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 violation of Bye-laws, Rules and Regulations of the ICAR in force, do not have implications on identical issues in other Units, are within the power of Director/Secretary, as the case may be, to authorize such implementation and are otherwise incorrect or unacceptable.

If, however, Director/Secretary, ICAR, finds that the unanimous decisions of the Grievance Committee are in violation of the Bye-laws, Rules and Regulation of the 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 authorize its implementation or is otherwise incorrect or unacceptable, 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 and reasons in detail.

In the event of difference of opinion, among the members 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 reasons in detail.

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 to help decide upon the grievance/discuss it with Directory/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/Secy, 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. State 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 affect, materially and substantially the aggrieved employees and if it can be reasonably apprehended that it will not be possible to undo the said adverse affect on a subsequent date, the aggrieved employee may apply for redressal of his grievance to the Dy Secretary/CAO/ Sr AO/AO 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 no. and date of receipt obtained from the Dy. Secretary/CAO/ Sr AO/AO 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 employees is against his immediate supervisor, the aggrieved employee may present his grievance directly in Grievance Form-I to the Dy Secretary/CAO/ Sr AO/ AO 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 ICAR, pending decision of the grievance Committee/ Central Grievance Cell.

6. Grievance placed before the Grievance Committee and 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.

DISOLUTION 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.

Provided 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.
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

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

GRIEVANCE FORM - I

PART - I

APPLICATION FOR GRIEVANCE REDRESSAL - TO DY. SECRETARY/ CAO/ SR. A.O./ A.O. INCHARGE
OF ADMINISTRATION

(TO BE FILLED IN BY THE AGGRAVATED 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. Secretary/
CAO/ Sr. AO/ AO Incharge of Administration.
4. This application should be presented by the aggrieved employee to the Dy. Secretary/
CAO/ Sr. A.O./ A.O. Incharge 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/ CAO/ Sr. A.O./ A.O. Incharge of 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.

Grievance Serial No. __________________________ Date of Receipt ____________

Forwarded for immediate examination and report, to Sectional Head.

Name __________________________
Designation __________________________
Section/ Division __________________________

Date forwarded __________________________

Dated __________________________

Signature of Dy. Secretary/ CAO/ Sr. A.O./ A.O. Incharge of Administration
REPORT OF SECTIONAL HEAD

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

Date ____________________

Signature of Sectional Head


Signature of Dy. Secretary/CAO/Sr. A.O./A.O. Incharge of Administration

Dated ________________

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. Incharge 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 Number ____________________

Date of receipt ____________________

Reply of Dy. Secretary/CAO/Sr. A.O./A.O. Incharge of Administration after investigation mentioning his decision along with reasons:

Signature of Dy. Secretary/CAO/Sr. A.O./A.O. Incharge of Administration

Dated ________________
ACKNOWLEDGEMENT OF THE AGGRIEVED COMMITTEE

Grievance Serial No. ______________________
Received a copy of reply in Grievance Form, Part III.

Dated ________________

Signature of the aggrieved employee.

Name ______________________
GRIEVANCE 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/ CAO/ Sr. A.O./ A.O. Incharge of Administration immediately on receipt of application for grievance redressal Form - 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 ___________________________

Dated ___________________________

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 acknowledgement in grievance Form - I, Part - IV.
Date ___________________________

Signature of the aggrieved employee.

Name ___________________________
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

GRIEVANCE FORM - II
PART - I

APPLICATION 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 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 in Grievance Form - II 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. Those 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 requested:

2. If the answer to above is ‘NO’, please give following details:

Reason for not applying in Form - I:

Grievance in brief:
(a) Full facts:

(b) Redress requested:

Date __________________ Signature of the aggrieved employee.
GRIEVANCE FORM - II

PART - II
INVESTIGATION

(For Office use only)

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 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, Grievance Committee.

Comments of the "Competent Authority".

Date of return to Member Secretary, Grievance Committee

Date ________________
Signature of the "Competent Authority".
GRIEVANCE FORM - III

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 ____________________

<table>
<thead>
<tr>
<th>Date on which grievance put up to Grievance Committee</th>
<th>1. __________________ 2. __________________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3. __________________ 4. __________________</td>
</tr>
<tr>
<td></td>
<td>5. __________________ 6. __________________</td>
</tr>
</tbody>
</table>

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 Committee ______________________________________

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:

Date of return to Member Secretary, Grievance Committee ______________________________________

Date ____________  ____________________

Signature of Director/Secretary, ICAR

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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 acknowledgement 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.

Date ________________
Signature of Member Secretary, 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 Committee 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 acknowledgment 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 ________________________________

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INDIAN COUNCIL OF AGRICULTURAL RESEARCH

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. Those 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
INVESTIGATION
(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 sheet 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
PROCEDURES OF GRIEVANCE CELL
(For office use only)

Note: 1. Part III of this Form is for action to be taken by 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. References 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>Name of the aggrieved employee</th>
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<tr>
<th>Dates on which grievance put up to Central Grievance Cell</th>
<th>1. __________________ 2. __________________</th>
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Date on which decided by Central Grievance Cell

Decision: Unanimous/ Not Unanimous

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature of Member Secretary Central Grievance Cell</th>
<th>Signature of Chairman Central Grievance Cell</th>
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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)

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 Form. References 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 decisions 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 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

ACKNOWLEDGMENT 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 ___________
PART VI
ACKNOWLEDGMENT
(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 acknowledgment and his acknowledgement of receipt be obtained on the duplicate copy of this Part.

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

Name ___________________________ Designation ___________________________

Section/ Division ___________________________ Grade ___________________________

Grievance Serial No. ___________________________

Signature of Member Secretary, Central Grievance Cell

Acknowledgment 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 ___________________________
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

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

FORM - III
GRIEVANCE - REGISTER FORM

Grievance Serial No. ____________________________

Aggrieved employee: Name ____________________ Designation _______________

Section/ Division ____________________ Grade ____________________

<table>
<thead>
<tr>
<th>GRIEVANCE FORM - I</th>
<th>GRIEVANCE FORM - II</th>
<th>GRIEVANCE FORM - III</th>
<th>APPEAL</th>
<th>REMARKS</th>
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<tr>
<td>(GRIEVANCE COMMITTEE)</td>
<td>(CENTRAL GRIEVANCE CELL)</td>
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<tr>
<th>Date received</th>
<th>Reply-Officer incharge</th>
<th>Date received</th>
<th>Reply-Director/Secretary, ICAR</th>
<th>Date received</th>
<th>Reply-Director/Secretary, ICAR</th>
<th>Date received</th>
<th>Reply-DG, ICAR</th>
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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, etc.

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.

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 officer for conducting the election 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 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 filing 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/ Bureau/ 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)
INSTITUTE OF AGRICULTURAL RESEARCH
FORM - 'A'
FORM OF NOMINATION PAPER FOR GRIEVANCE COMMITTEE ELECTION
Name of Headquarters/ 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.
(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

____________________________
____________________________

Designation

____________________________

Section/ Department

____________________________

Constituency to which he belongs:

Scientific/ Technical/
 Auxiliary/ Administrative/
 Supporting

Date ______________

Signature of the proposer

____________________________
____________________________

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.
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
FORM - ‘B’
FORM OF AUTHORIZATION FOR REPRESENTATIONS 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/ attester 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.