

**No.12029/07/2020-Ad.V**  
**Government of India**  
**Ministry of Home Affairs**

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North Block, New Delhi – 110001.  
Dated the 03 November, 2020.

**ORDER**

**Subject: Setting up of Internal Grievance Redressal Committee at work place for persons belonging to Scheduled Castes community.**


In pursuance of recommendation of National Commission for Scheduled Castes (NCSC), an Internal Grievance Redressal Committee for employees belonging to Scheduled Castes community is hereby constituted for MHA (P) including DOJ & DOL :-

(i)	Smt. Saheli Ghosh Roy, JS(CIC)	-	Chairman
(ii)	Sh. Rajendra Kumar Kashyap, JS, Department of Justice	-	Member
(iii)	Sh. P.C. Guite, DS & Liaison Officer	-	Member
(iv)	Sh. Anil Subramaniam, Dir(WS)	-	Member
(v)	Ms. Ranjita Rashmi, Dir(Procurement)	-	Member

2. The Committee may co-opt other Members, as per requirement.
3. The Committee shall examine the complaints from SC employees in service matter including: -
  - (i) Non- maintenance of reservation roster and not filling up of reserved vacancies.
  - (ii) Discrimination in promotion/ seniority/ MACP/ACP.
  - (iii) Non-appointment on compassionate grounds,
  - (iv) Downgrading of APARs,
  - (v) Termination/ dismissal from services,
  - (vi) Discrimination in transfer / posting,
  - (vii) Denial of pensionary benefits and disbursement of pay arrears etc.
4. The Committee will examine the complaints and submit its report within one month to Home Secretary.

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5. Ad.V Section of the Ministry shall provide secretariat assistance to the Committee and prepare and submit Quarterly report to the Commission with approval of Competent Authority in the Ministry.

  
(S.K. Jha)

Deputy Secretary to the Govt. of India  
Tel. No. 2309 3029

To

All Members of the Committee

Copy to :

1. National Commission for Scheduled Castes (Sh. C.S. Verma, Director), 5<sup>th</sup> Floor, Loknayak Bhawan, Khan Market, New Delhi-110003 w.r.t. their letter No. 39/Misc-2/IGR Committee/2020/SSW-I dated 29.07.2020.
2. JS(P-II) / Other JSs for CAPFs/ CPOs & Delhi Police.
3. ✓ SO(IT) for uploading on e-office and Ministry's website.

Copy also to : -

1. PSO to HS
2. Sr. PPS to SS(P)
3. Sr. PPS to JS(A)
4. Sr. PPS to JS(DOJ)

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By Speed Post



Government of India

National Commission for Scheduled Castes

(A Constitutional body set up under Article 338 of the Constitution of India)

File No. 39/Misc-2/IGR Committee/2020/SSW-I

5<sup>th</sup> Floor, Loknaya Bhawan,  
Khan Market,  
New Delhi-110003  
Dated: 29.07.2020

To

The Secretary  
Ministry of Home Affairs  
North Block, Central Secretariat  
New Delhi-110001

JJS(wss)

**Subject: Setting up of Internal Grievance Redressal Committee at work place for persons belonging to Scheduled Castes community.**

Sir/Madam,

In order to seek relief under Article 338 of the Constitution and keeping in view the safeguards provided to the SC persons, the employees approach to the Commission from time to time. The nature of complaints received in service division are (i) Non maintenance of reservation roster and not filling up of reservation vacancies, (ii) Discrimination in promotion/seniority/MACP/ACP, (iii) Non appointment/compassionate grounds, (iv) Downgrading of APAR's, (v) Termination /dismissal from services, (vi) Discrimination in transfer/posting (vii) Denial of pensionary benefits and disbursement of pay arrears etc. It has been seen that thousands of complaints are registered in the Headquarter besides the State offices. In the year 2019-20, more than 6500 complaints of service matters were registered in the Headquarters of New Delhi, besides thousands of cases were also registered in the state offices of NCSC.

2. To ensure active participation of various Govt. Departments in redressal of employment/ services related grievances of SC employees, Commission recommends that: An "Internal Grievance Redressal Committee" of 4-5 members be constituted by each at Govt. of India (Ministry/ Departments level), State Govt. (Ministry / Department level) and also in the PSUs. Suggested composition of the committee has been indicated as under:

(i)	SAG level officer of Department	Chairperson
(ii)	SAG level officers of External Department/NGO	Member (Scheduled Castes Member)
(iii)	Chief Liaison Officer/Liaison Officer (not below the rank of Director)	Member (SC Member)
(iv)	Director level Officer	Member (Having good knowledge of rules & procedure of Govt. of India)
(v)	One lady SC Officer of Director level	Member

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3. The Internal Grievance Redressal Committee will examine the complaints of the employees and to find out the genuineness of the complaint and simultaneously the Committee will submit its report within one month to the Head of Organization. The Head of Organization will monitor the case and submit a quarterly report to the Commission through its Ministry in the following format:

Sl. No.	No. of cases (registered)	No. of successful cases	No. of Unresolved cases	Action taken against willful defaulting officer(s)	Remarks
1	2	3	4	5	6

4. It is further requested that similar action may be taken by the Central PSU's under the administrative control of the Ministry/Department. The concerned Ministry/Department are requested to communicate the same to the CPSU's with a copy to the Commission.

This issues with the approval of the competent authority.

Yours faithfully,

 29/07/20

(C.S. Verma)

Director

Tele No.: 011-24624185