



अखिल भारतीय आयुर्विज्ञान संस्थान , बिलासपुर
हिमाचल प्रदेश - १७४०३७
All India Institute of Medical Sciences, Bilaspur
Himachal Pradesh-174037
<https://aiimsbilaspur.edu.in>
e-mail:- establishment.aiimsbilaspur@gmail.com
01978-292575



AIIMS-BLS (A)/Grievance/(4)/23- 2215

21 August 2023

OFFICE ORDER

Sub: Reconstitution of the 'Grievance Redressal Committee' (GRC) – Reg.

In supersession of Office Order No AIIMS-BLS(A)/21-542 dated 14 June 2021, Grievance Redressal Committee (GRC) comprising of the following members is hereby reconstituted to address the staff (regular/deputation) grievances about discrimination, harassment or any other employment-related decision or behavior which an employee can think as discriminatory, unfair, or unjust. The committee shall consist of the following members:

Sr. No	Designation	Position in the Committee
(a)	Prof. (Dr.) Dinesh Kumar Verma, Medical Superintendent	Chairperson
(b)	Prof. (Dr.) Sanjay Vikrant, Dean (Academics)	Member
(c)	Deputy Director (Administration)	Member
(d)	Accounts Officer / Administrative officer	Member Secretary
(e)	Nursing Superintendent	Member
(f)	Consultant (Legal)	Member
(g)	Liaison Officer for SC/ST/OBC/Minority	Member
(h)	Faculty Representative	Member
(j)	Nursing Representative (woman representative)	Member
(k)	Representative from Group B Staff	Member
(l)	Representative from Group C Staff	Member

TOR: The Terms of Reference (TOR) of the GRC shall be as under:

1. The committee shall consider all grievances submitted in writing by an individual member of the staff regarding employment, working conditions and any other alleged injustice done to an employee while discharging his duties at the Institute.
2. The committee shall have access to all files or documents relevant to the grievance, subject to approval of Competent Authority.
3. The committee shall not try to mediate or resolve matters coming within the preview of ICCW and / or Protection of Civil Rights Act 1955 / SC, ST (Prevention of Atrocities) Act 1989. Such matters will be referred to the respective committees for further action/investigation after prima facie ascertaining the authenticity of the facts.
4. The Committee shall study the grievance petition and after looking into the relevant documents, discuss with those concerned and submit its recommendations and report to the Executive Director as expeditiously as possible, but in any case, within 45 days from the date of petition.
5. Any difference of opinion shall be resolved by a joint meeting of the Executive Director and the chairperson of the Grievance Committee. The decision taken will be final and binding.



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6. The final settlement of any grievance shall be made within a reasonable period (normally not exceeding one month) after the recommendations are submitted to the Executive Director by the Grievance Committee.

Procedure for Redressal of Grievances:


1. The aggrieved staff member shall submit his/her petition to the Executive Director through the Head of the Department with a copy to the Grievance Committee. In case the grievance is against the Head of the Department the aggrieved member shall submit the petition to the Executive Director with a copy to the Chairperson, Grievance Committee.
2. The Executive Director shall forward the grievance complaint to the chairperson GRC for investigation.
3. On receipt of a petition the chairperson of the GRC will convene a meeting and send its recommendation to the Executive Director within one month. No complaint shall remain unaddressed beyond the limit of forty-five days.
4. The committee may recommend the case to be referred to the Disciplinary Committee and / other relevant committees (TOR No. 3) of the institute for further investigation/disciplinary action as deemed necessary.

By Order

Executive Director
AIIMS - Bilaspur, H.P-174037

Copy to:

1. PA to ED, for information of ED AIIMS Bilaspur (H.P).
2. DDA, AIIMS Bilaspur (HP).
3. Administration, Estt. Section, AIIMS Bilaspur, H.P.
4. All above officers for information & n/a.
5. Guard file for records


Deputy Director (Administration)
AIIMS - Bilaspur, H.P -174037