

कीटनाशक सूत्रीकरण प्रौद्योगिकी संस्थान
रसायन एवं पेट्रोरसायन विभाग
रसायन एवं उर्वरक मंत्रालय, भारत सरकार
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OFFICE MEMORANDUM

No. : IPFT/AD/2023-24/37

Dated : 05.10.2023

Sub : Constitution of Grievances Committee.

The Competent Authority has accorded the approval for constitution of **Grievances Committee** consisting of the following :

| S. No. | Name | Designation | Role in the Committee |
|--------|--------------------|-------------|-----------------------|
| 1. | Dr. Amrish Agarwal | Specialist | Chairman |
| 2. | Mr. Mangesh Pande | Scientist | Member |
| 3. | Ms. Nusrat | Scientist | Member |
| 4. | Dr. Smriti Kala | Scientist | Convener |

The Terms of Reference of the Committee is as follows :

- In the event of receipt of any grievance either from in-house or out-side, the matter along-with supporting documents/records or detail will be placed before the committee by the Admin within week period. The committee will review and suggest in writing its observations, within period not more than 10 days from the date on which it was placed before it, for further course of action to be taken in the matter which will be put to Director for its consideration and approval.
- The validity of committee would be for two (2) years extendable further twice of six month each but not more than one year after approval of Director. Each committee may co-opt any member as its expert or special invitee, as and when such need arises, with the due approval of the Director. In the absence Chairman, the senior most member will preside over the proceedings of the Committee and the presence of 2/3 members will be mandatory for holding the meeting. The committee will convene its meeting as and when required or asked to do so.
- Outside experts associated in the committee will be entitled for to & fro journey expenses from their HQrs as per their entitlement besides mileage/local journey expenses and honorarium as per the rules/norms of IPFT.

Lalit

(Dr. L.K. Thakur)

Head - Finance, Admin & Trg.

To,

All above Members of the Committee

CC : Director's Secretariat - for information please.