

# NATIONAL CENTRE FOR CELL SCIENCE, PUNE

Ref. No.:- NCCS/Admin/21-22

Date: 18.01.2022

## OFFICE MEMORANDUM

**Subject: Redress of Grievance Committee ('Grievance' means grievance of an employee affecting him/her individually in any matter relating to his/her service in NCCS except disciplinary and vigilance matters.)**

The undersigned is directed to say that instructions have been issued by the competent authorities for reconstitution of Redress of Grievance Committee for Scientific and Administrative/Technical Staff is as under:

### Committee for Scientific Staff

- |                          |   |                 |
|--------------------------|---|-----------------|
| 1) Dr. Sandhya Sitaswad  | - | Chairperson     |
| 2) Dr. V. Seshadri       | - | Member          |
| 3) Dr. Deepa Subramanyam | - | Member          |
| 4) Dr. Janesh Kumar      | - | Member          |
| 5) Dr. Punam Nagvenkar   | - | Member          |
| 6) Dr. Ajay Pillai       | - | Member Convener |

### Committee for Administrative / Technical Staff

- |                          |   |                 |
|--------------------------|---|-----------------|
| 1) Dr. Sandhya Sitaswad  | - | Chairperson     |
| 2) Dr. V. Seshadri       | - | Member          |
| 3) Dr. Deepa Subramanyam | - | Member          |
| 4) Dr. Punam Nagvenkar   | - | Member          |
| 5) Dr. Ashwini Atre      | - | Member          |
| 6) Mrs. Kirti Jadhav     | - | Member          |
| 7) Mrs. S. S. Namjoshi   | - | Member Convener |

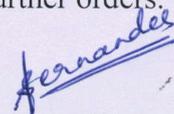
The convener to maintain an excel sheet for all such meetings. The minutes of the proceedings should be forwarded to the office of the Director for scientific staff and Officer 'B' (Administration) for administrative and technical staff for actions. One folder to contain all related matters & be maintained in Administration section.

Action taken report of the previous meeting to be tabled and discussed, during the present meeting.

The function of this committee is to see the grievances of the staff members, except disciplinary and vigilance matters and to see the proposals for settlement of the grievances.

The Convener should fix a date for meeting in consultation with chairperson of the committee.

The validity of this committee will be upto 31.12.2022 or until further orders.



**Sandra Fernandes**  
**Officer 'B' (Administration)**

- Copy to: 1) All the Committee Members  
2) All the Staff Members  
3) Office of the Director – For information please.