

**No. 22/99/2021-1GS-III
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(General Services-III)**

Dated: Chandigarh the 22nd July, 2021

To

1. All the Administrative Secretaries to Govt., Haryana,
2. All the Head of Departments in the State of Haryana,
3. All the Managing Director of Boards/Corporations/PSUs in the State of Haryana,
4. All the Divisional Commissioners in Haryana,
5. The Registrar General, Punjab & Haryana High Court, Chandigarh,
6. The Registrar of all the Universities in the State of Haryana,
7. All the Deputy Commissioners in the State of Haryana.

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

Sir/Madam,

I am directed to invite your kind attention to the above mentioned subject and to inform you that the National Commission for Scheduled Castes, New Delhi vide their letter No. 39/Misc-2/IGR Committee/2020/SSW-1, dated 29.07.2020(copy enclosed) has issued guidelines under article 338 of the Constitution of India for setting up Internal Grievance Redressal Committee at work place for persons belonging to Scheduled Castes community in Ministry/Departments level, State Govt. (Ministry/Department level) and also in the Public Sector Undertakings.

2. The Internal Grievance Redressal Committee will examine the complaints of the employees 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.

3. Welfare of SC & BC Department being a Nodal agency of the State will ensure the implementation of these instructions.

4. You are, therefore, requested to take necessary steps to set up Internal Grievance Redressal Committee regarding Scheduled Castes community as desired by NCSC and submit monthly reports to Department of Welfare of Scheduled Caste and Backward Classes, Haryana.

5. These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,


Under Secretary General Administration,
for Chief Secretary to Government, Haryana. /

SP
4079



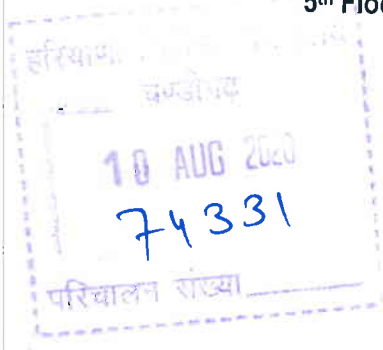
5

By Speed Post



Government of India
National Commission for Scheduled Castes
(A Constitutional body set up under Article 338 of the Constitution of India)

5th Floor, Loknayak Bhawan,
Khan Market,
New Delhi-110003
Dated: 29.07.2020



General Services-III Branch
Diary No. 74331
Dated 14/08/2020

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

To
The Chief Secretary
Government of Haryana
Room No. 4, 4th Floor
Haryana Civil Secretariat,
Sector-1, Chandigarh - 160019

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.

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

11/8/2020

PSGA

USGA

13/8/20

SC/ST

18/8
18/8/20

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,


29/7/20

(C.S. Verma)

Director

Tele No.: 011-24624185