

F No. : 3/1/2017 - HR

Date : 30<sup>th</sup> January 2020**Office Order****Sub:** Grievance Cell - Allocation of Responsibilities - Reg.**Ref:** F. No. 1/6/2016 - HR dated 13<sup>th</sup> January 2017

In continuation to the reference cited above, Director NCSCM has constituted the Grievance Cell as detailed below :

- |                                  |   |                                       |
|----------------------------------|---|---------------------------------------|
| (i) Grievance Officer            | : | Dr. Asir Ramesh D, Scientist E, NCSCM |
| (ii) Nodal Officer for Grievance | : | Manager(Admin/HR), NCSCM              |
| (iii) Appellant Authority        | : | Director, NCSCM                       |

2. The compilation of Guidelines for Redress of Public Grievances including Employee Grievances, Citizen Charters and Information Facilitation Counters in Government of India issued by the Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions, Government of India is enclosed for reference.

3. This will remain in force until further orders.

4. This Office Order is issued based on the approval of the Director, NCSCM.

*K. h. Adarsh*  
30/01/2020  
Manager (Admin/HR)

To

1. Dr. Asir Ramesh D, Scientist E, NCSCM
2. Mr. Ananda Kumar K G, Manager (Admin/HR), NCSCM
3. PS to Director - with a request to inform the Director

Copy to :

1. Notice Board
2. Employee File
3. Mr. Sathish Kumar S, Applications Engineer - with a request to upload in NCSCM Website





F. No. 3/1/2017 - HR

Dated : 24/05/2022

**OFFICE ORDER**

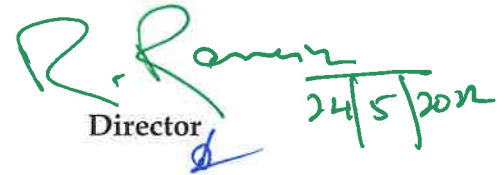
Sub : Assignment of Additional Responsibility to Mr. Alok Ranjan Samal,  
Manager (Finance/Accounts) - Reg.

Ref : Office Memorandum F. No.3/1/2017 - HR dated 30/01/2020

In pursuant to the relieving of Mr. Ananda Kumar K G, Manager (Admin/HR) from NCSCM, the position of Nodal Officer for Grievance has been vacant.

2. In view of the above, Mr. Alok Ranjan Samal, Manager (Finance / Accounts) has been assigned the role of Nodal Officer for Grievance with immediate effect, in addition to his existing roles and responsibilities. The details of the Grievance Cell given in Office Memorandum in reference cited above remains unchanged.

3. This will remain in force until further orders.

  
Director 24/5/2022

To  
Mr. Alok Ranjan Samal  
Manager (Finance/Accounts), NCSCM

Copy to :  
All Members of the Grievance Cell

Encl : Office Memorandum F. No. 3/1/2017 - HR dated 30/01/2020

