

भारत सरकार/Government of India  
अंतरिक्ष विभाग/Department of Space  
विक्रम साराभाई अंतरिक्ष केंद्र/VIKRAM SARABHAI SPACE CENTRE  
तिरुवनंतपुरम/Thiruvananthapuram - 695 022

No.1-GC/2022-Estt.(H)/(स्था-एच)

जुलाई/July 22, 2022

कार्यालय आदेश/OFFICE ORDER

With immediate effect and until further orders, the Grievance Committee of the Centre is re-constituted as under:

Deputy Director, MSA	: Chairperson
Senior Head, PGA/Head, PGA	: Member
Senior Head, Accounts & IFA	: Member
Smt Swapna Surendran, Head, ECDD/AVN	: Member
Shri Suresh K, Head, TCSD/ESAE	: Member
Sr Administrative Officer, EST	: Member-Secretary & SGO

2. The Secretary of the Grievance Committee will also be the Staff Grievance Officer in the Centre. The staff, who are having grievances on service matters, may submit their grievance to the SGO for processing the same with the Grievance Committee.

3. The Committee will meet at such intervals as is necessary to dispose of the cases and will make its recommendation to Director, VSSC.

4. The Grievance Committee will have the following terms of reference:

- The Committee will examine grievances of employees on day-to-day service matters like completion of service records, drawal of increment, seniority list, internal transfers, allotment of quarters, grant of pensionary benefits, etc. and make recommendations.
- The Committee will examine grievances of all categories of staff and Officers. Wherever necessary, the Committee may hear the grievances personally.
- Every grievance from the staff will be registered and a reply will be sent to the employee concerned indicating the views/recommendation of the Committee. No grievance should ordinarily be kept pending for more than 3 months.
- The Committee's recommendations will be put up to Chief Controller/Director for information/consideration.

5. This issues with the approval of Director, VSSC.

(बी अनिल कुमार/B Anil Kumar)  
वरिष्ठ प्रधान, पीजीए/Senior Head, PGA

To

Chairperson & Members of the Committee

Copy to:

Officer-on-Special Duty (Pers.), DOS, Bangalore  
Director, VSSC / Chief Controller, VSSC

STANDARD CIRCULATION