

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029
(SC/ST/OBC/Women Cell)**

No.F.6-5/2012/NCSC/Estt.(SCT)

Dated: 23.10.2025

OFFICE ORDER

Subject: Nomination of Presiding Officer to the Grievance Redressal Committee for SC/ST/OBC employees at AIIMS, New Delhi-reg.

Dr. Pranay Tanwar, Professor of Lab-Oncology, Dr. BRAIRCH has been nominated as Presiding Officer to the Grievance Redressal Committee for SC/ST/OBC employees in addition to his existing duties and responsibilities with immediate effect, till further orders.

Accordingly, Dr. Sanjay Thulkar, Chief (Dr. BRAIRCH), Head (NCI-Jhajjar) and HoD (Onco-radiology) is hereby relieved from this additional charge of Presiding Officer to the Grievance Redressal Committee for SC/ST/OBC employees at the Institute.

Dr. Pranay Tanwar, Professor of Lab-Oncology, Dr. BRAIRCH will not be entitled to any extra remuneration/honorarium for the above additional assignment at the Institute.

The rest terms and conditions as per the earlier office order dated 25.10.2024 & 30.08.2025 will remain same.

This is issued with the approval of the Director, AIIMS, New Delhi


(JYOTI ARORA)
ADMINISTRATIVE OFFICER

To:

Dr. Pranay Tanwar, Professor of Lab-Oncology, Dr. BRAIRCH, AIIMS, New Delhi	Dr. Sanjay Thulkar, Chief (Dr. BRAIRCH), Head (NCI-Jhajjar) & HoD (Onco-radiology), AIIMS, New Delhi
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Copy to:

1. Members to the Grievance Redressal Committee for SC/ST/OBC employees

1.	Dr. Seema Kashyap, Professor of Ocular Pathology, Dr. RPC	Member
2.	Dr. Immaculata Xess, Professor of Microbiology	Member
3.	Dr. Millo Tabin, Professor of Forensic Medicine	Member
4.	Liaison Officer's	
	Dr. Rajpal, Professor of Ophthalmology & Liaison Officer for SCs & PwDs	Member
	Dr. V. Darlong, Professor of Anaesthesiology and Liaison Officer for STs	Member
	Dr. Sachidanand Bharti, Professor in Onco-anaesthesia, Dr. BRAIRCH and Liaison Officer for OBCs	Member
5.	Sh. B. S. Gill, Chief Administrative Officer	Member
6.	Sh. Pankaj Kumar, Chief MSSO, New RAK OPD (Hospital)	Member
7.	Ms. Anita Tete, Sr. Administrative Officer, Establishment Section (DO)	Member/ Convener
8.	President to the AIIMS SC/ST Employee Welfare Association (Regd.)	Special Invitee

2. Office of the Director, Addl. Director (Admin.)/Dy. Secretary/OSD
3. Dean (Academic/Research/Examination)
4. Medical Superintendents/Additional Medical Superintendents/ All Chief of Center's/HoDs..
5. Professor In-Charge (RCT/Faculty/General Admin./Procurement/Outsourcing/Sanitation).
6. Sr. Financial Advisor/ Superintendent Engineer/ Chief Admin. Officer
7. Prof. In-Charge, Computer Facility is requested to upload this on AIIMS portal.
8. All Establishment Sections
9. Sr. Hindi Officer, Hindi Section is requested to provide Hindi version
10. President, AIIMS SC/ST Employees Welfare Association

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**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029
(SC/ST/OBC/Women Cell)**

No.F.6-5/2012/NCSC/Estt.(SCT)

Dated: 30.08.2025

OFFICE ORDER

Subject: Reconstitution of Grievance Redressal Committee for SC/ST/OBC employees at AIIMS, New Delhi-reg.

The Director, AIIMS has been pleased to reconstitute the Grievance Redressal Committee for SC/ST/OBC employees comprising with:

S.N.	Nominated Official	Nominated as
1.	Dr. Sanjay Thulkar, Professor & Head, Department of Radio-diagnosis, Dr. BRAIRCH	Presiding Officer
2.	Dr. Seema Kashyap, Professor of Ocular Pathology, Dr. RPC.	Member
3.	Dr. Immaculata Xess, Professor of Microbiology	Member
4.	Dr. Millo Tabin, Professor of Forensic Medicine.	Member
5.	Liaison Officer's (on case to case basis)	Members
	Dr. Rajpal, Professor of Ophthalmology & Liaison Officer for SCs & PwDs.	
	Dr. V. Darlong, Professor of Anesthesiology & Liaison Officer for STs.	
	Dr. Sachidanand Bharti, Professor in Onco-anaesthesia, Dr. BRAIRCH & Liaison Officer for OBCs.	
6.	Chief Administrative Officer	Member
7.	Sh. Pankaj Kumar, Chief MSSO, New RAK OPD (Hospital)	Member
8.	President, AIIMS SC/ST Employees Welfare Association (Regd.)	Special Invitee
9.	Ms. Anita Tete, Sr. Administrative Officer	Member/ Convener

This order has been issued in supersession of earlier notification dated 25.10.2024 and shall come into effect immediately.
A copy of the Terms of references of the said committee is enclosed herewith.

This is issued with the approval of the Director, AIIMS, New Delhi

Encl: As above.

Arora
(JYOTI ARORA)
ADMINISTRATIVE OFFICER

Distribution:

1. All concerned persons of this Committee.
2. Office of the Director, Addl. Director (Admin.)/Dy. Secretary/Chief Admin. Officer./ OSD
3. Dean (Academic/Research/Examination)
4. Medical Superintendents/Additional Medical Superintendents/ All Chief of Center's/Heads of Departments.
5. Registrar (Academic Section)
6. Professor In-Charge (RCT/Faculty/General Admin./Procurement/Outsourcing/Sanitation).
7. Sr. Financial Advisor/Financial Advisor/Account Officer's.
8. Sr. Administrative Officers/Administrative Officer/Assistant Administrative Officers.
9. All Establishment Sections (DO, Hospital, CNC, Dr. RPC, Dr. BRAIRCH, CDER, JPNATC, NCI-Jhajjar)
10. Prof. In-Charge, Computer Facility is requested to upload this on AIIMS portal.
11. Sr. Hindi Officer, Hindi Section is requested to provide Hindi version
12. President, AIIMS SC/ST Employees Welfare Association

2688672/2020/SC/ST/OBC/Women/SC/ST

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Terms of Reference of the Committee for Redressal of Grievances of SC/ST/OBC employees at AIIMS

Scope:-

The committee is constituted to resolve grievances/complaints of the SC/ST/OBC employees of the Institute who are working on a regular, temporary, adhoc, tenure, Project, temporary status, daily wages and contract, (other than outsourced) basis.

Subject to:

The person submitting the grievance is not under suspension.

Or

Where inquiry proceedings (judicial/police/administratively) not been initiated against the person.

- The person making the grievance/complaint will henceforth be known as the "griever".
- The person against whom the grievance/complaint has been made will henceforth be known as the "participant".
- The word grievance/complaint may henceforth be used interchangeably.
- The SC/ST/OBC Grievance Committee will henceforth be known as the SC/ST/OBC Grievances Committee.

Grievers will:

- i) Use the complaint and the grievance/complaint process as a mean of redress when they believe that they have been treated unfairly or in a manner that is not consistent with the working ethos of any organization.
- ii) Before submission of the grievance to the SC/ST/OBC Grievances Committee, the griever will make every effort to use alternate dispute resolution mechanism in resolving issues that are of subject of a complaint/and or grievance where such mechanism exist.

Terms of Reference:

Grievances may relate to:

- 1) Grievances of SC/ST/OBC employees against any staff who are working on regular, temporary, adhoc, tenure project, temporary status, daily wages, casual and on contract excluding outsourced staff/workers in the Institute regarding misbehaviour, intimidation, harassment.
- 2) Grievances regarding inordinate delaying in processing of requests which may relate to service matters and dues (as admissible). In routine cases, inordinate delay refers to a period of at least 6 weeks which has lapsed for want of action on the request of the griever.

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- 3) Grievances regarding basic facilities and amenities which ordinarily can easily be made available.

Grievances should not relate to:

- 1) Any matter which is already under consideration by the administration/concerned authorities.
- 2) Where a Committee set up by the administration already exists to deal with the complaint.
- 3) Any matter which is sub-judice or where a police complaint has been filed on which has already been taken up by National/States Commissions of SC/ST/OBC.

Nature of the Grievances outside the purview of the SC/ST/OBC Grievances Committee:

- 1 Grievance or Complaints relating to Sexual harassment.
- 2 Grievance which is not covered under the terms of reference.

The committee may review the terms of reference for redressal of grievances as required from time to time.

Principles of the committee must have regard to:

In dealing with a grievance/complaint under these Terms of Reference, the Committee must deal with the grievance/complaint on its merits and do what in its opinion, is fair in all the circumstances, having regard to each of the following:

- i) Any rule, regulations and guidelines which are applicable to the SC/ST/OBC employees.
- ii) Resolving grievances in a cooperative, efficient, timely way and fair manner.
- iii) Assisting grievers and participants to reach formal and voluntary agreements to resolve the grievance/complaint.
- iv) Resolving grievances through a formal dispute resolution mechanism.

Operation and Process:

- The grievance/complaint is to be submitted in writing.
- The grievance may be submitted by an individual or a group of individuals. In case, the grievance is submitted by a group of individuals, then, it is to be signed by all individuals making the grievance.
- The grievance is to be submitted to the Chairperson or Member Secretary of the Committee. In case the grievance is received by any other member of the committee or any senior functionary of the Institute, the same will be forwarded to the chairperson or Member Secretary of the Committee.
- To resolve the grievance/complaints, the Committee may seek information as required from the Centers/Head of the Departments, in-charges of Units/Sections in a time bound manner for fast tracking of the grievance/complaints.
- The Committee may call for the participants and the decision makers while dealing with the grievance.

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Journal of Management Education 30(6)p.789-804

1. *Chlorophyll a* and *Chlorophyll b* were determined by the method of Arar and Collins (1971) using a Shimadzu 1010 spectrophotometer. The concentration of chlorophyll was expressed in $\mu\text{g mL}^{-1}$ of the sample.

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Journal of Interpersonal Violence

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