

FACT
HEAD OFFICE

GM(HR&A)-CO-G.05-204

27th July, 2017

ALL CONCERNED

Sub: Reconstitution of Managerial Grievance Redressal Committees.

In view of the organizational changes and retirements of senior officers, the Inter-Divisional Grievance Redressal Committee and Corporate Grievance Redressal Committee are reconstituted as follows, with immediate effect.

I. INTER-DIVISIONAL GRIEVANCE REDRESSAL COMMITTEE

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|---|---|----------|
| 1. Shri Sreekumar P, GM(MAT) | - | Chairman |
| 2. Shri Jose Paul K., GM(MKTG) | - | Member |
| 3. Shri Ramakrishnan N, GM(CD) | - | Member |
| 4. Shri Rajeev A., GM(UC) | - | Member |
| 5. Shri Ramakrishnan M V, DGM(C&P)/FEDO | - | Member |
| 6. Shri Mohanan I, DGM(FEW) | - | Member |
| 7. Smt Essy Antony, DGM(HR) | - | Member |
| 8. Shri Radhakrishnan R, DGM(FIN) | - | Member |
| 9. Shri Mohan Kumar A R, DGM(HR) | - | Convener |

The Inter-Divisional Grievance Redressal Committee will attend to the grievances of Officers in Layer I & II, i.e., Officer/Engineer level to Asst. General Manager (Senior Grade) level. Grievances of officers will be forwarded through the Division Heads / Function Heads to Dy. General Manager (HR)-E for submission to the Committee. The Committee will deliberate on the grievances and give their recommendations to GM(HR&A) for appropriate action. If found necessary, the Officer concerned will also be given an opportunity to present his/her grievance in person before the Committee. The Officer concerned in HR Department will also be called upon to assist the Committee during the proceedings, if required.

II. CORPORATE LEVEL GRIEVANCE REDRESSAL COMMITTEE

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|--|---|----------|
| 1. Shri Asok Kumar K, GM (FEDO) | - | Chairman |
| 2. Shri Jose Kurian, GM(PC) | - | Member |
| 3. Shri John Roland Daniel, GM(HR&A) | - | Convener |
| 4. Shri Balakrishnan Nair K V., CS&GM(FIN) | - | Member |

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The Corporate level Committee will attend to grievances in the level of Dy. General Manager. Grievances will be routed through the concerned Division Head to General Manager (HR&A) for submission to the Committee. The Committee's recommendation will be put up to CMD for final orders.

Both the Committees will meet for redressal of grievances at a frequency of once in 3 months.

Grievances of GMs, if any, shall be put up to the CMD or to the Board as the case may be.

All concerned are requested to co-operate with the Committee.

This has the approval of the Competent Authority.



JOHN R DANIEL,
GM (HR & A)

cc to : All Committee Members

cc to : DGM(HR)E : DGM(V) : DGM(HR)S : DGM(HR)-MK

cc to : All Division Heads/Functional Heads.

cc to : D(F)

cc to : CMD

(Hindi version follows)