

सीएसआईआर -केन्द्रीय चर्म अनुसंधान संस्थान  
**CSIR- CENTRAL LEATHER RESEARCH INSTITUTE**  
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific & Industrial Research  
अडयार,चेन्नै, तमिळ्नाडु, भारत Adyar, Chennai, Tamil Nadu, India-600 020

No. 23(84)/2016-EI

Dated: 04.08.2021

**कार्यालय ज्ञापन OFFICE MEMORANDUM**

Sub: Reconstitution of Consultative Mechanism and Local Grievance Committee - Reg.

Ref.: 1. CSIR letter No.Const./Cte/CGC/91 dated 26.03.1992  
2. CSIR letter No. 5-1(24)/2008-PD dated 14.07.2008  
3. CSIR OM No.7-10(3)/2003-R&A/HR-III dated 25.04.2014

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The Director, CSIR-CLRI has been pleased to reconstitute the Consultative Mechanism and Local Grievance Committee as per the details given below:

**I. Consultative Mechanism:**

1.	Senior Most Scientist who is not Chairman of the Grievance Committee	Dr Sanjeev Gupta Chief Scientist
2.	COA/ AO	Sr.COA/ COA/ AO

**II. Local Grievance Committee:**

**A. Chairman:**

A Scientist of Group IV (5) or above	Shri G Chandrasekar Chief Scientist
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**B. Members by Election:**

Group IV – Scientific	Shri M Vinodh Kumar* Senior Scientist
Group III	Shri Chandran K** Principal Technical Officer
Group II	Shri Munisamy V** Senior Technician (3)
Group I & Group C Non-Tech [Erstwhile Group D NT]	Shri Kamaraj K** Multi Tasking Staff
Administrative (General/ Finance & Accounts/ Stores & Purchase/ Stenographic Cadres as also persons holding Isolated Posts)	Shri Ravikumar M G** Guest House Assistant

\* Elected

\*\* Nominated

  
04/08/2021

### C. Members by Nomination:

Name of the Category	Nominated Member
Group IV – Scientific	Dr (Smt) Tamil Selvi A Senior Principal Scientist
One officer from Technical Group III	Shri Guruprasath E Senior Technical Officer (3)
On representative from Group II/ I or equivalent	Shri Murugan L Senior Technician (3)
One representative from Admn. (other than Heads of Admn. & Finance and Accounts/ Stores & Purchase/ Steno Cadres/ Persons holding isolated posts	Smt Geetha V Assistant Section Officer (G)
Liaison Officer SC/ ST	Dr A Sivasamy Chief Scientist
Liaison Officer OBC	Dr (Smt) N R Kamini Senior Principal Scientist
Personnel Officer	Section Officer (EII)

### III. Scope of the Local Grievance Committee:

1. The Grievance Committees shall consider only individual grievances of specific nature of an employee and raised individually by the concerned aggrieved employee.
2. The Grievance Committees shall not consider:
  - a. Any grievance of general applicability or of collective nature or raised collectively, by more than one employee.
  - b. Any grievance arising out of disciplinary action having been taken against employee under Disciplinary Rules.
  - c. Any grievance involving decision of DPC, Selection Committees and Assessment Committees. However, if there are any ex-facie procedural lapses in constitution of committees, or following of prescribed procedure, e.g. absence of SC/ ST representatives where mandatory, lack of quorum, etc., these could be looked into by the Grievance Committees. A Local Grievance Committee will consider only cases of ex-facie violation of rules/ procedures. Other cases of specified lapses would be considered by CGC.
  - d. Time barred cases or cases referred to CAT Courts. A case will be treated as time-barred if no representation is made within 45 days of the decision/ order. However, the CGC may entertain any case which is time barred, on merit.
  - e. Any grievance against a decision for which there are statutory rules of appeal etc.,

*JS*  
04/08/2021

It has been brought to the notice of all staff members that henceforth all grievances of the staff members shall be dealt strictly as per the Grievance Redressal Procedures as mentioned above.

For redressal of grievances in R&D matters, Grievance Committee has been constituted vide CLRI OM No.23(24)/2016-EI dated 01.01.2019.

The tenure of the Committee is for a period of 02 (two) years from the date of issue of this OM.



(D V S SASTRY)  
CONTROLLER OF ADMINISTRATION

To

Chairman & Members of the Consultative Mechanism & LGC

Copy to:

1. All Heads of Division/ SICs, RCEDs
2. COFA
3. COSP
4. Section Officer EII/ EIII/ EIV
5. PPS to Director
6. PPS to COA
7. PA to AO
8. Notice Boards/ Intranet/ Website
9. Office Copy