



भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

☎ : (0542) 6702068, 2307004 (D.R.); 6702076, 2307005 (Office); FAX : 91-542-2368428; e-mail : [administration@itbhu.ac.in](mailto:administration@itbhu.ac.in)

कुलसचिव कार्यालय  
(प्रशासन)

Office of the Registrar  
(Administration)

Ref. No. IIT(BHU)/GAD/2(20)/Non-Faculty Grievance Comm./8650.

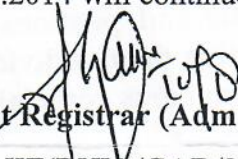
Date-10.08.2017

**NOTICE**

In supersession to the Notice No. IIT(BHU)/ADM/2(xxxi)/GCNF/Gen/5757 dated July 26, 2015, this is to convey approval of the Director for re-constitution of Grievance Committee for Non-Faculty staff members, consisting of the following:

1. Prof. A.K. Jha, Department of Mechanical Engineering - Chairman
2. Prof. Rajiv Prakash, SMST - Member
3. Prof. R. Mahanty, Department of Electrical Engineering - Member
4. The Joint Registrar (Admin.)-II - Member Secretary

The other guidelines circulated vide Notice No. IIT(BHU)/ADM/2(xxxi)/GCNF/Gen/638/L dated 03/05.11.2014 will continue (**printed overleaf**).

  
Assistant Registrar (Admin) II

Encl.: Overleaf

Ref. No. IIT(BHU)/GAD/2(20)/Non-Faculty Grievance Comm./8650

Date-10.08.2017

Copy forwarded to the following for information and necessary action:

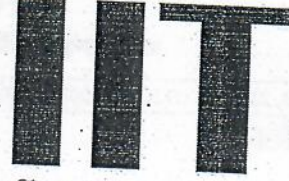
1. All the Deans
2. All the Heads of Departments/Coordinator of Schools
3. The Coordinators/Incharge of Units/Centers/Offices
4. All the Professor Incharges
5. The Chief Councilor, Gymkhana
6. The Chairman, Institute Works Committee
7. The Chairman, Senate Library Committee
8. The Chairman, Cafeteria Committee
9. The Chairman, Council of Wardens
10. The Chairman, Web Management & E-mail Services Committee
11. The Coordinator, GTAC
12. All the members concerned
13. The Deputy Chief Proctor
14. All the Joint Registrars
15. The Deputy Registrar (Accounts)
16. All the Assistant Registrars
17. P.S. to the Director
18. P.A to the Registrar

  
Assistant Registrar (Admin) II





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निदेशक कार्यालय  
(प्रशासन)

Office of the Director  
(Administration)

Ref. No.: IIT(BHU)/ADM/2 (xxxi)/GCNF/Gen/ 638/L

Dated: November 03, 2014

**NOTICE**

In continuation of this office Notice No. IIT(BHU)/ADM/2 (xxxi)/GCNF/Gen/ 341/L dated July 15, 2014 constituting Grievance Committee for non-faculty members, it is hereby informed that the Director has been pleased to approve the following guidelines for implementation with immediate effect regarding handling of the grievances of the non-faculty staff members of the Institute.

The Grievance Committee for non-faculty staff members will :-

1. entertain written and signed individual complaints and petitions of non-faculty members in respect of service matters affecting them individually or as a group. However, any joint representation/anonymous complaints will not be entertained.
2. consider only those petition for which following procedure has been followed.
  - a. Written complaint/petition to concerned head/coordinator/ incharge had been submitted and no satisfactory reply is received within 15 days.
  - b. If the employee is not satisfied he/she will approach to the next higher authority or Registrar.
  - c. Further if no action is taken by the higher authority or Registrar within reasonable time, or the employee is not satisfied.  
A petition to the Grievance Committee need not be forwarded by head/coordinator/incharge.
3. inquire into the grievances, and shall have authority to demand relevant documents from the concerned authority/section/unit/office for the purpose of thorough investigation. If felt necessary, the Committee may request the concerned official(s) for discussion.
4. will make recommendation and report to the Director for appropriate action.

  
REGISTRAR

P.T.O