



वैकुंठ मेहता राष्ट्रीय सहकारी प्रबंध संस्थान

/AIKUNTH MEHTA NATIONAL INSTITUTE OF CO-OPERATIVE MANAGEMENT

(A National Institute under the aegis of National Council for Cooperative Training (NCCT),

Promoted by Ministry of Cooperation, Government of India)

No. VAM/CPGRAM/EST/2023-24/ २७५०

Date: 10/08/2023

OFFICE ORDER

In supersession of earlier order No. 2-XXXI(304)/2019/EST/JBD/2023/0071 dated 21.04.2023, Shri. T. G. Shadakshari, Assistant Professor will be Grievance Officer of VAMNICOM with immediate effect and following will be his **Roles and Responsibilities**

- 1) Careful analysis of grievances.
- 2) Decision on grievances to be taken at a fairly senior level.
- 3) Forwarding the grievances to the centres/ sections concerned for prompt redress.
- 4) Reply to complainant informing details of authorities setting grievances.
- 5) Obtaining reply/ report from the centres/ sections concerned.
- 6) A reasoned reply to the complainant, if a grievance cannot be settled.

Further, Grievance Officer is required to strictly adhere all the guidelines issued by the Department of Administrative Reforms and Public Grievance, Government of India and to take appropriate action, pertaining to grievance and apprise to the complainant.

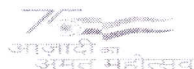
Registrar
For Director

To,
Shri. T. G. Shadakshari
Assistant Professor,
VAMNICOM, Pune

Copy for information to :

- 1) All officials of VAMNICOM, Pune
- 2) The Secretary, National Council for Cooperative Training, New Delhi
- 3) The Under Secretary, Ministry of Cooperation, Government of India, New Delhi.
- 4) HoC- IT – circulation through intranet & uploading on website
- 5) PA to Director, VAMNICOM, Pune
- 6) Concerned File
- 7) EST Section

J. S. Shri
10/8/23
Registrar
For Director



(संस्थान हिंदी पत्राचार का स्वागत करता है।)

COOPERATIVE ENTERPRISES BUILD A BETTER WORLD

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