



महानदेशालय,  
दत्तोपंत ठेंगडी राष्ट्रीय  
श्रमिक शिक्षा एवं विकास बोर्ड  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
दूसरी मंजिल, रोजगार कार्यालय भवन,  
पूसा परिसर, पूसा रोड, आई.टी.आई के निकट,  
नई दिल्ली- 110 012

DIRECTORATE GENERAL  
DATTOPANT THENGADI NATIONAL BOARD FOR  
WORKERS EDUCATION AND DEVELOPMENT  
(Ministry of Labour and Employment, Government of India)  
2<sup>nd</sup> Floor, Employment Exchange Building,  
Pusa Complex, Pusa Road, Near I T I,  
NEW DELHI - 110 012



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No. DTNBWED/SC-ST. Comm./2023/7298-7299

Date: 06/12/2023

### OFFICE ORDER

Superseding any and all the previous orders the Competent Authority has approved the formation of SC / ST Welfare and Grievance Committee. The composition of the committee is as follows: -

- 1) Ms Jayashree. T, Dy. Director (HQ) I/c – Chairman (ST)
- 2) Shri R. M. Madavi, RD, Chennai – Member (ST)
- 3) Shri C. W. Vaidya, RD, Dhanbad – Member (SC)

#### **Objectives of the Committee**

- To ensure there is no caste-based discrimination in the Board
- To take up measures for achieving the objectives and targets laid down by the Government of India for the SC/ST employees.
- Guide the SC/ST Employees of the Board, to optimally utilize the benefits of the schemes offered by the Government of India.
- Sensitize all the Officers and Staff towards the Constitutional mandate, Govt. of India Guidelines for the Cell and its functioning at the Board.

#### **Functions**

- Function as a Grievance Redressal Cell for the grievances of SC/ST employees of the Board and render them necessary help in solving their administrative problems.
- To deal with the representations received from Scheduled Castes & Scheduled Tribes candidates regarding their recruitment, promotion and other similar matters in the Board.
- To circulate Government of India orders and Commission's decisions and to collect information in respect of appointment, Promotion of these communities in the Board in suitable forms by a stipulated date and take follow up action where required.
- To collect reports and information regarding the GOI orders and the various aspects of Scheduled Castes & Scheduled Tribes candidates, for evolving new policies or modifying existing policy by the Committee.
- To analyze information on Recruitment, Promotion, training and employment of SC's and ST's and prepare reports for onward transmission to the Ministry and such other authorities as may be required.
- To maintain a register for grievances of SC & ST in the Board for the members belonging to these communities.

### Process of Submitting the Complaint

Any aggrieved Official belonging to the reserved category can reach out to the Committee: -

1. By sending an email at [director@cbwe.nic.in](mailto:director@cbwe.nic.in) or
2. By lodging a complaint in the register kept with the office of the Director General or any other address where the members are posted by sending the complaint by Speed Post or their official email address.

### Grievance Mechanism

- On receiving a complaint, the Committee shall commence a meeting within fifteen days of receipt of complaint.
- The committee shall fix a date of hearing the complaint which shall be communicated to the aggrieved person.
- The aggrieved party may either appear in person or submit written averments of his/her case before the Committee.
- The Committee shall report its findings to the Chairman with recommendations if any, within a period of thirty days.

This may be brought to the notice of all officers and staff. The acknowledgement so obtained may be retained at the Directorate.

This is issued with the approval of the Competent Authority.

To,

1. Officers & Staff of DTNBWED (ALL)
2. Members of the committee.


Copy to:


7300

1) The Hon'ble Chairman, DTNBWED, New Delhi for kind information.

7301

2) P. A. to Director General for kind information.

  
(Jayashree. T)  
Dy. Director (Hq) I/c

  
(Jayashree. T)  
Dy. Director (Hq) I/c