

## **Grievance Officer**

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(Please mention 'Public Grievance' in Subject)**

### **Formats and links**

(Click on the link)

[Format for registering grievance](#)

[Format for appeal](#)

[MIR on public grievance status](#)

[Format for systematic change suggested based on analysis of the grievance](#)

## **PUBLIC GRIEVANCE REDRESSAL SYSTEM**

**1. Objective:**

The objective of the Scheme for redressal of "Public Grievance" in BHEL is to provide appropriate mechanism whereby an individual / group who believe(s) that he has been wronged by any act of the Company is able to redress his/her grievance.

**2. Applicability:**

The Scheme for Redressal of Public Grievances will be applicable to all the Manufacturing Units/Business Sectors & Offices of BHEL.

**3. Coverage:**

The Scheme will cover all individuals except (i) Employees, (ii) Shareholders, (iii) Vendors & Customers already having a contractual relationship with BHEL, since for these categories, a formal Grievance Redressal System already exists.

**4. Definition:**

A "Grievance" for the purpose of this Scheme would mean, a cause of distress felt on account of being wronged, to afford a reason for complaint, relating to any Individual / Group (other than those not covered under the Scheme) arising out of any decision taken by BHEL in relation to that Individual/Group.

**5. Scheme:**

- 5.1 A single window concept to be established and an Executive of the rank of DGM / AGM to be nominated as Public Grievance Officer (PGO) in each Unit / Office.
- 5.2 The Public Grievance Officer will be easily accessible at least on any one day of the week at stipulated hours exclusively for this purpose. The Public Grievance Officer's name, designation, room number, telephone & Fax No. & E-mail address etc. need to be displayed on a board to be placed at the main entrance and on the Company's / respective Units website. Copies of the format for registering grievances / appeals should be kept available at the reception. The formats should also be downloadable from the respective websites.
- 5.3 An individual can register his grievance in writing with the Public Grievance Officer directly on the specific day & time notified (Format for registering Grievance enclosed at "A"). Alternatively, the grievance in the prescribed format can also be put in the locked Grievance Box. This box is to be placed at the Reception and opened each day. All Grievances should be acknowledged within one week of receipt by the PGO.
- 5.4 Wide publicity is to be accorded to the PGRS (Public Grievance Redressal System).
- 5.5 The grievance column of the newspapers should be regularly examined by the PGO for any grievance.

**6. Procedure: (Stage - I)**

- 6.1 Public Grievance Officer to segregate all the Grievances on the basis of issues pertaining to various Departments.
- 6.2 If the Public Grievance Officer considers it necessary to seek information about any Grievance related to a particular Department, he may send the same to the concerned Department for obtaining comments to enable him send a reply.
- 6.3 The concerned Departments should not reply directly to the individual, but should send their comments / views to the PGO. The PGO should satisfy himself that the grievance is properly addressed before sending the reply to individual.
- 6.4 The Public Grievance Officer (PGO) will submit a monthly status report of all the Grievances received and settled. A list of grievances related to functions/department remaining unsettled within the stipulated period will also need to be submitted & forwarded to the High Powered Committee for settlement (refer clause 7.2).
- 6.5 Analysis of the nature of Grievances and its causes with the aim of identifying systemic deficiencies in policies, rules & regulations, procedures etc. if any, should be made by the PGO. For this purpose, expertise of Sr. Executives from functions to which the grievance relates / pertains can be drawn. This should be an ongoing process. The PGO should submit a monthly report to the

Head of his Unit about the systemic changes that need to be made. Annexure - D

6.6 The PGO and other co-opted members will function under the Direct Administrative control of the Head of HR of the Unit.

6.7 Settlement of grievance should be done within a Maximum period of 45 days from the date of its receipt.

**7. Appeal: (Stage - II)**

7.1 If the aggrieved individual is not satisfied with the reply accorded to his Grievance by the PGO / concerned Department, he may appeal to the High Powered Committee through the PGO alongwith all related documents (Format for Appeal enclosed at "B").

7.2 This High Powered Committee shall consist of the following:

- i) Head of Finance
- ii) Head of HR - Convenor
- iii) Head of Department to which the Grievance is related.

7.3 The Grievance received by PGO for re consideration by the High Powered Committee shall be forwarded to the Convenor of the Committee.

7.4 The Committee shall decide on all the Grievances within 45 days of its receipt from the PGO and shall inform the aggrieved person about the decision of the Committee within 7 days through the PGO.

7.5 The decision given by the High Powered Committee will be final.

**8. MIR System:**

8.1 Monthly returns within 10 days after the end of each Month shall be submitted by every Unit to Corporate HR Department as per the format enclosed through E-mail for updation of status in the Company website (MIR Format enclosed at "C").

**9. Exclusion of Types of Grievance.**

Following Grievances will not be taken up:-

- i) Anonymous complaints or Frivolous cases and others in respect of which inadequate supporting details are provided.
- ii) Cases involving decisions/policy matters in which the aggrieved has not been affected directly/indirectly.
- iii) Cases where quasi judicial procedures are prescribed for deciding matters or cases that are sub-judice.
- iv) Service matters of employees - This should be taken up by an employee( Not anyone else) through Grievance Redressal system already in place.
- v) A grievance which has already been disposed off by the High Powered Committee.

- vi) Complaints of corruption. This should be lodged with the Vigilance Officer of the Unit and dealt with separately.

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