

Shri Guru Ram Rai Institute of Medical & Health Sciences, Dehradun & Shri Mahant Indires Hospital

GRIEVANCE REDRESSAL COMMITTEES

Date: 07/01/2026

Formulation of the Committee

The Composition and role of grievance redressal committees is to provide a mechanism for individual employees to raise a grievance arising from their employment.

The Grievance Redressal Committee of SGRRIM&HS is being re-constituted as below:

Name	Position	Designation	Mob No.
Dr. Utkarsh Sharma	Chairperson	Principal	9456486222
Dr. (Col) Anil Malik	Member	Chief Medical Superintendent	9860795122
Dr. Puneet Ohri	Member Secretary	Professor & Head – Community Medicine	7017792633
Dr. Narayanjeet Singh	Member	Professor & Head – General Medicine	8279859646
Dr. R.K. Verma	Member	Professor – General Surgery	9410368989
Mr. Sagar Gaur	Member	Advocate (Legal expert)	9560487089
Mr. Bhupendra Raturi	Member	Senior PRO	9997960544
Students Representative	Special Invite	Special Invite	

Frequency: Once in 3 months or as and when required

Terms of Reference:

- Introduction of the committee members
- Discussed on various objectives for the formulation of the committee.
- To issue a policy on grievance redressal
- To develop a mechanism of handling employee grievances
- Take action on all employee grievances

Chairperson:

- To ensure proper functioning of grievance committee and to involve in unbiased decision making.
- To review progress of grievance reported.
- To make final decision pertaining to particular grievance considering all circumstances.

Nursing Superintendent-

- Report case progress to chairperson on a regular basis.
- To provide input regarding grievances among the committee members.

HR Manager-

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- To coordinate the work of the Grievance Committee, including calling and chairing scheduled meetings
- To provide advice and assistance to chairperson.
- To monitor progress of grievances.
- report on informal disputes and grievances to
- all documents pertaining to a complaint or grievance shall be retained

Chief Counsellor

- To conduct preliminary investigations of grievance in order to make recommendations to the Committee.
- To provide input regarding grievances among the committee members.

HOD of concerned department as invitee member-

- To receive and review grievance and act as first point of contact.
- To provide input regarding grievances among the committee members.

Prof. (Dr) Utkarsh Sharma

Principal
PRINCIPAL

SGRR Institute of Medical & Health Sciences
Patel Nagar, Dehradun

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