

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

Date: 09/12/2025

## **GRIEVANCE REDRESSAL COMMITTEES**

### **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. Narayanjeet Singh	Chairperson	Professor & Head – General Medicine SGRRIM&HS	8279859646
Mr. Suman Kumar	Member Secretary	HR – Representative	7088358516
Dr. Anil Malik	Member	Chief Medical Superintendent – SMIH	9860795122
Dr. Lalit Kumar	Member	Professor & Head – FMT	9760459691
Mrs. Shely Paul	Member	Nursing Superintendent – SMIH	9758318424
Mr. Bhupendra Raturi	Member	Senior PRO	9997960544

**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 1 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-**

- 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.



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- 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) Ashok Nayak

Principal

*Principal*  
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