

No. Z.21011/1/2016/PRC/NCDC (3143820)
GOVERNMENT OF INDIA
NATIONAL CENTRE FOR DISEASE CONTROL
(DIRECTORATE GENERAL OF HEALTH SERVICES)
22-SHAM NATH MARG, DELHI-110 054.

Dated the: **01.10.2024**

OFFICE ORDER

Subject: Constitution of Student Grievance Redressal Committee – Regarding.

In accordance with the guidelines of the GGSIP University, it has been decided with the approval of DGHS & Director, NCDC to constitute a “Student Grievance Redressal Committee” to ensure effective redressal of student grievances at NCDC, Delhi, comprising of the following Officers:

1	Dr. Simrita Singh, Additional Director, Microbiology - Respiratory Viruses and TB Division (9891861045/simrita.singh@gov.in)	:	Chairperson
2	Dr. Aarti Tewari, Joint Director, Centre for Aids and Related Diseases (9818011161/aarti.tewari@gov.in)	:	Member
3	Dr. Anubhav Srivastava, Joint Director, Epidemiology Division (7428152150/anubhav.srivastava@nic.in)	:	Member
4	Dr. Tushar Nale, Deputy Director, Centre for One Health (7725818999/tushar.nale@nic.in)	:	Member
5	Dr. Madhumita Barua, Deputy Director, Centre for Bacterial Disease and Drug Resistance and Antimicrobial Resistance Containment (7428152150/ madhumita.barua@ncdc.gov.in)	:	Member
6.	Student Representative		Special Invitee
7	Dr. Rameshwar Sorokhaibam, Joint Director (9212016252/ ramesh78@cghs.nic.in) Dr. Ramesh Chandra, Joint Director, Epidemiology Division (9811589462/ ramesh@ncdc.gov.in)	:	Course Coordinators

ToRs:

1. The committee should register and acknowledge grievance from students enrolled at NCDC.
2. The committee should aim to resolve grievances within a reasonable time frame.
3. The committee should make themselves available to hear grievances in person at least once a month or as and when required.
4. Students who are dissatisfied with the committee's decision can appeal to the higher authority at NCDC within 15 days.
5. The committee may include a representative of the students based on his/ her academic performance or sports.
6. The course coordinator to facilitate/ coordinate the grievance redressal of the students



(PRAKASH DOVAL)
Assistant Director (Admin.)

Phone No.011-23971875
Email: prakashdoval@ncdc.gov.in

1. All Officers Concerned.

Copy to:-

1. All HODs & OICs: Principal Advisor / Sr. CMO (HAG)/ Biotechnology & Hepatitis / Epid./ CE&OH / SM&EC / SM&EC / Micro., CA&RD & CAZD/ Centre for Bacterial Disease & Drug Resistance/ Influenza & TB / IDSP / CME&VM and HoD (Admn.) / Public Health Preparedness & NCD, Biochemistry & Toxicology / Centre for One Health / DPD / Enterovirus/ JD (Finance)/ Establishment & Strengthening to New Branches of NCDC.
2. Officers-in-Charge: Varanasi/Bangalore/Coonoor/Calicut/Raipur/ Mangalgiri / Patna/ Jaipur.
3. Stores Officer.
4. DDO.
5. AL&IO & OIC, GSS.
6. All Sections: Account, Budget, GSS, Stores, Library, MT Cell, Stores, Parliament Cell, NCDC Up-gradation Cell & Telephone Exchange.
7. Their Personal File.