

SAINIK SCHOOL EAST SIANG

SCHOOL CIRCULAR NUMBER C 05 DATED 22 JULY 2023
GRIEVANCE REDRESSAL OF REGULAR AND NON REGULAR FEMALE
EMPLOYEES OF SAINIK SCHOOL EAST SIANG

1. Refer following:-
 - (a) Para 12.03 (k) of Sainik Schools Society Rules and Regulations January 1997 Edition with regard to build up and maintain healthy traditions essential for congenial atmosphere, perfect growth and proper inner discipline.
 - (b) The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
 - (c) The Official Secrets Act, 1923.
 - (d) Sainik Schools Society letter No 3 (9)/SSS/2020 dt 17 Jul 2020 which states that to maintain an effective chain of command in all schools where a Principal of the rank of Colonel or equivalent in Navy/ Air Force is not posted, the officer senior in rank and/ or service amongst the officers posted in these schools will be the Officiating Principal and he will perform all duties of the Principal as mentioned in the Rule Book in addition to the appointment to which posted.
 - (e) Sainik School East Siang Standing Order dated 01 April 2023 vide which the school has constituted A Standing Committee for Grievance Redressal of regular and non regular female employees of Sainik School East Siang. The composition of the Standing Committee is as under:-


(i)	Mrs Christina Ering, TGT (Social Science)	- Chairperson
(ii)	Mrs Nirma Kami, Hindi Teacher	- Member 1
(iii)	Miss Pallavi Roy, DEO	- Member 2
(iv)	Mrs Kayang Megu, PGT (Hind) and Parent	- External Member
 - (f) Sainik School Jhunjhunu E Mail dated 21 July 2023 on the subject.
 - (g) Sainik Schools Society directions dated 21 July 2023 on the subject.
2. The Standing Committee is meeting on 31 July 2023 at 1100 Hours at School Guest House to take stock of the grievances, if any iro regular and non regular female employees. Hence all regular and non regular female employees are hereby instructed to submit their grievances, if any in writing to the Chairperson on 31 July 2023.
3. The Chairperson will examine the grievance in the first instance and redress within fifteen days from the date of receipt.
4. In case of non-receipt of response or unsatisfactory response from the Chairperson the grievant is free to submit the grievance to Administrative Officer and the AO will redress the grievance within thirty days.
5. In case of non-receipt of response or unsatisfactory response from the AO the grievant is free to submit the grievance to Principal and he will redress the grievance within ninety days.

6. The record of the entire grievance, submission made by the grievant/ parties and the recommendation made should be properly notified in Grievance Redressal Register (GRR) and the complainant must be informed by the Chairperson that the decision on her complaint has been taken and the compliance on the decision taken must be ensured.
7. Complaints relating to harassment shall be accorded priority and shall redressed without delay in compliance. The Standing Committee will also take stock of the old grievance (s), if any submitted by the regular and non regular women employees.
8. No service matters, orders of suspension from service and penalties under disciplinary proceedings shall be taken up by the Standing Committee on Grievance Redressal.
9. The Standing Committee will maintain the strict confidentiality of the grievance (s) received from the grievant (s).
10. The other terms and conditions which are not specified herein shall be governed as per existing Government rules and Regulations in force from time to time.

Dated : 22 July 2023

File No : 107/SSES/UMO/SC/GR




(Praveen Kumar Pola)
Commander
Principal

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Motto : Education, Character & Nationalism
CBSE RAN : 228005
UDISE+ Code : 12080401204
CPGRAM : SIANG

Distribution:-

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| SSES Official WhatsApp Group | - | for information of all group members including regular and non regular women employees. |
| Senior Master | - | for information and to intimate all women employees under his jurisdiction. |
| Quartermaster | - | for information and to upload the same in GEs WhatsApp group and to intimate all women employees under his jurisdiction. |
| PGT (Computer Science) | - | To upload in school website. |
| Circulars File | - | As office copy. |