



भारतीय पैकेजिंग संस्थान
Indian Institute of Packaging

An autonomous body under the Ministry of Commerce & Industry, Govt. of India

IIP/Admin/2022-23/203

19th September 2022

OFFICE ORDER NO 45/2022

The Sexual Harassment Committee for Women at Work is constituted of the following members;

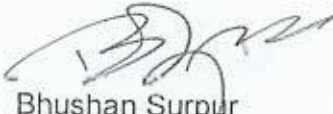
Dr. Hemlata Raikwar –	Chairman & Deputy Director, Mumbai
Mr. Pon Kumar –	Member and Deputy Director, Chennai
Mrs. Afsha Khan-	Member and Assistant Director- Mumbai
Mr. Shekhar Amberkar -	Member & Assistant Director, Mumbai
Mrs. Forum Badani –	Member & Assistant Director, Ahmedabad
One member -	Invitee from NGO

Role:

- The committee shall receive the complaint from employees and acknowledge the receipt within 5 days
- The committee shall study, analyze and submit its recommendation to the Competent authority within 15 days from the date of receipt of the complaint.
- The complaint needs to be redressed and disposed of as soon as possible however not exceed 30 days from the date of receipt, in the case of the employee.
- However, under circumstances a policy decision is warranted, the subject matter may be referred by Director to Chairman Governing Body with the request for direction and guidance.

This is issued as per the directions of the Officer-in-charge.

CC: All HODs & ROs
Director's office
Officer-In-Charge
All departments


Bhushan Surpur
Asst. Director (Admn)



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IIP/Admin/2022-23/205

19th September 2022

OFFICE ORDER NO 46/2022

The Screening Committee for Departmental Promotion is constituted of the following members;

Dr. Badal Dewangan –	Chairman & Joint Director Mumbai
Dr. Amit Singla –	Member & Joint Director, Ahmedabad
Mr. Bidhan Das –	Member & Deputy Director, Kolkata
Dr. Nilay Pramanik –	Member & Deputy Director, Delhi
Mr. P.G. Meshram –	Member & Deputy Director, Mumbai

Role:

To meet every half-yearly and take data from Establishment Section to verify the employee's detail who is eligible for Promotion as per DOPT norms and submit the same to the competent authority for further action.

This is issued as per the directions of the Officer-in-charge.

CC: All HODs & ROs
Director's office
Officer-In-Charge
All departments

Bhushan Surpur
Asst. Director (Admn)



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IIP/Admin/2022-23/206

19th September 2022

OFFICE ORDER NO 47/2022

The Technical Committee is constituted of the following members;

Dr.Badal Dewangan –	Chairman & Joint Director, Mumbai
Mr.Subodh Juikar –	Member & Deputy Director, Mumbai
Mr.Rahul Tirpude –	Member & Deputy Director Mumbai
Mr.A.S.Ravi –	Member & Assistant Director Mumbai
Mr.Anil Moule –	Member & Assistant Director Mumbai

Role:

To finalize the technical specification of equipment and tender documents which are provided by the concerned department and regional centers, to recommend the required equipment/work in each region looking into the business generated in respective regions.

This is issued as per the directions of the Officer-in-charge.

CC: All HODs & ROs
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All departments

Bhushan Surpur
Asst. Director (Admn)



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IIP/Admin/2022-23/ 207

19th September 2022

OFFICE ORDER NO 48/2022

The Grievance Redressal Committee is constituted of the following members;

Dr. Dabu Rao Cuduri	Chairman and Joint Director, Mumbai
Dr. Ms Hemlata Raikwar -	Member and Deputy Director, Mumbai
Mrs. Afsha Khan-	Member and Assistant Director- Mumbai
Mr. Bhushan Surpur -	Member and Assistant Director, Mumbai
Mr. Shekhar Amberkar -	Member and Assistant Director, Mumbai

Role:

- The committee shall receive the complaint from employees and acknowledge the receipt within 5 days
- The committee shall study, analyze and submit its recommendation to the Director within 15 days from the date of receipt of the complaint.
- The grievance needs to be redressed and disposed of as soon as possible however not exceed 30 days from the date of receipt, in the case of the employee and 60 days in the case of the public.
- However, under circumstances a policy decision is warranted, the subject matter may be referred by Director to Chairman Governing Body with the request for direction and guidance.

This is issued as per the directions of the Officer-in-charge.

CC: All HODs & RUs
Director's office
Officer-In-Charge
All departments

Bhushan Surpur
Asst. Director (Admn)



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19th September 2022

OFFICE ORDER NO 49/2022

The Staff Welfare Committee is constituted of the following members


Mr. Rahul Tripude –	Chairman & Deputy Director, Mumbai
Mr. Shekhar Amberkar –	Member & Assistant Director, Mumbai
Mr. Anil Moule –	Member & Assistant Director, Mumbai
Mrs. Foram Badani –	Member & Assistant Director, Ahmedabad
Mrs. Swati Chitre –	Member & Senior Steno Mumbai

Role

To decide and implement various events for the benefit of staff, and to establish cordial relationships amongst the staff.

This is issued as per the directions of the Officer-in-charge.

CC: All HODs & ROs
Director's office
Officer-In-Charge
All departments


Dhushan Surpur
Asst. Director (Admn)



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IIP/Admin/2022-23/208

19th September 2022

OFFICE ORDER NO 50/2022

The Canteen Committee is constituted of the following members

Mr. Subodh K. Juikar – Chairman & Deputy Director, Mumbai
Mr. P.G. Meshram – Member & Deputy Director, Mumbai
Dr. Hemlata Raiwkar – Member & Deputy Director, Mumbai
Mr. Rahul Tirpude – Member & Deputy Director, Mumbai
Mrs. Swati Chitre - Member & Senior Steno Mumbai

Role:

To ensure the services of the canteen contractor and coordination amongst students and canteen to give healthy and hygienic food to employees and students.

This is issued as per the directions of the Officer-in-charge.

CC: All HODs & ROs
Director's office
Officer-In-Charge
All departments

Bhushan Gupur
Asst. Director (Admn)