

**CHAUDHARY CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY, HISAR**

**ORDER**

No. Admn.E-1/G-73/2025/ 21272

Dated: 15-11-2025

The Vice-Chancellor, CCSHAU, Hisar is pleased to constitute the following Grievances Committee for non-teaching employees:-

1. The Director of Research:	Chairman
2. Smt. Nisha Rani, Asstt. Registrar O/o Dean, COCS:	Member-Secretary
3. Sh. Surinder Kumar, Supdt. O/o Director (S&P):	Member
4. Sh. Virender, Junior Engineer (Civil) O/o XEN (Elect.):	-do-
5. Sh. Sahil Paniha, JSS O/o Registrar:	-do-
6. Sh. Aman Nain, Clerk O/o Director Farms:	-do-
7. Sh. Sanjay Sehgal, Sr. Lab. Asstt. O/o Dean COA:	-do-
8. Sh. Devki Nandan, Electrician O/o XEN (Elect.):	-do-
9. Sh. Sushil, Sr. Technician (VP), Deptt. of EECM:	-do-
10. President HAUNTEA/Rep.:	Special invitee

2. The tenure of the Grievances Committee will be one year from the date of issue of notification. The terms of reference for the Grievances Committee are appended at overleaf.

Sd/-  
Registrar

Endst. No. Admn.E-1/G-73/2025/ 21273-392

Dated: 15-11-2025

A copy of the above is forwarded to the following for information and necessary action:-

1. The Sr. Private Secretary to Vice-Chancellor, CCS HAU, Hisar.
2. The Director of Research, Chairman, Grievances Committee, CCS HAU, Hisar.
3. All Deans/Directors/Officers/HODs./Sections (including outstations), CCS HAU, Hisar.
4. The COE/SPIO/Incharge(FH)/Advisor(AFA)/Advisor(R/C)/AR(L)/DR(GA)/CSO & DDO (internal).
5. The PA to Registrar, CCSHAU, Hisar.
6. All Members of the Grievances Committee.
7. The Presidents, HAUNTEA, SC/ST Employees Federation and Sweeper Union, CCS HAU, Hisar.

  
15/11/25  
Asstt. Registrar (E)  
for Registrar

## **TERMS OF REFERENCE FOR THE GRIEVANCES COMMITTEE:**

- I. The recommendations of the Grievances Committee for the non-teachers will be advisory in character.
- II. The committee will consider such individual grievances of the employees as are brought to its notice by the employees concerned.
- III. On receiving the grievances, the Chairman will obtain the case in full, immediately from the concerned officers.
- IV. The committee will deal with grievances of individual employees, which relate to official matters only. However, the grievances relating to general policy matters would outside the purview of these committees.
- V. In case of doubt whether certain matter falls under the jurisdiction of the respective committee or not, the entire committee will consider the matter, alongwith the Registrar or Comptroller, if it is a finance matter. If there is a stalemate in the deliberations of the Committee, the case will be referred to the Vice-Chancellor whose decision will be final.
- VI. The recommendations of the committee would be made, as far as possible, by consensus. If the committee feels necessary, the aggrieved person can be allowed to meet the committee to explain his point of view personally.
- VII. The minutes of the meeting would be recorded by the Secretary and got approved from the Chairman before these are circulated. The proceedings would be confirmed in the next meeting.
- VIII. A copy of the proceedings would be sent to all the members of the committee for information. If any member has any objection to the recording of the minutes, he will send his views to the Chairman within 7 days of circulation of the minutes.
- IX. Individual cases, with the recommendations of the committee, will be submitted to the Vice-Chancellor directly, giving justification therefore by the Chairman of the committee.
- X. The members of the committee are expected to express their views frankly, without any bias/prejudice, keeping in view the merit of the case and prevailing rules rather than quoting precedents. No disciplinary action can be initiated against any member for the views expressed by him in the committee. However, decency and decorum has to be maintained.
- XI. The committee would meet as often as required but at least once in a quarter. The quorum would be 50% of the strength rounded off to the next higher figure.
- XII. The secretarial assistance and stationary required for the purpose would be provided by the office where the Secretary is working.
- XIII. Notwithstanding anything referred to above, the Vice-Chancellor may refer any case to the Grievances Committee for recommendations.