

भारत सरकार  
गृह मंत्रालय  
राष्ट्रीय अग्निशमन सेवा महाविद्यालय  
राजनगर, नागपुर -440013



GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS  
NATIONAL FIRE SERVICE COLLEGE  
Rajnagar, NAGPUR - 440 013

Telephone- No. 0712-2982225 website: nfscnagpur.gov.in, email:- ao.nfscnagpur-mha@gov.in

NO. NFSC/ESTT/2-9/2026-27

Dated:- 10 June, 2026

**OFFICE ORDER**  
**No. ESTT/2026-27/ 27**

**Subject: Constitution of the Internal Grievance Redressal Committee (IGRC) – reg.**

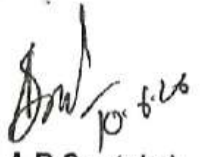
The constitution of this Internal Grievance Redressal Committee (IGRC) is established in compliance with the statutory frameworks and administrative guidelines issued from time to time by the Department of Personnel and Training (DoPT), Ministry of Personnel, Public Grievances and Pensions, Government of India to facilitate a harmonious work environment and to provide an effective, transparent institutional mechanism for the timely redressal of administrative, career-related, and workplace grievances of the officers, faculty, and staff of this College.

The committee shall comprise the following officers and staff members with immediate effect:

Sl. No.	Name & Designation	Position in Committee
1.	Shri Gyan Singh, Deputy Director	Chairman
2.	Dr. D. K. Singh, Assistant Professor	Member
3.	Shri Gagan Upadhyay, Assistant Director	Member
4.	Shri Jitendra R. Jain, Administrative Officer	Member
5.	Shri R. C. Manihar, Senior Demonstrator	Member
6.	Shri Satyajit Pal, Laboratory Assistant	Member

**Scope and Mandate of the Committee:**

- Jurisdiction:** The committee will receive and examine representations and grievances from all employees of NFSC concerning day-to-day administration, service matters, career progression, allocation of duties, or any workplace-related hardships of a non-statutory nature.
- Exclusion:** This committee will strictly handle administrative and general grievances. Matters pertaining to sexual harassment must be routed directly to the statutory **Internal Complaints Committee (ICC)** under the POSH framework, which operates under distinct statutory guidelines.
- Procedure:** The committee will meet periodically or as required upon receipt of a grievance. It shall examine all representations objectively in accordance with DoPT guidelines and Central Civil Services (CCS) rules.
- Recommendations:** The findings and final recommendations of the committee shall be submitted to the Director, NFSC, for final administrative approval and decision.



(Dr. A.R.Sontake)  
Professor & Director

**Copy for information and necessary action to:**

1. Shri Gyan Singh, Deputy Director & Chairman (IGRC).
2. All concerned Committee Members (Dr. D.K. Singh / Shri Gagan Upadhyay / Shri Jitendra R. Jain / Shri R.C. Manihar / Shri Satyajit Pal).
3. All Officers and Staff Members of NFSC.
4. Professor's Office
5. All Notice Boards.