

CIRCULAR NO.34/06

Sub:- District level Grievance Committee – Constitution and functions – Orders issued.

The Budget Speech of 2006-07 has stated that Grievance Committees will be set up at the District-level as well as at the Commissionerate-level to look into grievances of the trade and to derive solutions for emerging problems in a timely way. The following orders are issued in pursuance of this objective.

Constitution:

The District-level Grievance Committee shall be headed by the District Deputy Commissioner and shall have as official members apart from the Assistant Commissioners and IACs under the control of the District Deputy Commissioners the Inspecting Asst.Commissioner(Int.) and Asst. Commissioner(Audit Assessment) having jurisdiction over the District.

The following shall be the trade representatives on the District-level Grievance Committee

- President/Honorary Secretary of the Chambers of Commerce in the District Headquarters,
- President/Honorary Secretary of the District Unit of the Kerala State Small Industries Association,
- President/Honorary Secretary of the District Unit of the Vyapari Vyavasayi Ekopana Samithi,
- President/Honorary Secretary of the District Unit of the Vyapari Vyavasayi Samithi.

Membership of the Committee shall be ex-officio. Not more than one representative of an organization should attend the meeting.

Meeting:

The Committee shall meet once a month. For the convenience of all concerned the meeting of the District-level Grievance Committee shall be held at 3 P.M. on the second Wednesday of the month in the Office of the District Deputy Commissioner.

Functions of the Committee:

The trade representatives on the Committee may raise issues of common concern regarding procedures, practices, etc. or specific instances or incidents in the Committee.

Procedure

Matters submitted for discussion one clear week before the meeting shall be got examined beforehand by the Deputy Commissioner and discussed in the meeting.

Issues that cannot be solved at the District-level should be taken up with the Commissioner and reported upon in the next meeting.

Minutes of the issues raised and decisions taken should be circulated among the members within a week of the meeting.

An action taken report should also be circulated among the members at the next meeting.

Commissioner

To

All the Concerned.