

**MARA AUTONOMOUS DISTRICT COUNCIL**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS**

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**NOTIFICATION**

**Dated Siaha, the 8<sup>th</sup> September, 2022**

**No.A.17012/1/2022/DP&AR-MADC:** In the interest of public service, the Executive Committee of the Mara Autonomous District Council is pleased to constitute Grievances Redressal Committee under the Mara Autonomous District Council consisting of the following members with immediate effect and until further order.

Chairman : Executive Secretary  
Member Secretary : Deputy Secretary (DP&AR)  
Members : (1) Secretary to the District Council  
(2) Conservator of Forest  
(3) Senior Revenue & Settlement Officer  
(4) Deputy Secretary (Finance) cum Controller of Accounts  
(5) Under Secretary (DP&AR)

**Terms of Reference:**

1. The Committee will have a term of two (2) years.
2. The Committee will examine complaints from Mara Autonomous District Council employees in service matter including seniority, promotion, transfer and posting, termination/dismissal from services, etc.
3. The Committee will examine the complaints and submit its report within one (1) month to the Executive Committee of the Mara Autonomous District Council.
4. Department of Personnel & Administrative Reforms, Mara Autonomous District Council will provide secretariat assistance to the Committee.

**Sd/- K. CHIHRAU**

Executive Secretary

Mara Autonomous District Council  
Siaha

**Memo No.A.17012/1/2022/DP&AR-MADC : Dated Siaha, the 8<sup>th</sup> September, 2022**

**Copy to:-**

1. PS to Chief Executive Member, Mara Autonomous District Council for information.
2. PS to Chairman, Mara Autonomous District Council for information.
3. PS to Deputy Chief Executive Member, Mara Autonomous District Council for information.
4. PA to all Executive Members/Deputy Chairman/Vice Chairman (P&DB), Mara Autonomous District Council for information.
5. Persons concerned.
6. All Heads of Department under Mara Autonomous District Council for information
7. Information & Publicity Officer, Mara Autonomous District Council for information and wide publicity.
8. Office Order Book.
9. Guard file.

  
Executive Secretary

Mara Autonomous District Council  
Siaha