



भाकृअनुप : भारतीय मृदा एवं जल संरक्षण संस्थान  
218 कौलागढ रोड, देहरादून 248 195 (उत्तराखंड)  
ICAR: Indian Institute of Soil & Water Conservation  
(Formerly known as CSWCRTI)  
218, Kaulagarh Road, Dehradun 248195 (Uttarakhand)  
Telefax (O) 0135 275 7214, Fax : 0135, 275 4213  
Email: caoiiswc@gmail.com



LEVEL OF RESPONSIBILITY FOR REDRESS

Sl. No.	Type of Grievance	Nodal Officer			
		Level 1	Level 2	Level 3	Level 4
1.	All service related matters including recruitment (other than pension matters)	AAO (Adm.)	A.O.(Adm.)	CAO (Sr. Grade)	Director
2.	Quarter Allotment	A.A.O. (Estate)	AO/SAO	CAO (Sr. Grade)	Director
3.	Building & Maintenance related issues	Chief Technical Officer (Works)	SAO	CAO (Sr. Grade)	Director
4.	Housekeeping	AO (S&P)	SAO	CAO (Sr. Grade)	Director
5.	Research Publication	Heads of Divisions/Centres	OIC (PMEC)	Director	ICAR
6.	Training related matters	Head (HRD&SS)	Director	ICAR	-
7.	All matters related to IPR & PPP	Dr. Harsh Mehta, PS & Nodal Officer (IPR)	Director	ICAR	-
8.	All Matters related to finance	AFAO	CFAO	Director	ICAR
9.	All matters related to bills (other than pension)	DDO	CFAO	CAO(Sr. Grade)	Director
10.	All matters related to pension bills	DDO	AFAO	Comptroller	Director
11.	All matters related to vigilance	Dr. M. Muruganandam, Pr. Scientist	Director	ICAR	-
12.	All legal matters	AAO (Adm.)	CAO(Sr. Grade)	Director	ICAR
13.	All matters related to PIM	Sh. Sadikul Islam, Scientist	OIC (PMEC)	Director	ICAR
14.	All matters related to Hindi Section	Dr.(Smt.) Sangeeta N. Sharma, CTO	CAO (Sr. Grade)	Director	ICAR

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Sl. No.	Type of Grievance	Nodal Officer			
15.	All matters related to Pension files	AAO (Adm.)	AO(Adm.)	CAO (Sr. Grade)	Director
16.	All matters related to purchase / tenders (Security/contractual services etc.)	OIC (Stores)	SAO	CAO (Sr. Grade)	Director
17.	All matters related to Guest House/ Training hostel	Caretaker (Guesthouse)	AO/SAO	CAO (Sr. Grade)	Director
18.	All matters related to APAR	CAO (Sr. Grade)	Director	ICAR	-
19.	All Field / Farm related matters	Farm Supdt.	OIC (Farm)	Heads of Division	Director



(S.K. GAJMOTI)

Chief Administrative Officer (Sr. Grade)