



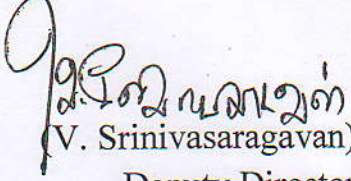
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Kalakshetra Foundation
Thiruvanmiyur, Chennai 600 041, India

Subject: Grievance Redress Mechanism in Kalakshetra Foundation

Employees of the Kalakshetra Foundation and general public have been airing their grievances in the form of letters from time to time. These grievances relate to service and personnel matters. In order to institutionalize grievance redressal mechanism it has been decided that Director of Kalakshetra Foundation will be nodal officer for redressal of grievances both from the employees of the Foundation and from the general public in connection with the affairs of the Foundation. **On every Friday between 3 to 5 PM, has been earmarked by the Director for receiving and hearing of grievances in person.**

2. If any person is unable to come in person, grievances can be lodged at email address: admin@kalakshetra.in
3. It may, however, be noted that following types of cases cannot be raised as grievances— (a) subjudice cases or any matter concerning judgment given by any court (b) Personal and family disputes (c) RTI matters.
4. Efforts will be made to look into the grievances and redress the same as far as possible 60 days of lodging of grievance and a reply will be sent to the person in disposal of the grievance letter/ e-mail
5. In case of non-availability of Director, Deputy Director will receive and hear grievances.


(V. Srinivasaragavan)
Deputy Director

All concerned
(Through notice board and website)

Founder : Smt. Rukmini Devi
Chairman : Sri N. Gopaldaswami
(Former Chief Election Commissioner of India)
Director : Smt. Priyadarsini Govind



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