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स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No.16/60/2024-Admn./E.Office.211876

Dated:16/12/2024

Office Memorandum

Sub: Reconstitution of the Internal Complaint Committee (ICC) to deal with the complaints of harassment of working women at work place.

The Internal Complaint Committee (ICC) has been Reconstituted as follows:-

- | | |
|---|------------------|
| 1. Dr. Tanvir kaur, Scientist-G | Chairperson |
| 2. Dr. B.V. Babu, Scientist-G | Member |
| 3. Dr. Ruchi Singh, Scientist-F | Member |
| 4. Dr. (Ms) Manasi Mishra, Head, Research & Knowledge | Member |
| 5. Smt. Anita Sharma, PS | Member Secretary |

The terms of reference for the Internal Complaints Committee include the following.

- The Committee shall act as per the provisions of Sexual Harassment of women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- The Committee shall maintain a convenient channel of communication such that women can complaint without any fear or undue pressure.
- The Committee shall keep its proceedings confidential.
- The Committee shall take proactive steps in creating awareness/counseling to aid in the prevention of harassment of women.
- The Committee may invite a female member from student community in case the matter relates to students (or) a female member staff in case the matter relates to staff members.
- The Committee shall make and submit an annual report with regard to the complaints and action taken by them.
- Propose any other activity, to prevent harassment at work place.

This issue with the approval of the Competent Authority

Yours faithfully,
Signed by Jagdish Rajesh
Date: 17-12-2024 10:03:42

(Jagdish Rajesh)
Assistant Director General (Admn.)

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All the above members

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