



राष्ट्रीय जैविक संस्थान

NATIONAL INSTITUTE OF BIOLOGICALS

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार)
(Ministry of Health & Family Welfare, Government of India)

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Dated:08.07.2022

OFFICE MEMORANDUM

Subject: Constitution of the Internal Complaint Committee (ICC) to deal with the complaints of harassment of working women at work place – Reg.

An Internal Complaints Committee (ICC) has been constituted to deal with complaints of harassment of women at work place. The composition of the Committee is as under: -

- 1) Dr. Charu M. Kamal, Scientist Grade-II – Chairperson
- 2) Dr. Rekha Saxena, Scientist -G, NICPR, NOIDA
- 3) Dr. Manasi Mishra, Head, Research & Knowledge Manager, Centre for Social Research
- 4) Dr. Ratnesh Sharma, Scientist Gr.II
- 5) Sh. P.K. Mohapatra, Admn Officer (Finance), NIB
- 6) Ms. Rashmi Srivastava, Scientist Grade-III – Member Secretary
(Phone No.0120-2593600, Email: rsrivastava.nib.gov.in)

Terms of reference for the Internal Complaints Committee include the following.

- i) The Committee shall act as per the provision for the Harassment of Women at Workplace (prevention, Prohibition and Redressal) Act,2013.
- ii) The Committee shall maintain a convenient channel of communication such that women can complaint without any undue pressure.
- iii) The committee shall keep its proceeding confidential.
- iv) The Committee shall take proactive steps in creating awareness/counselling to aid in the prevention harassment of women.
- v) The Committee may invite a female member of student community in case the matter relates to the student (or) a female member of staff in case the matter relates to the staff members.
- vi) The Committee shall make and submit an annual report with regard to the complaints and action taken by them.
- vii) Propose any other activity, to prevent harassment at work place.

This issues with the approval of Director.

Wasi
08.07.22
(W Z Quazi)

Sr. Administrative Officer & DD(A) i/c.

Copy to :

- 1) Dr. Charu M. Kamal, Scientist Grade-II – Chairperson
- 2) Dr. Rekha Saxena, Scientist -G, NICPR, NOIDA
- 7) Dr. Manasi Mishra, Head, Research & Knowledge Manager, Centre for Social Research
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(Phone No.0120-2593600, Email: rsrivastava.nib.gov.in)
- 6) DD(QC) i/c
- 7) IT Cell for display on NIB Website
- 8) Notice Board
- 9) PS to Director, NIB

