OFFICE MEMORANDUM

Subject: Constitution of Internal Committee (erstwhile Internal Complaints Committee) to deal with the complaints of harassment of working women at work place – regarding

In partial modification to this Institute’s OM No. dated 08/7/2022 on the above subject, and in pursuance of the directions given by the Secretary, Ministry of Health & Family Welfare and Chairperson, Governing Body, NIB vide letter No.C-13011/22/2022-DRS dated 14/10/2022, the Director, NIB hereby re-constitutes the Internal Committee on Sexual Harassment in the Institute under Section 4(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 read with the repealing and amending act, 2016, No. 23 of 2016 [6th May, 2016] as under:

1) Dr. Charu M. Kamal, Scientist Grade-I, NIB – Presiding Officer
   (Phone No.0120-2593600, Email: cmkamal@nib.gov.in)
2) Dr. Rekha Saxena, Scientist -G, NICPR, NOIDA
3) Dr. Manasi Mishra, Head, Research & Knowledge Manager, Centre for Social Research, 2 Nelson Mandela Marg, Vasant Kunj, New Delhi;
4) Dr. Ratnesh Sharma, Scientist Gr.II, NIB
5) Sh. R.P. Joshi, Assistant Engineer (Civil), NIB
6) Ms. Archana Sayal, Junior Scientist, NIB
7) Ms. Rashmi Srivastava, Scientist Grade-III, NIB – Member Secretary

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

i) The Committee shall act as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, read with the repealing and amending act, 2016, No. 23 of 2016 [6th May, 2016].
ii) The Committee shall maintain a convenient channel of communication such that women can complain without any undue pressure.
iii) The Committee shall keep its proceedings confidential.
iv) The Committee shall take proactive steps in creating awareness/counselling to aid in the prevention of harassment of women.
v) The Committee may invite a female member of the student community/staff in case the matter relates to the student/staff members.
vi) The Committee shall make and submit an annual report with regard to the complaints and action taken by it.

vii) Propose any other activity to prevent harassment at the workplace.

(P.K. Mohapatra)
Administrative Officer (F)
For Director

Copy to:
1) All Members of the Committee (By name)
2) The Deputy Director (QC)
3) PS to Joint Secretary (R), MoHFW
4) PS to Director, NIB
5) Notice Board and NIB Website