



N-1.0/20/2024-QMU-NIB
NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P)

Date: 20.04.2026

OFFICE ORDER: 15/2026-27

Sub.: Re-constitution of Internal Committee to deal with the complaints of harassment of working women at workplace- reg.

In partial modification to this Institute's OM No. dated 17.10.2022 on the subject cited above, approval of the Competent Authority is hereby accorded to re-constitute 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:

S. No.	Name & Designation	Status of Committee
1.	Dr. Charu M. Kamal, Deputy Director (Quality Control), NIB Phone: 0120-2593600 Email: cmkamal@nib.gov.in	Presiding Officer
2.	Dr. Manasi Mishra, Head, Research & Knowledge Manager, Centre for Social Research, 2 Nelson Mandela Marg, Vasant Kunj, New Delhi	Member
3.	Dr. Ratnesh K. Sharma, Scientist Grade-I	Member
4.	Sh. R. P. Joshi, Assistant Engineer (C), NIB	Member
5.	Smt. Archana Sayal, Junior Scientist, NIB	Member
6.	Smt. Rashmi Shrivastava, Scientist Grade-III, NIB Email: rsrivastava@nib.gov.in	Member Secretary

2. Terms of Reference for the Internal Committee shall include the following:
- 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]
 - The Committee shall maintain a convenient channel of communication such that women can complain without any undue pressure.
 - The Committee shall keep its proceedings confidential.
 - The Committee shall take proactive steps in creating awareness/counselling to aid in the prevention of harassment of women.
 - The Committee may invite a female member of the student community/staff in case the matter relates to the student/staff members.
 - The Committee shall make and submit an annual report with regard to the complaints and action taken by it.
 - Propose any other activity to prevent harassment at the workplace.

W.Z. Quazi
20.04.26

(W.Z. Quazi)

Deputy Director (Administration)

To,

All members (as per list above)

Copy to:

- PS to Joint Secretary (R), MoHFW
- PS to Director for information
- Deputy Director (Quality Control)
- IT Cell: Notice Board/e-Office notice board/LED/NIB website
- Order/Circular File