

**INDIAN COUNCIL OF MEDICAL RESEARCH, NEW DELHI**

No.6/2/2012-Admn.-II

Dated : 10.11.2021.

**OFFICE MEMORANDUM**

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

In partial modification of OM of even number dated 23.10.2020, 19.11.2020 & 30.12.2020 on the above cited subject, the Competent Authority has nominated Dr. Reeta Rasaily, Scientist-G as Chairperson of the Internal Complaints Committee constituted in ICMR Hqr. & a male member has also been included to deal with complaints of harassment of women at work place. The revised composition of the Committee is as under:

- |  |   |                  |
|--|---|------------------|
| 1. Dr. Reeta Rasaily, Scientist-G & Head, RBMCH  | - | Chairperson      |
| 2. Dr. B. V. Babu, Scientist-G & Head, SBHSR   | - | Member           |
| 3. Dr. Harpreet Sandhu, Scientist-F,   | - | Member           |
| 4. Dr. (Ms) Manasi Mishra, Head, Research & Knowledge Management, Centre for Social Research | - | Member           |
| 5. Smt. Harjeet Kaur Bajaj, Sr. PS   | - | Member Secretary |

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

- i) The Committee shall act as per the provision of 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/counseling to aid in the prevention of harassment of women.
- v) The Committee may invite a female member of student community in case the matter relates to the students (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.

  
(Jagdish Rajesh)  
Assistant Director General

**Distribution**

1. Dr. Reeta Rasaily, Scientist-G, Chairperson
2. Dr. B. V. Babu, Scientist-G & Head, SBHSR - Member
3. Dr. Harpreet Sandhu, Scientist-F, Member
4. Smt. Harjeet Kaur Bajaj, Sr. PS & Member Secretary
5. Dr. (Ms) Manasi Mishra, Head, Research & Knowledge Management, Centre for Social Research, 2 Nelson Mandela Marg, Vasant Kunj, New Delhi-110070.

**Copy to:**

1. PS to DG/ Sr. DDG(A)/ Sr.FA
2. DDG(A)
3. ADG(A)/ADG(F)
4. Sr. AO/Sr. ACO
5. All Sections/Divisions of ICMR Hqr.
6. All Directors/Directors-in-Charge of all permanent Institutes/Centres of ICMR
7. Dr. L.K.Sharma, Scientist 'E' – soft copy of the same has been mailed at your email ID([sharma.lk@icmr.gov.in](mailto:sharma.lk@icmr.gov.in)) for website upload.
8. Dr. Neeraj Tandon, Scientist-G & Head, MPD-for information