



सत्यमेव जयते

राष्ट्रीय जैविक संस्थान NATIONAL INSTITUTE OF BIOLOGICALS

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

प्लॉट संख्या ए-32, सेक्टर-62, संस्थागत क्षेत्र, नोएडा-201309, उत्तर प्रदेश, भारत
Plot No. A-32, Sector-62, Institutional Area, NOIDA-201309 (U.P.), INDIA



Phone : +91-120-2400022, 2400072; Fax : +91-120-2403014; E-mail : info@nib.gov.in; Website : www.nib.gov.in

No. C.1-47/2022/NIB

17 October 2022

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

विश्व स्वास्थ्य संगठन
एचआईवी, एचसीवी, एचबीएसएजी, सिफलिस
इन-विट्रो डायग्नोस्टिक एसेस की
गुणवत्ता नियंत्रण के लिए सहयोग केन्द्र



WORLD HEALTH ORGANIZATION
Collaborating Centre for Quality Control of
HIV, HCV, HBsAg and Syphilis
in-vitro diagnostic assays