



No.: NIIRNCD/Gen/Admn/WC/SH/2018E0775

Dated: 30.10.2024

**OFFICE MEMORANDUM**

**Subject: Re-constitution of the Internal Complaints Committee of ICMR-NIIRNCD, Jodhpur as per the Section-4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 - Reg.**

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With the approval of the Competent Authority, the Internal Complaints Committee of ICMR-NIIRNCD, Jodhpur, has been reconstituted to address complaints of harassment of women in the workplace, as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The revised composition of the Committee is as under:

1.	Dr Mukti Khetan Scientist-C, NIIRNCD, Jodhpur	Chairperson
2.	Dr Sunita Chaudhary Director, Ek Khwahish Education Foundation & Director, Adarsh Maa Mamta Pathasala, Sikar, Rajasthan	Member
3.	Dr Swati Chhabra Addl. Professor of Anesthesiology, AIIMS, Jodhpur	Member
4.	Dr Ramesh Kumar Sangwan Scientist-C & Social Scientist, NIIRNCD, Jodhpur	Member
5.	Ms. Sakshi Dahiya Technical Assistant (Anthropology), NIIRNCD, Jodhpur	Member
6.	Mr. K.C. Ramayya Dora Sr.AO, NIIRNCD, Jodhpur (Sr.AO/AO by designation)	Member Secretary

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

- I. The Committee shall maintain a convenient channel of communication such that women can complain without any undue pressure.
- II. The Committee shall keep its proceedings confidential.
- III. The Committee shall take proactive steps in creating awareness/counselling to aid in the prevention of harassment of women.
- IV. 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.
- V. The Committee shall make and submit an annual report with regards to the complaints and action taken by them.
- VI. The Internal Complaints Committee (ICC) shall be valid for a maximum period of 03 years from the date of issue of this order.
- VII. Propose any other activity, to prevent harassment at work place.

**Signed by Kongara China  
 Ramayya Dora**  
**Date: 30-10-2024 15:37:35**  
 (K.C. RAMAYYA DORA)  
 Administrative Officer

**Distribution:**  
 All the above members

**Copy to:**

1. PA to Director, ICMR-NIIRNCD, Jodhpur
2. All Scientists / PIs / Co-PIs of the Institute
3. All Administrative and Technical Staff of the Institute
4. Smt. Kanchan Bala, Jr. Hindi Translator – with a request to kindly bring this order in Hindi.
5. IT Cell – for website upload.