



Employees, State Insurance Corporation,  
(Ministry of Labour and Employment, Govt. of India)  
ESIC Medical College & Hospital, NH-3, NIT, Faridabad

Tel.No.0129 -2413032 VOIP- 40129001

Visit us: [www.esic.nic.in](http://www.esic.nic.in) E-mail: [esih-nh3faridabad.hr@esic.in](mailto:esih-nh3faridabad.hr@esic.in)

No. 13(3)/A/45/20/2013-Adm

758-76679/14/10/6/14

Date: 4-6-2014

**MEMORANDUM**

Sub : **Setting up of "Internal Complaints Committee" in connecting with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.**

In pursuance to Hqrs. Office letter No. A-12/18/1/Policy/14-SCT dated 13.03.2014 and under section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 published in "The Gazette of India (Extraordinary)" dated 23.04.2013, the Medical Superintendent, ESIC Hospital & Medical College, NH-3 NIT, Faridabad has approved the "Internal Complaints Committee" consisting of the following members for ESIC Hospital & Medical College, NH-3, NIT, Faridabad to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

S.No.	Name of Members	Address	Designation
1	Dr. Shanta Passi, MO	ESIC, Medical College and Hospital NH-3, Faridabad	Presiding Officer
2	Dr. R.D.Wadhawan, MO	ESIC, Medical College and Hospital NH-3, Faridabad	Member
3	Smt. Santosh Pilani, Officiating Matron	ESIC, Medical College and Hospital NH-3, Faridabad	Member
4	Smt. Vijay Laxmi, Assistant	ESIC, Medical College and Hospital NH-3, Faridabad	Member
5	Dr. Chandrika Malik	SMO, ESIH, NH-8, Faridabad	External Member

The Presiding Officer and every member of the "Internal Complaints Committee" shall hold office from the date of nomination till the reconstitution of the committee or till they cease to work in this hospital, subject to a period not exceeding three years from the date of issue of this memorandum.

Any aggrieved woman employee of ESIC Medical College & Hospital NH-3, NIT Faridabad may make, in writing a complaint of sexual harassment at workplace to the Internal Complaints Committee, within a period of three months from the date of incident and in case of series of incidents, within a period of three months from the date of last incident.

All the women employees of ESIC Medical college & Hospital NH-3, NIT Faridabad are, therefore, informed that their grievances, if any, may be brought to the notice of the "Internal Complaints Committee" ESIC Hospital & Medical College NH-3, NIT Faridabad. This supercedes all previous committees on this subject, which stand dissolved.

( Umed Singh )  
ASSISTENT DIRECTOR (ADMIN)

Copy for information & necessary action to :-

- (1) The Director General (SCT), ESIC Hqrs. Office, Panchdeep Bhawan, CIG Marg, New Delhi- 110002.
- (2) The Director General (Vig) , ESIC Hqrs. Office, Panchdeep Bhawan, CIG Marg, New delhi-110002.
- (3) The Insurance Commissioner (P&A), ESIC Hqrs, Office, Panchdeep Bhawan, CIG Marg, New Delhi-110002.
- (4) The Website Content Manager, ESIC Hqrs, Office, Panchdeep Bhawan, CIG Marg, New Delhi- 110002 with the request to upload this Memorandum in the ESIC Hqrs. Office Website.
- (5) All members of "Internal Complaints Committee along with a copy of the aforesaid Act.
- (6) All Officers/Branches of ESIC Medical College & Hospital NH-3, Faridabad.
- (7) The General Secretary, ESIC Employee's Union (MHR), Faridabad.
- (8) Hindi Cell/Rajbhasha Deptt. For translation.
- (9) Notice Board, ESIC Medical College & Hospital , NH-3 Faridabad.
- (10) ✓ Office Copy/Guard File.

( UMED SINGH )  
ASSISTANT DIRECTOR (ADMN)