



ESIC
Chinta Se Mukti

Ph: 25734381, 25722163
Fax: 25731762
e-mail: rd-delhi@esic.nic.in
web: www.esic.nic.in,
www.esicdelhi.org.in,
www.esic.in

Employees' State Insurance Corporation
Regional Office – Delhi
Rajendra Bhawan, Rajendra Place
New Delhi – 110008

No. 11-B/16/1/2014-Admn.

Dated: 10-06-2014

MEMORANDUM


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

In pursuance to Headquarters Office letter No. C-12/18/41/164/Misc./13-Vig. dated 15/04/2014 and under section 4 of the Sexual Harassment of women at working place (Prevention, Prohibition and Redressal) Act, 2013, the Regional Director has approved the "Internal Complaints Committee" consisting of the following members for Regional Office Delhi, Divisional Office Shahdara and attached branch offices to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment for matters connected therewith or incidental thereto.

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|----|-------------------------|---|-------------------|
| 1. | Smt. Ankita Banerjee | Assistant Director | Presiding Officer |
| 2. | Dr. Manasi Mishra | Head, Research Division, Centre for Social Research(CSR) 3, Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 | External Member |
| 3. | Rakesh Roshan | Assistant Director | Member Secretary |
| 4. | Smt. Darshan Nijhara | Office Superintendent | Member |
| 5. | Ms Seema Kapoor | Assistant | Member |
| 6. | Ms Sarita Negi Adhikari | Assistant | Member |

The Presiding officer and the members of the committee shall hold office from the date of nomination till the reconstitution of the committee or till they cease to work in the Corporation/Region, subject to a maximum of three years .

All the women employees of Regional office, Delhi, Divisional office, Shahdara and attached branch offices are therefore informed that their grievances if any, may be made in writing in case of sexual harassment at workplace to the internal 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 the last incident.


(MANEESH KHULBE)
DY.DIRECTOR (ADMN)
FOR REGIONAL DIRECTOR

To

1. Director General (SCT), ESIC Hqrs. office, Panchdeep Bhawan, C.I.G. Road, New Delhi
2. Director(Vig.) ESI Corporation, Hqrs. Office with reference to their letter No. C-12/18/41/164/Misc./13-Vig. dated 15/04/2014.
3. Director SRO Okhla/Rohini for information
4. All Members of the "Internal Complaints Committee" alongwith copies of the above mentioned Act published in the Gazette of India (Extraordinary) dated 23/04/2013.
5. Joint Director (I/C), E.S.I. Corporation, Divisional office Nand Nagri, Delhi for information.
6. Director SRO Okhla/Rohini for information
7. All Branch officers of Regional office Delhi
8. All Branch Managers attached with Regional office Delhi /Branches of R.O. Delhi
9. The website Content Manager, Headquarters Office, ESIC, New Delhi for uploading in the ESIC website.
10. PS to AC & RD
11. Notice Board