



**ESIC MODEL HOSPITAL, BELTOLA GUWAHATI-781022**  
**MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA**  
**Fax 0361 2361082, PH 0361 2360085 E- mail Id: mh-guwahati@esic.nic.in**  
**AN ISO-9001-2008 ( QMS ) CERTIFIED ORGANISATION**

No. 432- C-12/18/41/MH Beltola /2014

193-206

Date: 01-05-2014

MEMORANDUM

Subject :- Constitution of 'Internal Complaints Committee' in connection with the Sexual Harassment of Women at Workplace ( Prevention, Prohibition and Redressal ) Act, 2013.

In terms of Hon'ble Supreme Court Judgement in the case of Vishalika Vs State of Rajasthan on the Sexual Harassment of Women at Workplace followed by enactment and in compliance of the direction given by the Hqrs. office of ESIC, New Delhi. In this regard, the competent authority of this Hospital, has constituted an Internal Complaints committee with the following employees as presiding officer & members of the committee on Sexual Harassment of women at workplace under Section 4 ( 1 ) ( 2 ) ( a ) ( b ) & ( c ) & 3 for a Period of 3 ( Three ) years with effect from 1-5-2014.

<u>Sl.No.</u>	<u>Name &amp; Address of the members with Telephone/ Mobile nos.</u>	<u>Designation</u>
1.	Dr. Savita Kotoky, Chief medical officer, ESIC Model Hospital, Beltola, Mobile no. 9864043376	Presiding officer
2.	Dr. Mandira Sarma, Specialist Gr-II ( ENT ), ESIC Model Hospital Beltola, Mobile No. 9435013424	Member
3.	Mr. P. Sutradhar, Dy. Director, ( Admn. ) ESIC Model, Hospital Beltola, Mobile no. 98641-36324	Member
4.	Dr. Srikka Sarma, Chief medical officer, i/c Medicine Store, ESIC Model Hospital, Beltola, Mobile no. 9864072123	Member
5.	Mrs. Prity Sangma Basumatary, A-I Pooja Apartment, Chenikuthi Hill side, K.R.Road Guwahati-781003 Mobile no.9435706545 Email id - prityts @ radifmail. com	External member

P. Sutradhar,  
Deputy Director, ( Admn. )  
For Medical Superintendent.

Copy for information & necessary action.

- The Director General ( SCT ) ESIC Hqrs. office, Panchdeep Bhawan, CIG Marg, New Delhi-110002
- The Director General ( Vig ) ESIC Hqrs. office, Panchdeep Bhawan, CIG Marg, New Delhi-110002
- Insurance Commissioner ( P & A ) ESIC Hqrs. office, Panchdeep Bhawan, CIG Marg, New Delhi-2
- The Regional Director, ESIC Regional Office, North Eastern Region, Bamanimaidam Ghy- 21.
- The Administrative Medical Officer, ESIC scheme Assam
- The Secretary ESIC Employees union, N.E Region, R.O. Guwahati
- The Secy. ESIC Officers Association, R.O. Guwahati
- The Dy. Director ( IT ) R.O Guwahati, for uploading in the Regional website
- The website Content Manager, hqrs. office, ESIC Hqrs. office, Panchdeep Bhawan, CIG Marg New Delhi- 110002 for uploading in the ESIC Hqrs. office website.
- Notice Board, ESIC Model hospital, Beltola, Guwahati- 781022
- All members of the committee with a copy of the Act published in the Gazette of India dt. 23.4.13

*Handwritten signatures and dates:*  
 [Signature] 06/05/14  
 [Signature] 6/05/14