



REGIONAL OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
SECTOR-19-A, MADHYA MARG, CHANDIGARH
(ISO 9001:2008 CERTIFIED)
Phone: 2781382, 2544126 Fax : 0172 - 2542892
PBX : 2700972, 2775476 (Extn. 215 & 238)
E-mail : rd-punjab@esic.nic.in Website : esicpunjab.org

उपरोक्त कार्य / Public Relations Officer
कार्य सं. / Diary No. 77650.R
दिनांक / Date

17-7-2014

Sanjiv

16.7.14

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No.: 12.C.11/12/1/84-Adm. / 78

Dated: 08.07.2014

MEMORANDUM

SUB.: CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE IN CONNECTION 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), Part-II, Section-I dated 23.04.2013, the undersigned has approved the "Internal Complaints Committee" consisting of following members 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 with immediate effect.

1. Dr. Sumati	Chief Medical Officer	Presiding Officer
2. Shri Parveen Moudgil	Dy. Director	Member
3. Smt. Tamanna Sehgal	A.P.F.C, E.P.F.O.	Member
4. Smt. Amandeep Kaur	Managing Trustee, Shubh Karman (N.G.O.)	External Member
5. Smt. Ranjana Goswami	Social Security Officer	Member
6. Shri Tirath Rai	Upper Division Clerk	Member

The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of issue of this Memorandum.

The Member appointed from non-governmental organisation shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the undersigned, as may be prescribed.

Any aggrieved women employee of Regional Office, Chandigarh and Branch Offices under its jurisdiction may make, in writing, a complaint of Sexual Harassment at workplace to the Internal Complaints Committee at Regional

वेबसाइट की विषय-सूची का प्रबंधन.....
Website Contents Management.....
कार्य सं. / Diary No. 511
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Office, ESI Corporation, Panchdeep Bhawan, Sector 19-A, Madhya Marg, Chandigarh 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.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee, shall render all reasonable assistance to the woman for making the complaint in writing.

Provided further that the Internal Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint.


(RATTAN KUMAR)
REGIONAL DIRECTOR

- Copy to:**
1. All Members of Internal Complaints Committee along with copy of the Gazette of India Extraordinary, Part-II, Section-I dated 23.04.2013.
 2. P.S. to R.D. / S.M.C., Regional Office, ESI Corporation, Chandigarh.
 3. All Branches / Branch Offices / Branch Officers / Branch Managers.
 4. The Director General (SCT), ESI Corporation, Panchdeep Bhawan, C.I.G. Marg, New Delhi.
 5. ICT Branch with the request to upload the same in the ESIC website.
 6. The Website Content Manager, ESI Corporation, Panchdeep Bhawan, C.I.G. Marg, New Delhi for uploading in the ESIC website.
 7. Notice Board.

