



ESIC Model Hospital
Employees' State Insurance Corporation
Sector 9A, Gurgaon -122001, Haryana.
 ISO 9001:2008 certified
 VOIP No. 40124001

01242255133 T/F
 Email:- ddadmin-gurgaon.hr@esic.in



Date:30.06.2013

No:13(2)C-12(19)/II/2014-Admn

MEMORANDUM

Sub: Setting up of Internal Complaints Committee" in conection with the Sexual Harassment of Women at work place (prevention,Prohibition and Redressal) Act2013.

In pursuance of Head Quarter 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 work place (prevention, Prohibition and Redressal) Act 2013, published in the Gazette of India, "(Extraordinary)" dated 23.04.2013, the Medical Superintendent has approved constitution of the "Internal Complaints Committee" for ESI Hospital,Gurgaon,Sector-9,Haryana-122001, by the following members to provide protection against sexual harassment of women at work place 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. Anita Midha, Officiating D.M.S	ESI Hospital Gurgaon,Haryana	Pre siding Officer
2.	Dr. Sadhna Yadav , SMO	ESI Dispensary Gurgaon	External Member
3.	Dr. Sangeeta Mathur, SAG	ESI Hospital Gurgaon,Haryana	Internal Member
4.	Sh. O.P. Verma, Dy. Director(Admn.)	ESI Hospital Gurgaon,Haryana	Internal Member
5.	Sh. Raj Kumar, A.D(F)	ESI Hospital Gurgaon,Haryana	Internal Member
6.	Smt. Indu Bala, A.N.S	ESI Hospital Gurgaon,Haryana	Internal Member
7.	Smt. Meenakshi, M.S.W	ESI Hospital Gurgaon,Haryana	Internal Member

The Presiding Officer and every Member of the Internal Complaints Committee shall hold office for such period not exceeding Three year from the date of issue of this order.

All the women employees of ESI Hospital, Gurgaon are therefore informed that their grievances, if any, may be brought to the notice of "Internal Complaints Committee" ESI Hospital, Gurgaon, sector-9,Haryana-122001.

(O.P. Verma)
 Dy. Director(Admn.)

Copy to:-

1. All Members of "Internal Complaints Committee" along with the copies of the Act, 2013.
2. PS to MS
3. All HOD/Branches of ESI Hospital, Gurgaon.
4. The Director General (SCT), ESIC H.Q. Office Panchdeep Bhawan, CIG Marg, New Delhi-110002.
5. The Director General (Vigilance Brach) ESI Corporation, Panchdeep Bhawan CIG Marg, New Delhi-110002.
6. Insurance Commissioner (P&A). ESI Corporation Panchdeep Bhawan, CIG Marg, New Delhi-110002.
7. The Website Content Manager, Hqrs. Office, ESIC Hqrs. Panchdeep Bhawan, CIG Marg New Delhi-110002.
8. Notice Board