



# कर्मचारी राज्य बीमा निगम आदर्श अस्पताल एवं व्यवसायजन्य रोग केंद्र

## ESIC MODEL HOSPITAL cum Occupational Disease Center

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)(आईएसओ 9001:2008 प्रमाणित संगठन)

(Ministry of Labour & Employment, Govt. of India) (An ISO 9001:2008 Certified Organisation)

सेन्ट्रल रोड, एम.आई.डी.सी. क्षेत्र, अंधेरी (पूर्व), मुंबई - 400093 टेलीफैक्स : 022-28203266

Central Road, M.I.D.C. Area, Andheri (East), MUMBAI - 400093 Telefax: 022-28203266

ई मेल/Email: [ms-andheri@esic.nic.in](mailto:ms-andheri@esic.nic.in) वेबसाइट/Website : [www.esic.nic.in](http://www.esic.nic.in)



No. EMHA/Mum./Admn./ICC/2014/

Date: 28<sup>th</sup> May 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.**

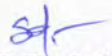
In pursuance to Hqrs. Office letter No. A-12/18/1/Policy/14-SCT dated 13.03.2014 and under Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 published in "The Gazette of India (Extraordinary)" dated 23.04.2013, the Medical Superintendent, ESIC Model Hospital cum ODC Andheri, Mumbai has approved the "**Internal Complaints Committee**" consisting of the following members for ESIC Model Hospital cum ODC Andheri, Mumbai **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. Neena Kumar, Dy.M.S.	ESIC Model Hospital cum ODC Andheri	Presiding Officer
2	Ms. Prajakta Hanmante, CEO, Indian Welfare Society (NGO)	Indian Welfare Society (IWS), 8/433, Kohinoor Compound, Jyotiba Phule Marg, Naigaon, Dadar (East), Mumbai-400 014.	External Member
3	Ms. V. Madhavi, DD(Admn.)	ESIC Model Hospital cum ODC Andheri	Member
4	Ms. Priya Michael, Matron	ESIC Model Hospital cum ODC Andheri	Member
5	Mr. Rahul Vaidya, ECG Tech.	ESIC Model Hospital cum ODC Andheri	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.

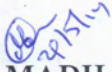
Any aggrieved woman employee of ESIC Model Hospital cum ODC Andheri, Mumbai may make, in writing a complaint of sexual harassment at workplace to the Internal Complaints Committee, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.

All the women employees of ESIC Model Hospital cum ODC Andheri, Mumbai are, therefore, informed that their grievances, if any, may be brought to the notice of the "Internal Complaints Committee" ESIC Model Hospital cum ODC Andheri (E), Mumbai-400 093 (Maharashtra).

  
(V. MADHAVI)  
DY. DIRECTOR (ADMN)

Copy for information & necessary action :-

- (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 Model Hospital cum ODC Andheri.
- (7) The General Secretary, ESIC Employees' Union (MHR), Mumbai.
- (8) Hindi Cell/Rajbhasha Deptt. for translation.
- (9) Notice Board, ESIC Model Hospital cum ODC Andheri, Mumbai-400093.
- (10) Office Copy/Guard File.

  
**(V. MADHAVI)**  
DY. DIRECTOR (ADMN)