



कर्मचारी राज्य बीमा निगम आदर्श अस्पताल, नामकुम, रांची(झारखण्ड)

ESIC MODEL HOSPITAL NAMKUM RANCHI JHARKHAND

श्रम एवं रोज़गार मंत्रालय, भारत सरकार

(Ministry of Labour & Employment, Govt. of India)

(ISO 9001 :2008 Certified)

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No.: 602/C/11/11/2012

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### CIRCULAR

In terms of the provision made under Section 4 of the "Sexual Harassment of Women At Workplace (Prevention, Prohibition & Redressal) Act, 2013" an "Internal Complaints Committee" comprising following members has been constituted in respect of ESIC Model Hospital, Namkum, Ranchi by the competent authority of the hospital with immediate effect:

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|---|-------------------|
| 1. Dr. Manorama Minz, Dy. Medical Superintendent              | Presiding Officer |
| 2. Dr. Pankaj Kumar, Specialist (Anesthesia)                  | Member            |
| 3. Dr. Smita Singh, Specialist (Obs. & Gynae.)                | Member            |
| 4. Shri A.K. Paul, Dy. Director(F)                            | Member            |
| 5. Smt. Onima Ecka, Staff Nurse                               | Member            |
| 6. Smt. Soni Basishtha, Member Trustee, NGO, Pratigya, Ranchi | External Member   |

The term of Presiding Officer and other members shall be from the date of nomination to the reconstitution of the committee or three years from the date of nomination or till they cease to work in their respective organization whichever is earlier. The member drawn from the NGO will be paid TA/DA as admissible as per rule. The jurisdiction of the committee shall extend to the whole of ESIC Model Hospital, Namkum, Ranchi alongwith its all departments.

Although, the committee is empowered to extend the time limit as per provision made under section 9(1) of the Act but in normal circumstances an aggrieved woman is required to make complaint in writing of sexual harassment which includes unwelcome acts or behavior, whether directly or by implication, like physical contact and advance, a demand or request for sexual favours, making sexually coloured remarks, showing pornography and any other unwelcome physical, verbal or non-verbal conduct of sexual nature, at workplace, to the committee within a period of three months from the date of occurrence of the incident and in the event of a series of incidents within a period of three months from the last incident. The committee upon giving opportunity to the parties of being heard and due enquiry shall make recommendation of taking action under Section 13(3) of the Act, if complaint against the respondent stands proved.

  
(Krishna Das)  
(Dy. Director(Admn.))

Copy to the followings for information and n/a please:

1. All members of the committee.
2. The DG (SCT), Hqrs. Office, New Delhi with reference to Hqrs' letter No. V-12/18/41/164/Misc/13-Vig dated 15.04.2014.
3. The DG (Vig.), Hqrs. Office, New Delhi.
- ✓ 4. The WCM, ESIC, Hqrs. Office, New Delhi with a request to kindly upload on the Hqrs' Website.
5. All Officers and Staff of ESIC Model Hospital, Namkum, Ranchi.
6. The General Secretary, ESIC Employees' Union, Jharkhand.
7. Hindi Cell, ESIC, RO, Ranchi for translation.
8. Notice Board.