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SUB-REGIONAL OFFICE ROHINI
EMPLOYEES' STATE INSURANCE CORPORATION
(An ISO – 9001-2008 Certified Office)

ESIC
Chinta Se Mukti

D-11: SECTOR-7: ROHINI:DELHI-110085.

Website : esic.nic.in / Ph. No. 011-27040347, FAX – 011-27056510.

No.22-A/SRO/Rohini/05/2014/ICC/Admn.

Dated :- 23/05/2014.

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 Headquarters office letter no.C-12/18/41/164/Misc./13-Vig. dated 15/04/2014 and under section 4 of the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013, the Joint Director, I/C has approved the "**Internal Complaints Committee**" consisting of the following members for Sub Regional Office, Rohini, Delhi, Region 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.

1.	Smt. Nirmal Batra.	Assistant Director.	Presiding Officer.
2.	Dr. Manasi Mishra	Head, Research Division, Centre for Social Research (CSR) 2, Nelson Mandela Marg, Vasant Kunj, New Delhi-110070.	External Member.
3.	Sh. Hari Ram.	Assistant Director.	Member.
4.	Sh. Rajender Singh.	Assistant Director.	Member.
5.	Smt. Shankuntla Devi.	Assistant.	Member.
6.	Ms. Manju Bala.	Assistant.	Member.
7.	Smt. Bhupender Kaur.	Social Security Officer.	Member Secretary.

The Presiding officer and the members of the committee shall hold office from the date of nomination till the reconstitution of the committee or till they cease to work in the Corporation/Region, subject to a maximum of three years.

All the women employees of Sub Regional Office, Rohini, Delhi are therefore informed that their grievances if any, may be made in writing in case of sexual harassment at workplace to the internal committee, 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 the last incident.


(H.S. MEENA).
Dy. Director. (Admn.).

Copy to :-

1. Director General (SCT), ESIC Headquarters Office, Panchdeep Bhawan, C.I.G. Marg, New Delhi-110002.
2. Director General (Vig.) ESIC Headquarters Office, Panchdeep Bhawan, C.I.G. Marg, New Delhi-110002.
3. Regional Director, E.S.I. Corporation Regional Office, Rajendera Bhawan, Rajendera Place, New Delhi-110008.
4. All members of the Internal Complaints Committee alongwith copies of the above mentioned Act published in the Gazette of India (Extraordinary) dated 23/4/2013.
5. All Branches of ESI, Corp., SRO, Rohini, Delhi.
6. Branch Manager, Branch Office, Ashok Vihar/Badli/Nangloi/Narela.
7. The website Content Manager, Headquarters Office, ESIC, New Delhi for uploading in the ESIC website.
8. NOTICE BOARD.