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INDIAN COUNCIL OF
MEDICAL RESEARCH

NJIL&OMD

ICMR- NATIONAL JALMA
INSTITUTE FOR LEPROSY & OTHER
MYCOBACTERIAL DISEASES

आई सी एम आर – राष्ट्रीय जालमा कुष्ठ एवं अन्य
माइकोबैक्टीरियल रोग संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR- National JALMA Institute for Leprosy
& Other Mycobacterial Diseases,
Department of Health Research, Ministry of Health
& Family Welfare, Government of India

INTERNAL COMPLAINT COMMITTEE

As per instructions from the Ministry of Women and Child Development, the Sexual harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 was enacted in ICMR-NJIL&OMD to provide protection against sexual harassment of women in the workplace, for the prevention and redressal of complaints of sexual harassment, and for matters related thereto. The section 4 of the Act specifies that every employer of a workplace should, by an order in writing, create a Committee to be known as the "Internal Committee".

Internal Committee of ICMR-NJIL&OMD with Contact Details: -

The IC Committee in the ICMR-NJIL&OMD has been constituted on 06.12.2022 with following members: (No. NJIL&OMD/Dir/ICC/10/2022/399)

Handbook on Sexual Harassment of Women at Workplace

S.No	Name and Designation	ICC Role	Telephone No.	Email I.D
1.	Dr. K.K. Mohanty, Scientist-G	Chairperson	+91-9412255180	mohanty.kk@icmr.gov.in
2.	Dr. Raj Kamal, Scientist-F	Member	+91-9412165560	kamal.rj@icmr.gov.in
3.	Dr. Tabassum Samani, Associate Professor, SNMC, Agra	Member	+91-9917000857	tabassumsamani@yahoo.co.in
4.	Prof. Deepmala Srivastava, Dr. B.R. Ambedker University, Agra	Member	+91-9720039168	dr.deepmalas@yahoo.com
5.	Prof. Rita Nigam, Law Expert, Faculty of Law, Agra College, Agra	Member	+91-9410831397	drritanigam@gmail.com
6.	Dr. Ratan Singh Ex-Principal Scientist(Soil)	Member	+91-8392888855	agra.jchetna@gmail.com

Complaint Procedure:

Complaint regarding Sexual Harassment against women can be made either in paper form or by sending e-mail to mohanty.kk@icmr.gov.in. The Act stipulates that aggrieved woman can make written complaint of sexual harassment at workplace to the ICC or to the LCC (in case a complaint is against the employer), 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. As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint



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may be filed inter alia by her relative or friend or her co-worker or an officer of the National Commission for Woman or State Women's Commission or any person who has knowledge of the incident, with the written consent of the aggrieved woman. Ministry of Women & Child Development launched an online complaint management system titled Sexual Harassment electronic -Box (SHe-Box) on 24th July, 2017 for registering complaints related to Sexual Harassment at workplace. The She-Box is an initiative to provide a platform to the women working or visiting any office of Central Government (Central Ministries, Departments, Public Sector Undertakings, Autonomous Bodies and Institutions etc.) to file complaints related to Sexual Harassment at workplace under the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013. Once a complaint is submitted to SHe-Box, it will be directly sent to the Internal Complaint Committee (ICC) of the concerned Ministry/ Department/ PSU/ Autonomous Body etc. having jurisdiction to inquire into the complaint. The SHe-Box also provides an opportunity to both the complainant and nodal administrative authority to monitor the progress of inquiry conducted by the ICCs. SHe-Box - Online Complaint Management System (<http://www.shebox.nic.in/>)