

**NATIONAL INSTITUTE OF NUTRITION
INDIAN COUNCIL OF MEDICAL RESEARCH
JAMAI-OSMANIA P.O., HYDERABAD – 500007.**

No.D/NIN/O.O./2023/ 20

Date: 12-01-2023

OFFICE ORDER

This is in partial modification of Office Order No.D/NIN/O.O./2022/15, dated 16.02.2022, the undersigned has reconstituted the **Internal Complaints Committee (ICC)** to deal with the complaints of harassment of working women at work place. The composition of the committee is as under:

Internal Complaints Committee:

- | | | | |
|----|--|---|-----------------------|
| 1. | Dr. Sylvia Fernandez Rao, Scientist-E | - | Convener |
| 2. | Dr. M. Maheshwar, Scientist-E | - | Member (Legal Expert) |
| 3. | Dr. M. Satyavani, Sr.TO | - | Member |
| 4. | Dr. P. Anitha Chauhan, T.O-C | - | Member |
| 5. | Ms. G.S. Gouthami, Assistant | - | Member |
| 6. | Ms. Junia David, (Bless NGO Women Representative) | - | Member |

ToR of the Committee:

- To strictly deal with the Complaints relating to workplace sexual harassment in accordance with the guidelines provided under "Prevention, Prohibition and Redressal Act, 2013" by Ministry of Women and Child Development, Govt. of India.
- To adopt a compassionate, human approach to understand the complainant's grievance and provide swift and effective solution to the problem, while protecting her identity with total confidentiality.
- To display details of both informal and formal ways available to a worker to address/complain about workplace harassment.
- To devise a simple, easy-to-approach route for redressal of the case based on facts and without any bias or favour.
- To undertake orientation on workplace sexual harassment for all employees.
- To meet and talk to the complainant in order to explore options for formal and informal resolution.
- To ensure that all complaints from women employees are redressed and preventive action is taken against those involved.

This order will come into force with immediate effect.


DIRECTOR

To
All the Officers Concerned

Copy to:

1. All Scientists
2. Convener – Website Management Committee
3. Head of Office
4. ACO
5. AOs
6. All Notice Boards