



File No. 6-1/97/Rectt/WC

Dated: 04.09.2023

OFFICE ORDER

Director, ICAR-CIAE, Bhopal is pleased to constitute the Internal Complaints Committee of this Institute for prevention of sexual harassment of women at work place consisting of the following members in compliance of ICAR's letter No. 42(1)/2004-Vig dated 22.09.2004 and DoPT/ Council's guidelines issued in this regard from time to time :-

Sl.No.	Name and Designation	Role in the Committee
1.	Dr. Nita Khandekar, Incharge CESPU, CIAE, Bhopal	Chairperson
2.	Dr. V. Bhushana Babu, Senior Scientist, CIAE, Bhopal	Member
3.	Dr. K. Bharati, Principal Scientist, ICAR-IISS, Bhopal	Member
4.	Dr. Ramesh Kumar Sahni, Scientist AMD, CIAE, Bhopal	Member
5.	Ms. Rachna Dhingra, Bhopal Group of Information & Action (NGO)	Member, NGO/ Third Party
6.	Mrs. Swati Singh, AAO (Rectt.), CIAE, Bhopal	Member Secretary

Term of Reference:-

1. To investigate reported cases of commission of acts of sexual harassment of women, if any, and submit its report to the disciplinary authority recommending action to be taken against the accused employees.
2. To make an annual report to the Council about the complaints on sexual harassment of women at workplace and action taken for redressal of complaints.
3. To hold regular quarterly meetings even if there are no complaints.
4. To review the state of preparedness to deal with complaints and to make all officers fully aware of their responsibilities in this regard.

This Order shall come into force with immediate effect and remain valid until further orders. This supersedes all earlier office orders issued in this regard including Orders of even number dated 19.06.2020 & 03.12.2020.

Ashish
04/09/2023

(Ashish Sahu)
Assistant Administrative Officer (Admn.)

Distribution:-

1. All above mentioned Chairperson and Members of the Committee.
2. All HoDs/PCs/Incharges for information to all the female employees/students/SRFs/YPs and other contractual staff working under them.
3. Notice Board.
4. I/c AKMU for uploading on Institute's website & E-Office Notice Board.
5. P.P.S. To Director.
6. P.S. To CAO.
7. Guard File.