



नैनो विज्ञान एवं प्रौद्योगिकी संस्थान
(विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार का एक स्वायत्त संस्थान)
INSTITUTE OF NANO SCIENCE & TECHNOLOGY

(An Autonomous Research Institute of the Department of Science and Technology, Government of India)

Sector 81, Knowledge City, SAS Nagar- 140306, Punjab

No. 32(1)/2021-INST

Dated 26.04.2021

OFFICE ORDER

In supersession of earlier Office Order No. 32(1)/2018-INST dated 19.05.2020, with the approval of the competent authority, the Internal Complaints Committee of the Institute constituted to act on the complaints of sexual harassment of Women at Workplace has been reconstituted as under:-

- | | |
|---|----------------------------|
| 1. Dr. Sharmistha Sinha, Scientist-F, INST Mohali | - Presiding Officer |
| 2. CFAO, INST | -Member |
| 3. Consultant (Admn), INST | -Member |
| 4. Ms. Vibha Mehta, Finance Officer, INST | - Member |
| 5. Dr. Sonalika Vaidya, Scientist-D, INST | - Member |
| 6. Ms. Manjit Kaur Sandhu | - Member (NGO/Association) |

Terms of Reference:

- (i) **Functions of Committee:**
(a) To act on the complaints received by the Institute as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013
(b) To carry out awareness and orientation for all employees.
- (ii) **Tenure:** Three years from the date of constitution.
- (iii) **Frequency of meetings:** As and when required and at least twice a year.

(Nimesh Kaushik)

Chief Finance and Administrative Officer

Copy to:

1. All the above committee members
2. Office of Director, INST
3. Consultant (Admn), INST
4. Office Order Folder