

नं./No. 7(2)/2018-INST

दिनांक/ Dated: 12.04.2024

कार्यालय आदेश / OFFICE ORDER

In supersession of Office Order No. 32(1)/2021-INST dated 18.10.2023, the competent authority is pleased to nominate the following members of Internal Complaints Committee of the Institute to act on the complaints of sexual harassment of Women at Workplace w.e.f. 27.04.2024:

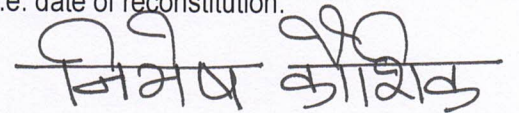
- | | |
|--|-------------------|
| 1. Dr. Jiban Jyoti Panda, Scientist-E, INST, Mohali
Ph: 0172-2297023, Mob: 8146681323
Email: jyoti@inst.ac.in | Presiding Officer |
| 2. Dr. Rajesh Gill, Retired Professor, Dept of Sociology,
Panjab University, Chandigarh. Mob: 9417041579
Email: rajeshgill09@yahoo.com | Member |
| 3. Ms. Sweta Belwal, Stenographer, INST, Mohali
Ph: 0172-2297002, Mob: 9876660002
Email: shweta@inst.ac.in | Member |
| 4. Ms. Gagandeep Kaur, Advocate, # 272, Sector-11/A
Chandigarh-160011, Mob: 9915766674
Email: gagan.legalchd@yahoo.com | Member |
| 5. Dr. Kiran Shankar Hazra, Scientist-E, INST, Mohali
Ph: 0172-2297024, Mob: 8146042449
Email: kiran@inst.ac.in | Member Secretary |

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 w.e.f. 27.04.2024
- (iii) **Frequency of meetings:** As and when required and at least twice a year.

Further, the competent authority has decided that if any cases are being handled by the current committee, the same may be handed over to new committee w.e.f. 27.04.2024 i.e. date of reconstitution.

This issues with the approval of competent authority.



मुख्य वित्त एवं प्रशासनिक अधिकारी
Chief Finance and Administrative Officer

प्रतिलिपि / Copy to:

1. All the above committee members of ICC, INST
2. All the outgoing committee members of ICC, INST
3. Office of Director, INST
4. Office Order Folder