

नं./No. 7(2)/2018-INST

दिनांक/ Dated: 23.08.2024

### कार्यालय आदेश / OFFICE ORDER

With reference to Office Order of even number dated 12.04.2024, consequent to acceptance of resignation by one of the members, the constitution of the Internal Complaints Committee of the Institute to act on the complaints of sexual harassment of Women at Workplace shall be as follows:

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

#### Terms of Reference:

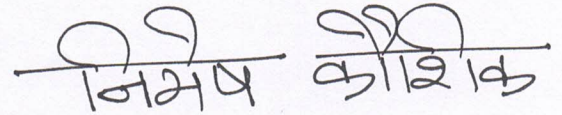
(i) Functions of Committee:

- (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.

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. Office of Director, INST
3. Office Order Folder