



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



क.रा.बी.नि अस्पताल
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File No.: 155/BIKA/ESICH/ICC-2023

Date - 25.09.2024

MEMORANDUM

SUB: CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE IN CONNECTION WITH THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013.

In pursuance to the Section 4 of the sexual harassment of women at workplace (prevention, prohibition and redressal) Act, 2013 published in The Gazette of India(Extraordinary), Part-II, Section — 1 dated 23.04.2013, the undersigned has constituted "Internal Complaints committee" for ESIC Hospital, Bikaner, consisting of following members for the prevention and redressal of complaints of Sexual Harassment and for matters connected therewith or incidental thereto with immediate effect:-

Name & Particulars	Designation
1. Dr Aparna Vyas	Presiding Officer
2. Mrs Meena Bhasin	External Member
3. Dr Naina Meena	Member
4. Dr Parvinder kumar kargwal	Member
5. Mr Hansraj	Member

The Presiding Officer and every Member of the Internal committee shall hold office for the period of one year, from the date of issue of this memorandum.

The External Member shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the undersigned, as may be prescribed.

Any aggrieved women employee of ESIC Hospital, Bikaner may make, in writing, a complaint of Sexual Harassment at workplace to the Internal Complaint Committee at ESIC Hospital, Bikaner within a period of three months from the date of incident and in case of series of incidents, within a period of three months from the date of last incident.

Provided that where such complaints cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the woman for making the complaint in writing,

Providing further that the Internal Committee may, for the reason to be recorded in writing, extended the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint.

Dr Siya Ram Meena
Medical Superintendent
ESIC Hospital, Bikaner

Copy to:

1. All Members of Internal Complaints Committee along with copy of the Gazette of Section-I dated 23.04.2013
2. The Director General (SCT), ESI Corporation, Panchdeep Bhawan, C.I.G. Marg, New Delhi.
3. ICT Branch with a request to upload the same on the ESIC website
4. The website content Manager, ESI Corporation, Panchdeep Bhawan, C.I.G. Marg, New Delhi.
5. Notice Board.