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आई.सी.एम.आर.-राष्ट्रीय मलेरिया अनुसंधान संस्थान
स्वास्थ्य अनुसंधान विभाग,
स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार
ICMR-National Institute of Malaria Research
Department of Health Research
Ministry of Health and Family Welfare, Government of India

No.Admn/O.Order/Circular/AO/2025

1238

Dated : 19.11.2025

OFFICE ORDER

Sub: Reconstitution of the Internal Committee (IC) to deal with the complaints of sexual harassment of working women at work place.

In supersession to earlier orders, the Internal Committee (IC) to deal with the complaints of harassment of working women at work place has been reconstituted as follows:

- | | |
|---|---------------------------------|
| 1. Dr. Jyoti Das, Scientist-F | : Chairperson (9810959277) |
| 2. Shri Ravindra Kumar, Ex. Director
Min. of Water Resources | : External Member |
| 3. Smt. Swati Naik, Head & DD HR, CHRDSAS | : External Member |
| 4. Dr. Richa Singhal, Scientist-C | : Member |
| 5. Smt. Vandana Kalia, Administrative Officer | : Member Secretary (9810573433) |

The terms of reference for the Internal Committee include the followings:

- The Committee shall act as per the provision of the Harassment of women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- The Committee shall maintain a convenient channel of communication such that women can complaint without any undue pressure.
- The Committee shall keep its proceeding confidential.
- The Committee shall take proactive steps in creating awareness/counseling to aid in the prevention of harassment of women.
- The Committee shall make and submit an annual report with regards to the complaints and action taken by them.
- Propose any other activity, to prevent harassment at work place.

This issue with the approval of the Competent Authority.

Vandana Kalia
19/11/25

(Vandana Kalia)
Administrative Officer
For Director

All Committee members

Copy to :

- PS to Director
- All Scientists/Officers/OICs of Field Units
- Accounts Officer / Admn. Officer/Head of Stores /SO (Stores)/Accounts /Medical/Admn./Pension Cell
- Deputy Director (OL) - for hindi version please.
- Dr. Rajnikant Dixit, Head IT - with a request to upload on website.

हमारे संस्थान में आपके हिन्दी पत्रों का स्वागत है।