

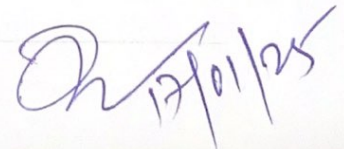
A/33/2024-CCRUM-HQ
केंद्रीय यूनानी चिकित्सा अनुसंधान परिषद
आयुष मंत्रालय, भारत सरकार

जवाहर लाल नेहरू अनुसंधान भवन,
61-65, इंस्टीट्यूशनल एरिया, जनकपुरी,
नई दिल्ली-110058
दिनांक:- 17.01.2025

आदेश

Approval of the competent authority is hereby conveyed for the constitution of the Internal complaints committee of CCRUM, Headquarters and its peripheral Institutes/Units under the POSH Act 2013 as follows:-

S. No.	Name and Designation	Position in the Committee	Email ID & Contact No.
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i	Dr. Ghazala Javed Assistant Director (Unani), CCRUM Hqrs, New Delhi	Chairperson	javed.ghazal@gmail.com 9811810454
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iii	Dr. Lavudya Sreenivsa Naik, Research Officer (Bio-Chem), RRIUM, Silchar	Member	svnbiochem99@gmail.com 9985188986
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iii	Dr. Naseem Ahmad Technical Officer (Unani) RRC Prayagraj	Member	ahmadnasim1970@gmail.com 9919119723
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iv	Mr. Md. Imtiaz Secretary, NGO Sankalp Today	External Member	imtiazmd.786@gmail.com 9903800786

The term of the aforesaid Committee is for a period of three years. Terms of reference for the committee are attached herewith.

The In-charges of the concerned Institutes/Unit may ensure circulation of the order amongst the member of the committee all Officers/Staff. The order shall also be displayed on Notice Board of the Institute.

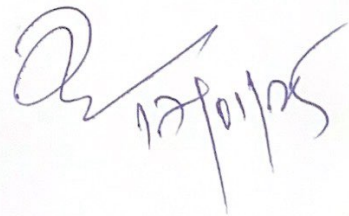

 मोहम्मद परवेज़ / (Mohammad Parvez)
 प्रशासनिक अधिकारी / Administrative Officer
 कृते महानिदेशक / for Director General

Copy to-

1. DG Office, CCRUM Hqs, New Delhi
2. In-charges of the Concerned Institutes/Units
3. Nodal Officers of the Concerned Institutes/Units
4. Admin Officer, CCRUM Hqs
5. Account Section, CCRUM Hqs
6. IT In-charge for uploading on the website of the Council.

Terms of Reference for the Internal Complaints Committee

- To work towards creating an atmosphere promoting equality, non-discrimination and gender sensitivity.
- To promote and facilitate measures to create a work environment that is free of sexual harassment.
- To receive and take cognizance of complaints made about sexual harassment at the workplace and give every complaint serious consideration.
- Crisis Management, Mediation and Counselling
- To conduct enquiries into the complaints.
- To seek reply from respondent by sending a copy of complaint within seven working days from the date of receipt. The respondent shall file his reply with his list of documents, and names and addresses of witnesses, within ten working days from the date of receipt of the copy of complaint.
- To insist upon formal charge sheet, if misconduct establishes in Preliminary Investigation.
- To follow the inquiry procedure in accordance with the service rules or Principle of Natural Justice.
- To provide initial relief to the complainant (if required).
- To complete inquiry within one month and in no case beyond 90 days.
- Submit the inquiry report within 10 days of completion of inquiry and provide the copy to both the parties.
- To conduct regular meetings of the Internal Complaints Committee preferably on quarterly basis even if there is no complaint. Report of the meetings should be submitted to DG CCRUM.



A handwritten signature in blue ink, followed by the date '12/01/25' written vertically.