



केन्द्रीय यूनानी चिकित्सा अनुसंधान परिषद्
 CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE
 Ministry of Ayush, Government of India

ई.ओ फाइल संख्या: A/33/2024-CCRUM-HQ

(ई.ओ कंप्यूटर संख्या.536)

**केन्द्रीय यूनानी चिकित्सा अनुसंधान परिषद्
 आयुष मंत्रालय, भारत सरकार**

**जवाहर लाल नेहरू अनुसंधान भवन,
 61-65, इंस्टीट्यूशनल एरिया, जनकपुरी,
 नई दिल्ली-110058
 दिनांक:- 15.05.2026**

आदेश

Approval of the Competent Authority is hereby conveyed for the constitution of the Internal Complaints Committee (ICC) under the provisions of the Prevention of Sexual Harassment (POSH) Act at Central Council for Research in Unani Medicine Headquarters, comprising the following members:.

S. No.	Name and Designation	Position in the Committee	Email ID & Contact No.
1.	Dr. Farah Ahmed, Research Officer (Unani), CCRUM Headquarter, New Delhi.	Chairperson	farah.ahmed@gov.in 9953967110
2.	Dr. Amanullah, Research Officer (Unani), CCRUM Headquarter, New Delhi	Member	aman1.ccrum@ccrum.res.in 9899670576
3.	Advocate Meenu Abrol, Legal Consultant, CCRAS, New Delhi	External Member	meenuabrol9@gmail.com 921706330
4.	Dr Ritu Karwasra, Research Officer (Pharmacology), CCRUM Headquarter, New Delhi	Convener Member	ritu.ccrum@ccrum.res.in 8285654565

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

डॉ. युनिस इफ्तिखार मुंशी / Dr. Yunis Iftikhar Munshi
 उप महानिदेशक / Deputy Director General
 कृते महानिदेशक / For Director General

Digitally signed by
YUNIS IFTIKHAR MUNSHI

Date: 15-05-2026

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सूचना हेतु प्रतिलिपि -

1. DG Office, CCRUM Hqs
2. Concerned Officers
3. Admin Officer
4. Account Section
5. Notice Board , CCRUM Hqs
- ✓ 6. IT Incharge 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.