

केंद्रीय यूनानी चिकित्सा अनुसंधान परिषद
आयुष मंत्रालय, भारत सरकार

फाइल संख्या:-**File No.: 1-24/2025-RRIUM/BH/Estt(IEC)/121**

दिनांक:- **13.06.2025**

सेवा मे/ To,

Deputy Director In-Charge

उप निदेशक प्रभारी

Regional Research Institutes of Unani Medicine– Bhadrak

Subject: Re-constitution of Internal Complaint Committee – reg.

Sir/Madam,

महोदय / महोदया

मुझे आपके पत्र संख्या का उल्लेख करने के लिए निर्देशित किया गया है। एफ.नं. : 1-24/2025-आरआरआईयूएम/बीएच/एस्टटी(आईईसी)/121 दिनांक 31.05.2025 और सूचित करें कि आरआरआईयूएम, भद्रक की आंतरिक शिकायत समिति के पुनर्गठन के लिए डीजी, सीसीआरयूएम की मंजूरी इस प्रकार है:

I am directed to refer to your Letter No. F.No.: 1-24/2025-RRIUM/BH/Estt(IEC)/121 dated 31.05.2025 and convey the approval of DG, CCRUM for re-constitution of Internal Complaint Committee of RRIUM, Bhadrak as follows:

S. No	Name	Position	Contact No.	E-mail ID
1	Dr. Amreen Zehra, R.O. (Unani)	Chairperson	+91-7300907278	Amreenzehra11@gmail.com
2	Dr. Kishore Kumar, R.O. (Biochemistry)	Member	+91-8598952079	kkcdri@gmail.com
3	Dr. M.A. Waheed, R.O. (Unani)	Member	+91-9347351749	mawheed313@gmail.com
4	Mrs. Sophia Shaikha, Secretary ASHIYANA, Bhadrak	Member (Social Activist)	+91-8637244658	swebdkodisha@gmail.com

समिति का गठन तीन वर्ष की अवधि के लिए किया जाएगा। कार्यस्थल पर यौन उत्पीड़न से संबंधित सभी मामलों/शिकायतों को ईमेल/पोस्ट द्वारा समिति के ध्यान में लाया जा सकता है।

The Committee shall be constituted for a period of three years. All matters/complaints relating to Sexual Harassment at Workplace may be brought to notice of the committee by Email/Post.

भवदीय/ Yours faithfully,

(डॉ. गज़ाला जावेद / **(Dr. Ghazala Javed)**
सहायक निदेशक (यूनानी) एवं / Assistant Director (Unani) &
तकनीकी प्रमुख / / Technical Head
कृते महानिदेशक / **For Director General**

To:

- Office of DG CCRUM
- All the Concerned Officers

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 chargesheet, 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.