

केंद्रीय यूनानी चिकित्सा अनुसंधान परिषद आयुष मंत्रालय, भारत सरकार

फाइल संख्या:- File No.: A/63/2024-CCRUM-HQ

दिनांक:- 17.11.2025

सेवा मे/ To,

अनुसंधान अधिकारी प्रभारी/Research Officer In-charge

Regional Research Institutes of Unani Medicine– Bhadrak

विषय: आंतरिक शिकायत समिति का पुनर्गठन – के संबंध में।

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

महोदय/ Sir

I am directed to refer to your Letter F. No.: 1-24/2025-RRIUM/BH/Estt.625, dated 27.09.2025, and to convey the approval of DG, CCRUM for re-constitution of Internal Complaints Committee of RRIUM, Bhadrak as follows:

S. No	Name	Position	Contact No.	E-mail ID
1	Dr. Amreen Zehra, Research Officer (Unani)	Chairperson (Women)	+91- 7300907278	amreen.ccrum@ccrum.res.in
2	Mrs. Adisha Mohanty, Legal Practitioner	Member (Woman)	+91- 8123746636	adishamohanty@gmail.com
3	Dr. Mohd. Akhter Hussain Jamali, Research Officer (Unani) S-III	Member (Man)	+91- 8811907160	akhter.ccrum@ccrum.res.in
4	Dr. M.A. Waheed, Research Officer (Unani), S-II	Member (Man)	+91- 9347351749	washeed.ccrum@ccrum.res.in
5	Mrs. Sophia Shaikh, Social worker (ASHIYANA, Bhadrak)	Member (Woman)	+91- 8637244658	swcbdkodisha@gmail.com

भवदीय/ Yours faithfully,

(डॉ. गज़ाला जावेद / (Dr. Ghazala Javed)

सहायक निदेशक (यूनानी) एवं / Assistant Director (Unani)

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.