

केंद्रीय यूनानी चिकित्सा अनुसंधान परिषद
आयुष मंत्रालय, भारत सरकार

फाइल संख्या:- **File No.: 3-94/2025-26/RRIMUM/Pat/Admn/110**

दिनांक:- **17.06.2025**

सेवा मे/ To,

Deputy Director

उप निदेशक

Regional Research Institutes of Unani Medicine– Patna

Subject: Change in the members of the Internal Complaints Committee formed in RRIUM, Patna- reg.

Sir/Madam,

महोदय / महोदया

I am directed to refer to your Letter No. F.No.:3-94/2025-26/RRIMUM/Pat/Admn/110 dated 06.06.2025 and convey the approval of DG, CCRUM for reconstitution of Internal Complaints Committee of RRIUM, Patna as follows:

S. No.	Name and Designation	Posting
1	Dr. Zikra Tahseen A, R.O. (U), SL-I	Presiding Officer
2	Dr. Mangal Singh, ARO (Biochemistry)	Member
3	Shri. Nadeem Akhtar, Advocate	Member (Legal Person)
4	Prof. Mumtaz Jahan, Dept. of Urdu, A.N.D. College, Shahpur (Bihar) & Treasure, Rangoli Arts (N.G.O.), Patna	Member
5	Dr. Mohammad Usama, R.O. (U), SL-I	Member
6	Smt. Rashmi Rekha Kumari, Staff Nurse	Member

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,

मोहम्मद परवेज़ / (Mohammad Parvez)
प्रशासनिक अधिकारी / Administrative Officer
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.