

केंद्रीय यूनानी चिकित्सा अनुसंधान परिषद
आयुष मंत्रालय, भारत सरकार

फाइल संख्या:- **F.No.2-9/RRIUM/SIL-201/2025-26/Admin**

दिनांक:- **01.07.2025**

सेवा मे/ To,

Deputy Director In-Charge

उप निदेशक प्रभारी

Regional Research Institutes of Unani Medicine– Silchar

विषय: आर. आर. आई. यू. एम., सिलचर में पी. ओ. एस. एच. अधिनियम 2013 के तहत आंतरिक शिकायत समिति (कार्यस्थल पर महिलाओं के उत्पीड़न की रोकथाम) की मंजूरी के लिए अनुरोध।

Subject: Request for approval of Internal Complaints Committee (Prevention of Sexual Harassment of Women at Working place) under the POSH Act 2013 at RRIUM, Silchar – regarding.

Sir/Madam,

महोदय / महोदया

मुझे आपके पत्र संख्या एफ. नं. 2-9/आर. आर. आई. यू. एम./एस. आई. एल.-201/2025-26 प्रशासन दिनांक 19.06.2025 का संदर्भ लेने और यह भी सूचित करने का निर्देश दिया कि आर. आर. आई. यू. एम., सिलचर की आंतरिक शिकायत समिति के पुनर्गठन के लिए डी. जी., सी. सी. आर. यू. एम. की मंजूरी इस प्रकार है:

I am directed to refer to your Letter No.**F.No.2-9/RRIUM/SIL-201/2025-26/Admin** dated 19.06.2025 and convey the approval of DG, CCRUM for re-constitution of Internal Complaint Committee of RRIUM, Silchar as follows:

S. No	Name	Position	Contact No.	E-mail ID
1	Dr. Fatima Anjum Research Officer (Unani), RRIUM, Silchar	Chairperson	9916452247	drfatimaanjum88@gmail.com
2	Dr. Lavudya Sreenivasa Naik, Research Officer (Bio-Chemistry), RRIUM, Silchar	Member	9985188986	svnbiochem99@gmail.com
3	Dr. Nazim Husain Research Officer (U n a n i) , RRIUM, Silchar	Member	9212143572	nazimcrium@gmail.com
4	Adv. Aisha Sultana Laskar, (Advocate), Gauhati High Court, Gauhati	External Member (Legal)	9101549129	aishalaskar99@gmail.com

यह समिति तीन वर्ष की अवधि के लिए गठित की जाएगी। आंतरिक शिकायत समिति के संदर्भ की शर्तें और नियोक्ता/संस्थान के प्रमुख के कर्तव्य संलग्न हैं।

The Committee shall be constituted for a period of three years. The terms of Reference of the Internal Complaints Committee and Duties of employer/Head of the Institute are enclosed.

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 inquiries 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.