



**केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्**  
 (आयुष मंत्रालय, भारत सरकार की स्वायत्त निकाय)  
 जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसंधान भवन,  
 61-65, इंस्टीटयूशनल एरिया, डी ब्लॉक के सामने, जनकपुरी, नई दिल्ली-110058

**Central Council for Research in Ayurvedic Sciences**  
 (An Autonomous Body of Ministry of AYUSH, Govt. of India)  
 Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan,  
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F.No.HQ-VIG015/1/2024-Vig/

Dated: - 01 JUL 2024

**OFFICE ORDER NO. 294/2020-21**

In pursuance of DoPT O.M. No.11013/10/97-Estt.(A) dated 13.02.1998 and 13.07.1999, O.M. No.11013/11/2001-Estt.(A) dated 12.12.2002 and 04.08.2005, O.M. No.11013/3/2009-Estt.(A) dated 02.02.2009 and in supersession of all previous orders, sanction of the Director General, CCRAS, New Delhi is hereby accorded to the constitution of Internal Complaints Committee (ICC) for the Hqrs. Office, CCRAS, New Delhi which will examine all complaints/incidents occurred, if any, for committing sexual harassment of female employees under provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The formation of the said committee will be as follows:-

- |  |             |
|--|-------------|
| 1. Dr. Bharti,<br>Director (Institute), CARICD, New Delhi              | Chairperson |
| 2. Dr. A.K. Meena,<br>Assistant Director (Chem.), CCRAS, New Delhi     | Member      |
| 3. Dr. Deepa Makhija,<br>Assistant Director (Ay.), CCRAS, New Delhi    | Member      |
| 4. Ms. Mamta Joshi,<br>Office Superintendent (Estt.), CCRAS, New Delhi | Member      |
| 5. Shri Kapil Agnihotri, Advocate,<br>Legal (Consultant), CCRUM        | Member      |
| 6. Ms. Geeta Singh,<br>Lower Division Clerk, CCRAS, New Delhi          | Member      |

**Tenure of Complaints Committee:**

The Complaints Committee will start functioning with immediate effect and its tenure will be for a period of three years from the date of issuance of this order.

**Terms of reference of the Complaints Committee:**

Contd...2

The Chairperson of the Complaints Committee shall ensure that at all times full strength of the Committee is in existence and required changes in its composition, whenever necessary, due to retirement/transfer of its Members are to be brought to the notice of the Director General, CCRAS, New Delhi, for nominating the replacement. Meeting of the Complaints Committee must be conducted on quarterly basis even if there is no complaint and its report is to be submitted to DG, CCRAS.

If any complaint comes into the light of the Complaints Committee, a detailed inquiry/ investigation of the case is to be initiated promptly.

A person shall be disqualified for being a Member of the Complaints Committee if there is any complaint concerning sexual harassment/morale turpitude or serious criminal charges pending against him/her or if he/she is found guilty of sexual harassment.

If any of the Members becomes victim or accused, he/she will be disqualified from the proceedings of that particular case on the grounds of conflict of interest.

The Complaints Committee will also spread awareness amongst the employees and educate them about the SEXUAL HARASSMENT OF WOMEN AT WORK PLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013.

  
01/07/2024

(Dilip Jain)

Admn. Officer (Vigilance & Accts.)


For Director General

To. ✓

The Chairperson and all Members of the  
Internal Complaints Committee of CCRAS, New Delhi.

Copy to:

1. Sr. PS to DG, PS to DDG, PS to DD(A), CCRAS, New Delhi for information.
2. All other officers and staff of the Council, for information.
3. IT Section for putting the order along with contact numbers and email IDs on Council's website.
4. Notice Board.
5. Office Order file.

  
For Director General