



नैनो विज्ञान एवं प्रौद्योगिकी संस्थान
INSTITUTE OF NANO SCIENCE & TECHNOLOGY
(An Autonomous Research Institute of the Department of Science and Technology, Government of India)
Habitat Centre, Sector-64, Phase-X, Mohali-160062, Punjab

नं./No: 32(1)/2018-INST

दिनांक/ Dated: 19.05.2020

OFFICE ORDER

In supersession of earlier Office Order No. 7(2)/2018-INST dated 21.08.2018 and 11.12.2019, with the approval of the competent authority, the Internal Complaints Committee of the Institute constituted to act on the complaints of sexual harassment of Women at Workplace has been reconstituted as under:

- | | | |
|---|---|--------------------------|
| (i) Dr. Sharmistha Sinha, Scientist-F, INST, Mohali | - | Presiding Officer |
| (ii) CFAO / Consultant (Admn), INST | - | Member |
| (iii) Mrs. Vibha Mehta, Finance Officer, INST | - | Member |
| (iv) Dr. Sonalika Vaidya, Scientist-D, INST | - | Member |
| (v) Shri Shireesh Gupta, Legal Advisor, INST | - | Member (NGO/Association) |

Terms of Reference:

(i) **Functions of Committee:**

- (a) To act on the complaints received by the Institute as per **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013**
- (b) To carry out awareness and orientation for all employees.

(ii) **Tenure:** Three years from the date of constitution

(iii) **Frequency of meetings:** As and when required and at-least twice a year.

मुकेश राजा
19/5/2020

(मुकेश राजा / Mukesh Raja)

वैज्ञानिक-सी एवं कार्यालय प्रमुख / Scientist-C & H.o.O.

Copy to:

- 1) All the above committee members
- 2) Director's Officer, INST
- 3) Consultant (Admn.), INST
- 4) Office Order Folder