

A-42/61/2019-Estt (e-6394)
Government of India
Department of Biotechnology
(Establishment Section)

Dated: 17th December, 2024

Order

Sub : Setting up of an Internal Committee (*earlier known as Internal Complaints Committee*) in Department of Biotechnology to redress the complaints of Sexual Harassment – reg.

In continuation of Department of Biotechnology's earlier Order of even number dated 28th July, 2024 on the above mentioned subject, **Dr. Sunita H. Khurana**, Founder Director for Centre for Training Research & Advocacy (*a Govt. Certified trainer in POSH Act, 2013*) is hereby nominated as the External Member of the Department of Biotechnology's Internal Committee (*earlier known as Internal Complaints Committee*), vice Dr. Purnima Sharma, MD, BCIL.

2. In view of above, the re-constituted Internal Committee (IC) of Department of Biotechnology (Main Secretariat) would be as under:-

- | | | |
|--|---|------------------|
| (1) Dr. Anamika Gambhir, Scientist 'G' | - | Chairperson |
| (2) Dr. Garima Gupta, Scientist 'F' | - | Member |
| (3) Shri Sominder Kumar, Under Secretary (Admin) | - | Member |
| (4) Dr. Sumita Kumari, Scientist 'D' | - | Member Secretary |
| (5) Dr. Sunita H. Khurana, Founder Director,
Centre for Training, Research & Advocacy | - | External Member |

3. The terms of reference of the Committee would remain the same, as mentioned in earlier Order dated 28.07.2023.

4. This issues with the approval of the Competent Authority.


(Deepak Sharma)

Under Secretary to the Govt. of India

To,

1. All the Members of the Internal Committee (IC), DBT
2. Dr. Sunita H. Khurana, Founder Director, CTR&A alongwith copies of the POSH Act and Rules
3. Dr. Purnima Sharma, M.D., BCIL
4. All Divisions/ Sections of DBT/ DBT e-Notice Board/ DBT Official website
5. US(Admin) (*With the request to make necessary arrangement to display the composition of the above IC alongwith the contact numbers of all the Members (Room Numbers/ mobile number/ landline/ email) at any conspicuous/ prominent place(s) in the office premises by placing flexiboard/ poster/ notice board*).

A-42/61/2019-Estt (e-6394)
Government of India
Department of Biotechnology
(Establishment Section)

Dated: 28th July, 2023

Order

Sub : Setting up of an Internal Complaints Committee in Department of Biotechnology to redress the complaints of Sexual Harassment – reg.

The undersigned is directed to convey that with the approval of the Competent Authority, the Internal Complaints Committee (ICC) has been constituted under the provisions Section-4 of the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)", to redress the complaints of sexual harassment from/ against the women in the Department of Biotechnology with immediate effect for a period of three years. The composition & terms of reference of this Committee is as under:-

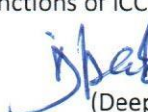
Composition :-

- | | | |
|---|---|------------------|
| 1. Dr. Anamika Gambhir, Scientist 'G' | - | Chairperson |
| 2. Dr. Garima Gupta, Scientist 'F' | - | Member |
| 3. Shri Sominder Kumar, Under Secretary (Admin) | - | Member |
| 4. Dr. Sumita Kumari, Scientist 'D' | - | Member Secretary |
| 5. Dr. Purnima Sharma, M.D.
(Biotech Consortium India Limited) | - | External Member |

Terms of Reference :-

The Internal Complaints Committee (ICC) shall-

- a. Examine the complaints of sexual harassment received and make suitable recommendation in each case;
- b. Ensure maintenance of confidentiality;
- c. Make an annual report to the Department of Women & Child Development of the complaints received and action taken thereon by 15th January each year.
- d. To convene the meeting of the ICC on quarterly/ six monthly basis to review the status of complaints received
- e. To conduct workshops and awareness programs at regular intervals for sensitising the employees with the provisions of POSH Act, 2013 and relevant rules, as per the provisions of Section 19 of the Act.
- f. The Member Secretary of the ICC will be responsible for coordinating the functions of ICC.


(Deepak Sharma)
Under Secretary to the Govt. of India

To,

1. All the Members of the ICC alongwith copies of the POSH Act and Rules for information please.
2. Dr. Purnima Sharma, MD, BCIL
3. All Divisions/ Sections of DBT/ Notice Board, DBT
4. US(Admin) : Make necessary arrangement to display the composition of the above ICC alongwith the contact numbers of all the Members (Room Numbers/ mobile number/ landline/ email) at any conspicuous/ prominent place(s) in the office premises by placing flexiboard/ poster/ notice board.