



# SHRI RAMKRISHNA INSTITUTE OF MEDICAL SCIENCES & SANAKA HOSPITALS

(A Unit of SANAKA EDUCATIONAL TRUST)

A Medical College & Hospital - Approved by NMC and Affiliated to WBUHS

Campus: Vill. & P.O.: Malandighi, P.S.: Kanksa, Dist.: Paschim Bardhaman, Durgapur-713212, West Bengal  
Ph.: 0343 270 0085/86, Fax: 0343 270 0082, Website: srims.setgoi.ac.in, E-mail: srims@setgoi.com

Ref No.: SRIMS&SH/PO/2024/304

Date: 13.06.2024

## OFFICE ORDER INTERNAL COMMITTEE

- In continuation of the Gender Harassment Committee vide office order No. SRIMS&SH/PO/2024/303 dated 13 .06.2024, the Internal Committee is reconstituted as under, in terms of the provision of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (PoSH Act).

<b>Presiding officer</b>	<ul style="list-style-type: none"><li>Dr. Madhuri Chatterjee, MD (Pharmacology) Associate Professor, Dept. of Pharmacology Mob no.:9007188904, Email id: drmadhuri30@gmail.com</li></ul>
<b>Members</b>	<ul style="list-style-type: none"><li>Dr. Udit B Das, MD (Forensic Medicine &amp; Toxicology) Medical Superintendent &amp; Professor, Dept. of Forensic Medicine &amp; Toxicology Mob no.: 7719369736, Email id: ms.srims@setgoi.com</li><li>Dr. Ankana Chakraborty, MD (Microbiology), PGDMLE Associate Professor, Dept of Microbiology Mob no.: 7757826679, Email id: ankana2502@gmail.com</li><li>Dr. Riya Mondal, MD (Community Medicine) Assistant Professor, Dept. of Community Medicine Mob. no.: 8293989261, Email id: riyamondal16@gmail.com</li><li>Ms. Srabanti Biswas Barui, GNM Deputy Nursing Superintendent Mob no.: 9564841028, Email id: srabanti138@gmail.com</li><li>Mrs. Saradamani Ghosh, B.Com Senior Exececutive (Academics) Mob no.: 9832244596, Email id: saradamahato@gmail.com</li><li>Mr. Sandipan Dutta, MBA Assistant Manager (Academics) Mob no.: 8759845225, Email id: sandipandutta019@gmail.com</li></ul>

- Procedure for Harassment Grievance Redressal is attached (Enclosure I)

### Enclosed :

- Harassment Grievance Redressal Procedure

Copy forwarded for favour of information & necessary action to:

- CEO OFFICE
- MS OFFICE
- All Departmental HODs/ Incharge(s)
- HR Department
- IT Section
- All Members



Prof. (Dr) Col Debajyoti Bhattacharyya, IAV  
Principal

Principal  
Shri Ramkrishna Institute of Medical Sciences  
& Sanaka Hospitals  
Malandighi, Durgapur-713212



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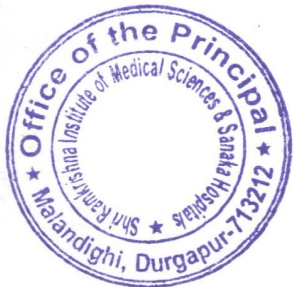
Date: 13.06.2024

## Enclosure I. Harassment Grievance Redressal Procedure

Sr. No.	Action	Time Schedule
1.	Submission of Complaint by the Complainant (i.e., the aggrieved person) to the Presiding officer/ any member of the internal committee (IC) (in person or through mobile or email).	Within three (03) months of the last incident (Section 9 of the Act) #
2.	On receipt of the complaint, the IC shall send a copy of the same to the respondent (i.e., the person against whom the complaint is made).	Within a period of seven (07) working days (Clause 7(2) of the Rules) *
3.	Respondent shall file his reply of the complaint to IC along with supporting documents and details of witnesses, etc.	Within 10 working days of the date of receipt of the copy of the complaint (Clause 7(3) of the Rules) *
4.	Steps may be taken by IC for Conciliation between the Parties (i.e., the complainant and the respondent) at the request of the complainant.	(Section 10 of the Act) #
5.	In case conciliation is not opted for or no resolution is arrived at, a formal inquiry will be initiated by the IC as per the Act #.	Inquiry shall be completed within ninety (90) days from the date of initiation. (Section 11(4) of the Act) #
6.	On completion of the inquiry, the IC shall provide a report of its findings to the employer, for taking recommended action and a copy of the same may also be made available to the concerned parties, i.e., the complainant and the respondent.	Within ten (10) days of completion of the inquiry (Section 13(1) of the Act) #
7.	The employer shall act upon the recommendation of the IC.	Within sixty (60) days of the receipt of the recommendation from the IC (Section 13(4) of the Act) #
8.	Appeal may be made by either of the party to the employer, if not satisfied with the inquiry report.	Preferred within a period of ninety (90) days of the receipt of the recommendations (Section 18(2) of the Act) #

# The Act refers to Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

\* The Rules refers to Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013



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