



अखिल भारतीय आयुर्विज्ञान संस्थान, पटना
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, PATNA
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
(An Institute of National Importance Under Ministry of Health & Family Welfare)
भारत सरकार / Government of India
उपनिदेशक (प्रशा) कार्यालय/Office of the Deputy Director (Admin.)



No: FTS-148657/AIIMS/Pat/DDA/2026

Dated: 20.07.2026

OFFICE ORDER

Subject: Constitution of Internal Complaints Committee (ICC) under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 – reg.

In pursuance of the provisions contained in Chapter II of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the undersigned is directed to convey the decision of the Competent Authority to reconstitute the Internal Complaints Committee (ICC) for redressal of complaints relating to sexual harassment at workplace, with immediate effect, with the following composition;

- | | |
|--|--------------------|
| 1. Dr. Sadhana Sharma, Professor & Head, Dept. of Biochemistry | - Chairperson |
| 2. Dr. Chaitanya Mittal, Assistant Professor, Dept. of FMT | - Member |
| 3. Ms. Anjali Sancha, Tutor/Clinical Instructor | - Member |
| 4. Padma Shri Dr. Sudha Varghese, CEO of Nari Gunjan Schools | - External Member |
| 5. Ms. Khushbu, Legal Assistant | - Member Secretary |

Terms of Reference

1. The Committee shall function in accordance with the provisions of the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013* and Rules framed thereunder.
2. The Committee shall inquire into complaints of sexual harassment at workplace and recommend appropriate action in accordance with the Act.
3. The tenure of the Committee members shall ordinarily be for a period of **three years** from the date of issue of this Office Order or until further orders, whichever is earlier. However, if no orders are issued for constituting the committee after completion of its tenure, same committee shall continue to function till new committee is constituted.
4. The Committee shall maintain strict confidentiality during the inquiry proceedings as prescribed under the Act.
5. The Committee may meet as and when required for disposal of complaints and related matters.

This issues with approval of the competent authority.

To
The Chairperson/Presiding Officer & All the Members concerned

Copy to:-

- 1) The Chairperson & all the members of earlier committee
- 2) Dean (A)/ Dean (R)/ Dean (E)/ Dean (SA)/ MS, AIIMS Patna
- 3) All HoDs/Faculty/CVO/Group 'A' Officers
- 4) Senior Administrative Officer/Law Officer/, AIIMS Patna
- 5) PPS to the Executive Director, AIIMS Patna
- 6) PPS to the Deputy Director (Admin), AIIMS Patna
- 7) IT Cell (with a request to upload it on Institute Website)
- 8) All Departments/ All Notice Boards/All Staff, AIIMS Patna
- 9) Office Copy

Nilotpall Bal
(Nilotpall Bal) 20/7/20
Deputy Director (Admin)

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Deputy Director (Admin.)
ALL INDIA INSTITUTE OF MEDICAL SCIENCES PATNA