



**SUB REGIONAL OFFICE THANE**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
**ESIS HOSPITAL COMPLEX, WAGLE ESTATE, THANE 400604**  
**(AN ISO 9001 : 2008 QMS CERTIFIED ORGANISATION)**

No : 34-A-15/18/2/2011-SCT

Date : 06.05.2014

**MEMORANDUM**

**Sub :- Setting up of Internal Complaints Committee to deal with  
the cases of sexual harassment of women at workplace**

In pursuance to Hqrs. Office letter No. A-12/18/1/Policy/14/SC dated 13.03.2014 and letter No. C-12/18/41/164/Misc./13-Vig. dated 15.04.2014 and under section 4 of The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 published in "The Gazette of India (Extraordinary) dated 23.04.2013, the Director I/c. , SRO Thane, has constituted an "**Internal Complaints Committee**" for ESIC, SRO Thane to provide protection against sexual harassment of women at work place and for prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

The committee shall consist of following members :-

1	Smt. S.D. Bhalerao , S.S.O.	Presiding Officer
2	Smt. Saramma Babu ,S.S.O..	Member
3	Smt. A.A. Dalvi, S.S.O.	Member
4	Shri. S.M. Nair, S.S.O.	Member
5	Ms. Purna Joshi, UDC	Member
6	Ms. Sandhya Vaidyanathan, UDC	Member
7	Advocate Smt. N.M. Pendhari	External Member

The Presiding Officer and every member of the Internal Complaints Committee shall hold office for such period not exceeding three years from the date of issue of this order.

Any aggrieved woman under the jurisdiction of SRO Thane may forward the complaint, if any, regarding sexual harassment at workplace to the Presiding Officer, Internal Complaints Committee, ESIC, SRO Thane for investigation and necessary action.

(R.G. WAGHMARE)  
DEPUTY DIRECTOR (ADMN)

To

1. All Members of the Committee along with the copy of 'The Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal) Act, 2013'.
2. All Branch Officers/Branches/Branch Offices of SRO Thane
3. Hqrs. Office, E-I/Vigilance, New Delhi for information
4. The Regional Director, E-I, R.O. Lower Parel for information
5. ESIC Employees' Union / ESIC Officers' Association, SRO Thane
6. EDP Branch, R.O. Mumbai with the request to upload on ESIC Website
7. Director I/c's Cell, SRO Thane