



OFFICE OF THE MEDICAL SUPERINTENDENT  
ESIC MODEL HOSPITAL  
(Ministry of Labour and Employment, Govt. of India)  
JAIL ROAD, ROURKELA – 769012  
(ISO 9001 : 2015 CERTIFIED)

चिकित्सा अधीक्षक का कार्यालय  
क.रा.बी.नि.आदर्श अस्पताल  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
जेल रोड, राउरकेला – 769012  
(आई.एस.ओ. 9001 : 2015 प्रमाणित)



No.442-V-37/15/MH/RKL/2017-SHA

Date: 27-09-2021

**MEMORANDUM**

In Supersession of this Office Memorandum of even no. dated 17-11-2017 and in terms of the provision made under Section -4 of the "Sexual Harassment of Women At Workplace (Prevention, Prohibition & Redressal ) Act, 2013" an "Internal Complaints Committee" has been constituted as under. The Committee will look over the work with effect from date of issue of this Memorandum.

| Sl.No. | Name of Members of Committee   | Designation       |
|--------|--|-------------------|
| 01     | Dr.Sucharita Das, Specialist Gr.II   | Presiding Officer |
| 02     | Smt.Babita Mohapatra, General Secretary,<br>The Happiness, (NGO for Old Men) | External Member   |
| 03     | Shri Sanjeev Kumar, Deputy Director(Admn.)                                   | Member-Secretary  |
| 04     | Shri Mirtunjay Prabakhar, Asst.Director(F&A)                                 | Member            |
| 05     | Smt.Pramila Bala Mohanty, Asst.Nursing Superintendent                        | Member            |

The terms of Presiding Officer and the other members shall be from the date of nomination to the reconstitution of the new committee or three years from the date of nomination or till they cease to work in their respective organization whichever is earlier.

The External Member will be paid TA/DA as admissible as per rule. The jurisdiction of the committee shall extend to the whole of ESIC Model Hospital, Rourkela alongwith its all departments.

All the concerns employees of ESIC Model Hospital, Rourkela are hereby informed that their grievances, if any, may be brought to the notice of "Internal Complaint Committee, ESIC Model Hospital, Rourkela.

*Dr. Jayanti Behera*  
27/9/21

(DR.JAYANTI BEHERA)

**MEDICAL SUPERINTENDENT**

Copy to:

1. The Director (SCT), ESIC, Hqrs. Office, Panchdeep Bhawan, CIG Marg, New Delhi-02
2. The Director(Vig.), ESIC, Hqrs. Office, Panchdeep Bhawan, CIG Marg, New Delhi-02
3. The Medical Commissioner, Hqrs. Office, Panchdeep Bhawan, CIG Marg, New Delhi-02
4. The website content Manager, Hqrs. Office, ESIC, New Delhi-02 with a request to upload this memorandum in the ESIC Hqrs. Office.
5. The Regional Director, Regional Office, E.S.I.Corporation, Bhubaneswar.
6. All member of the committee along with a copy of the aforesaid act.
7. The Asst.Director (ICT Branch) with request to upload this memorandum in this hospital website.
8. PS to MS
9. Notice Board