



SHRI RAMKRISHNA INSTITUTE OF MEDICAL SCIENCES & SANAKA HOSPITALS

(A Unit of Sanaka Educational Trust)

A Medical College & Hospital – Recognized by NMC & Affiliated to WBUHS



Ref No.: SRIMS&SH/PO/2026/767

Date: 01.10.2026

OFFICE ORDER

INTERNAL COMMITTEE

- In continuation of the Gender Harassment Committee vide office order No. SRIMS&SH/PO/2026/625 dated 03.08.2026, 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).

Presiding officer	Dr. Monica Dalal, MD (Dermatology) Professor, Dept. of Dermatology Mob no.: 9046248198, Email id: monicadalal67@gmail.com
Members	- Dr. Udit B Das, MD (Forensic Medicine & Toxicology) Medical Superintendent & Professor, Dept. of Forensic Medicine & Toxicology Mob no.: 7719369736, Email ID: ms.srimis@setgoi.com - Dr. Ankana Chakraborty, MD (Microbiology), PGDMLE Professor, Dept of Microbiology Mob no.: 7757826679, Email ID: ankana2502@gmail.com - Dr. Chayanika Biswas, MD (Community Medicine) Assistant Professor, Dept. of Community Medicine Mob. no.: 90511 22191, Email id: drchayanika@protonmail.com - Ms. Srabanti Biswas Barui, GNM Deputy Nursing Superintendent Mob no.: 9564841028, Email ID: srabanti138@gmail.com - Ms. Riya Bhattacharjee, Master of Social Work. Blood Centre Counselor Mob. no: 7076261874; Email ID: riyabhattachar@gmail.com - Mrs. Saradamani Ghosh, B. Com Associate Manager (Academics) Mob no.: 9832244596, Email ID: saradamahato@gmail.com - Mr. Sandipan Dutta, MBA Assistant Manager (Academics) Mob no.: 8759845225, Email ID: sandipandutta019@gmail.com

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

Enclosed:

- I. Internal Committee Grievance Redressal Procedure

Prof. (Dr) Col Debajyoti Bhattacharyya, IAV
Principal

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

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1. Group CEO Office- for your kind information please
2. MS Office - for your kind information please
3. All Departmental HODs/ Incharge(s) – for information & necessary action
4. HR Department - for information & necessary action
5. All Members- for information & necessary action
6. IT Section- for information & necessary action



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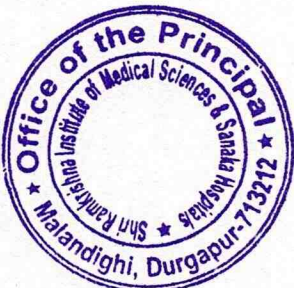
Date: 01.10.2026

Enclosure I. Internal Committee 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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