

**ABVIMS & Dr Ram Manohar Lohia Hospital  
New Delhi**

**SOP to address the issues related to “Prevention, Prohibition, and redressal of Sexual harassment at Workplace”**

**1. Filing of Complaint**

- The Employee or Aggrieved Party files a complaint with the ICC (Internal Complaint Committee – Annex 1), and the Complaint Committee may act on sexual harassment complaints when they receive them directly from the Chairperson of ICC or through administrative authorities.
- The aggrieved woman or complainant must make a complaint within three months of the incident and in case there has been a series of incidents, three months of the last incident.
- The complainant has to submit the complaint to the ICC consisting of supporting documents and the names and addresses of the witnesses.
- There is a bilingual format/form for filing the complaint to ICC. The complainant has to fill the form and submit it directly to the Chairperson of ICC.

**2. Receipt of Complaint**

- On receipt of the complaint, the ICC sends a copy of the complaint received from the aggrieved woman to the respondent within **seven working days** to reply in response to the complaint lodged against him.
- The respondent has to file his reply to the complaint along with his list of documents and names and addresses of witnesses within a period not **exceeding ten working days** from the date of receipt of the documents to the ICC.

**3. Preliminary Inquiry**

- In conducting the inquiry, a minimum of three Members of the Internal Complaints Committee, including the Chairperson, shall be present.
- On receiving the complaint from the aggrieved and the reply in its response from the accused, the Complaint Committee inquires into the complaint following the principles of natural justice.
- The ICC conducts a preliminary inquiry to determine whether the case falls under the purview of the POSH Act or not, and if it is not related to sexual harassment, the case is recommended for dismissal to competent authority.
- The ICC collects the evidence from both the aggrieved and the respondent. It further hears with complainant and respondent.
- The ICC has the right to terminate the inquiry proceedings or to give an ex parte decision on the complaint if the complainant or respondent fails, without sufficient cause, to present herself or himself for three consecutive hearings convened by the Chairperson or Presiding Officer.

**4. Outcome of the Case**

- On the completion of the Inquiry, the ICC provides a report/minutes of the meeting of its findings to the Competent Authority within ten days from the date of completion of the inquiry for approval.

- If ICC concludes that the allegation against the respondent has not been proved, it is recommended that the Competent Authority take no action against him in the matter.
- If ICC concludes that the allegation against the respondent has been proved, it is recommended that the Competent Authority may take action for sexual harassment as a misconduct with the provisions of the service rules applicable to the respondent. It includes a written apology, warning, reprimand or censure, withholding of promotion, withholding of pay raise or increments, and termination of the respondent from service.  
ICC should complete the enquiry with-in 90 days

#### 5. **Final Resolution**

- The case reaches a final resolution with actions taken as per the decision of the Competent Authority.
- Recommendations to be Implemented by the Medical Superintendent within 60 days on receipt of the report

If not satisfied by the Recommendations or non implementation of such recommendations, the complainant and the respondent can appeal to a tribunal/court with-in 90 days

**Internal complaints committee**

The Internal Complaints Committee (ICC) (F. No 12-4/RMLH(MS)/2025/05 dated 11.01.2025) has been constituted to address the issues related to “Prevention, Prohibition, and redressal of Sexual harassment at Workplace”

1. Dr Mala Chhabra, Consultant and Chairperson
2. Dr.(Prof.) Jaswinder Kaur Kohli, Consultant & HOD(Cardiac Anaesthesia)-Member
3. Dr.(Prof.) Shalini Malhotra, Professor, Senior Microbiologist-Member
4. Dr(Prof.)R.P Beniwal, Psychiatry Dept.-Member
5. Dr.(Prof.) Piyush Jain, Professor( Medicine)-Member
6. Dr.(Prof.)Thejasvi H.T., Professor,HOD (Forensic)
7. Dr.(Prof.)Pooja Arora, Professor, Dermatology, Member
8. Dr.(Prof.) Renuka Malik, Professor & Consultant (Obst.&Gynae)- Adviser
9. Ms. Rajani Dhoundiyal Joshi, NGO Representative-Member
10. Sh.Vijay Prakash Nodiya, Deputy Director(Admin.)-Member Secretary
11. Sh.Sachin Kumar, DLWC, Member
12. Ms.Geeta Singh, ANS,Member