



**आयुर्विज्ञान में राष्ट्रीय परीक्षा बोर्ड**  
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन एक स्वायत्त निकाय)  
**NATIONAL BOARD OF EXAMINATIONS IN MEDICAL SCIENCES**  
(Autonomous Body under Ministry of Health and Family Welfare, Govt. of India)  
महात्मा गांधी मार्ग (रिंग रोड), अंसारी नगर, नई दिल्ली - ११००२९  
Mahatma Gandhi Marg (Ring Road), Ansari Nagar, New Delhi -110029

No. NBE/Estt./ICC/2020/486

Date: 11.12.2023

**OFFICE ORDER**

The Internal Complaint Committee (ICC) of NBEMS has been re-notified vide NBEMS Office Order no. NBE/Estt./ICC/2020/317 dated 04.08.2023, in accordance with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

2. The details with regard to the Act & rules, roles, functions etc of Internal Compliant Committee on Sexual Harassment of National Board of Examinations in Medical Sciences to be uploaded on the NBEMS website. The details are as given below:

**Internal Complaints Committee (ICC) – Sexual Harassment**

**A. Constitution of ICC for considering complaints of sexual harassment of women employees of National Board of Examinations in Medical Sciences.**

The details with regard to the Act & rules, roles, functions etc. of ICC are as given below: -

S.No.	Title	Download link
1.	Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and Rule 2013	<a href="https://wcd.nic.in/sites/default/files/Sexual-Harassment-at-Workplace-Act.pdf">https://wcd.nic.in/sites/default/files/Sexual-Harassment-at-Workplace-Act.pdf</a>
2.	Handbook on Sexual Harassment of Women at Workplace	<a href="https://wcd.nic.in/sites/default/files/Handbook%20on%20Sexual%20Harassment%20of%20Women%20at%20Workplace.pdf">https://wcd.nic.in/sites/default/files/Handbook%20on%20Sexual%20Harassment%20of%20Women%20at%20Workplace.pdf</a>
3.	DoPT O.M. dated 1 <sup>st</sup> November, 2017 regarding Online Complaint Management system titled "Sexual Harassment Electronic Box (She-box)"	<a href="https://documents.doptcirculares.nic.in/D2/D02est/11013-7-2016-esttAIII.pdf">https://documents.doptcirculares.nic.in/D2/D02est/11013-7-2016-esttAIII.pdf</a>
4.	Constitution of Internal Complaints Committee (ICC) of National Board of Examinations in Medical Sciences	<a href="https://www.natboard.edu.in/">https://www.natboard.edu.in/</a>

**B. Complaint procedure: -**

Complaint regarding Sexual Harassment against women can be made either in paper form or by sending email to [icc\\_nbe@natboard.edu.in](mailto:icc_nbe@natboard.edu.in). Any aggrieved woman can make written complaint of sexual harassment at workplace to the ICC as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

**C. Online link for SHe-Box – Online Compliant Management System**

<https://www.shebox.nic.in>

**D. Contact details of Internal Compliant Committee (ICC):-**

S. No.	Name and designation	Post	Phone No.	Email ID
1.	Smt. M. Radhika, Assistant Director	Chairperson	011- 45493015	icc_nbe@natboard.edu.in
2.	Smt. Dilpreet Kaur Sabharwal, Section Officer	Member	011- 45491403	
3.	Smt. Pooja Dalal, Section Officer	Convenor	011- 45493071	
4.	Smt. Swapna Shukla, Junior Assistant	Member	011- 45491402	
5.	Dr. Vinutha T. Gowda	External Member	9968599250	vinuthabiochem@gmail.com

  
(Suresh Kumar K)  
Additional Director (Admin.)

**Distribution:**

1. O/o the Hony. Executive Director
2. O/o the OSD to President-NBEMS
3. I/c of IT Section – Request to upload on NBEMS website.
4. ICC Committee Members
5. Official Language Section – for Hindi translation
6. Concerned File/Office Memorandum File



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Mahatma Gandhi Marg (Ring Road), Ansari Nagar, New Delhi -110029

No. NBE/Estt./ICC/2020/317

Date : 04.08.2023

**OFFICE ORDER**

In supersession to Office order No. EDO/NBE/2020/244 dated 06.08.2020, for compliance to the provision of the sexual harassment of women at workplace (Prevention, Prohibition & Redressal) Act 2013 vide Gazette notification no. 18 dated 23<sup>rd</sup> April 2013, Internal Complaint Committee (ICC) is re-constituted with immediate effect for a period of 3 years.

- |  |                   |
|--|-------------------|
| (1) Smt. M. Radhika<br>Assistant Director-NBEMS  | - Chairperson     |
| (2) Smt. Dilpreet Kaur Sabharwal<br>Section Officer-NBEMS  | - Member          |
| (3) Smt. Pooja Dalal<br>Section Officer-NBEMS  | - Convenor        |
| (4) Smt. Swapna Shukla<br>Junior Assistant-NBEMS   | - Member          |
| (5) Dr. Vinutha T. Gowda<br>Senior Scientist<br>Division of Biochemistry<br>IARI, Pusa, New Delhi-110012 | - External Member |

2. This has the approval of the Competent Authority.

  
(Suresh Kumar K.)  
Additional Director (Admin.)

Distribution:

1. All the Committee Members (as above)
2. O/o Hony. Executive Director
3. O/o OSD to President-NBEMS
4. Section Officer (OL) – for Hindi translation
5. Concerned File, Office Order File