



**क्षेत्रीय आयुर्विज्ञान संस्थान, इंपहाल: मणिपुर**  
**REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR**  
 (स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)  
 (An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

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**OFFICE MEMORANDUM**

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**Sub: Constitution of Internal Complaints Committee of RIMS, Imphal, under the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, to look into the complaints of Sexual Harassment at workplace - reg.**

**No. GEN/MISC/44/2025-ESTSec:** In pursuance to Section 4 of the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013, published in the Gazette of India (Extraordinary), Part- II, Section – I dated 23.04.2013, the Internal Complaints Committee (ICC) of RIMS, Imphal, consisting of following members has been constituted for the prevention and redressal of complaints of Sexual Harassment in Workplace and for matters connected therewith or incidental thereto with immediate effect:-

Sl. No.	Name & Designation	As	Contact no.	e-mail
i.	Dr. Sanjenbam Ranita Devi, Prof. & Head, Department of Surgery, RIMS, Imphal	Presiding Officer	0385-2414750	<a href="mailto:rims.imphal@gov.in">rims.imphal@gov.in</a>
ii.	Dr. Ph. Memchoubi, Prof., Deptt. of Forensic Medicine & Toxicology, RIMS, Imphal	Member	0385-2414750	<a href="mailto:rims.imphal@gov.in">rims.imphal@gov.in</a>
iii.	Dr. K. Pratima Devi, Associate Professor, Department of Obst & Gynaecology, RIMS, Imphal	Member	0385-2414750	<a href="mailto:rims.imphal@gov.in">rims.imphal@gov.in</a>
iv.	Dr. Ch. Pradipkumar Singh, Assoc. Professor, Deptt. of Forensic Medicine & Toxicology, RIMS, Imphal	Member	0385-2414750	<a href="mailto:rims.imphal@gov.in">rims.imphal@gov.in</a>
v.	Dr. Th. Oken Singh, Asstt. Prof., Deptt. of Anatomy, RIMS, Imphal	Member	0385-2414750	<a href="mailto:rims.imphal@gov.in">rims.imphal@gov.in</a>
vi.	Mrs. Hodam Bisheshwari Devi, Advocate	Member (External)	0385-2414750	<a href="mailto:rims.imphal@gov.in">rims.imphal@gov.in</a>
vii.	Dr. Aribam Jaishree Devi, Prof. Deptt. of Anatomy, RIMS, Imphal	Member Secretary/ Departmental Nodal Officer (DNO)	0385-2414750	<a href="mailto:rims.imphal@gov.in">rims.imphal@gov.in</a>

2. The external Member appointed shall be paid such fees or allowances for attending the proceedings of the Internal Committee, as may be prescribed.

3. Any aggrieved women employees of RIMS, Imphal, may make in writing, a complaint of Sexual Harassment at workplace to the Internal Complaints Committee (ICC) of RIMS, Imphal, within a period of three months from the date of the incident and in case of series of incidents, within a period of three months from the date of last incident.

4. Any woman facing such harassment at the workplace can also register a complaint through the online portal **She-Box** ( <https://shebox.wcd.gov.in>) launched by the Ministry of Women and Child Development, Govt. of India.

5. Provided that where such complaints cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the woman for making the complaint in writing.

6. Provided further that the Internal Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such, which prevented the woman from filing a complaint within the said period.

7. Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person, as may be prescribed, may make a complaint.

8. The Internal Complaints Committee (ICC) of RIMS, Imphal, shall initiate inquiry as prescribed under Section 11 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, read with Department of Personnel & Training's O.M. No. 11013/2/2014-Estt. (A-III) dated 16<sup>th</sup> July, 2015 and O.M. No.11013/7/2016-Estt.A- III dated 22<sup>nd</sup> December, 2016.

9. The terms of the committee will be for 3 years w.e.f. the date of issue of this Memorandum or till further orders, whichever is earlier.

10. This Office Memorandum is issued in supersession of this Institute's earlier Order No. Estt/01/2023-RIMS dated 20.06.2023.

(Prof. G. Sunil Kumar Sharma)  
Director

To,

- i. Dr. Sanjenbam Ranita Devi,  
Prof. & Head, Department of Surgery, RIMS, Imphal
- ii. All concerned Members & Member Secretary of the ICCs, RIMS, Imphal.

**Copy for information to:-**

- i. PS to Director, RIMS, Imphal.
- ii. Medical Superintendent, RIMS Hospital, Imphal.
- iii. Prof-cum-Principal (Dental College & College of Nursing), RIMS, Imphal.
- iv. All HoDs/Sections/Units of RIMS, Imphal
- iii. Deputy Director (Admin), RIMS, Imphal.
- iv. CAO/FA, RIMS, Imphal.
- v. System Administrators, RIMS, Imphal - *with a request to upload the same on RIMS website.*