



**Tata Memorial Centre**  
Advanced Centre for Treatment, Research and Education in Cancer  
Sector-22, Kharghar, Navi Mumbai-410210  
"A Grant-in-Aid Institute under Department of Atomic Energy, Govt. of India"

No. ACTREC/Admin/ARC/3917/ 2019

15<sup>th</sup> July, 2019

**OFFICE CIRCULAR**

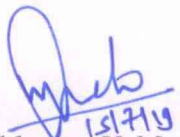
**Sub:- Re-Constitution of Anti-raging Committee for disposal of complaints  
at ACTREC-reg.**

In terms of the decision taken by the government of India duly notified through HBNI. The committee comprising of the following officers has been constituted to look in the matters of complaints of raging at ACTREC.

- |   |   |                    |
|---|---|--------------------|
| 1 | Dr. Prasanna Venkataraman, Dy. Director, CRI              | : Chairperson      |
| 2 | Dr. Amit Dutt, Scientific Officer 'F'                     | : Member-Secretary |
| 3 | Dr. Kakoli Bose, Scientific Officer 'F'                   | : Member           |
| 4 | Dr. Vikram Gota, Asso. Prof. Clinical<br>Pharmacology 'F' | : Member           |
| 5 | Dr. Ujjwala M. Warawdekar, Scientific Officer 'F'         | : Member           |
| 6 | Mr. Joyel Christie  | : Student Member   |
| 7 | Mr. Sanket Desai  | : Student Member   |

The duration of this committee would be for a period of 3 years i.e. till 31<sup>st</sup> March, 2022 and may be reviewed as and when required.

This issues with the approval of Competent Authority.

  
(Umeshkumar V. Mote)  
Sr. Administrative Officer

To

All the above Committee Members

TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND  
EDUCATION IN CANCER (ACTREC)  
(A Grant-in-Aid Institution of the Department of Atomic Energy, Government of India)

No. ACTREC/SAO/ICC/2019/ 2770

20<sup>th</sup> May, 2019

OFFICE ORDER

**INTERNAL COMPLAINTS COMMITTEE  
THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE  
(PREVENTION, PROIBITION & REDRESSAL) ACT, 2013  
TMC-ACTREC**

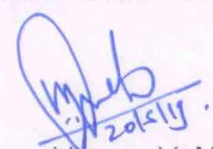
In pursuance of section 4 read with its applicable sub clauses of the aforesaid act, the Internal Complaints Committee (ICC) on the above subject in respect of TMC-ACTREC is hereby constituted to enquire into the complaints related to the Sexual Harassment of Women at its Workplace:-

New Committee Members		
1.	Dr. Meera Achrekar, Prof. & Dy. Nursing Superintendent, ACTREC	Chairperson / Presiding Officer
2.	Dr. Prafulla Parikh Asst. Prof. General Medicine 'F', ACTREC	Member
3.	Dr. Rukmini B. Govekar, Scientific Officer 'F', ACTREC	Member
4.	Ms. Bhagyashree M. Tillu Medical Social Worker, ACTREC	Member
5.	Mr. V.K. Singh, Jr. Administrative Officer (EM), ACTREC	Member (Convener)
6.	Dr. Nasreen Rustomfram, Professor and Chairperson Centre for Life Long Learning, Tata Institute of Social Sciences, Mumbai	Outside Expert

Secretarial assistance will be provided by ACTREC Administration.

In cases where the committee proceeds to make inquiry into the complaints in accordance with the provisions of service rules applicable to respondent, the inquiry should be completed within a period of 90 days and the report submitted to Director – TMH, Director – TMC or Director – ACTREC as the case may be.

The tenure of the foresaid committee shall be upto 31<sup>st</sup> March 2020 from the date of this order or till further orders, whichever is earlier.

  
(Umeshkumar V. Mote)  
Sr. Administrative Officer, ACTREC

To,  
All Committee Members  
Copy for information to:

1. Director, TMC
2. Director, ACTREC
3. Dy. Director, ACTREC
4. Dy. Director, CRI-ACTREC
5. Dy. Director, CRC-ACTREC
6. Jr. A.O.(HRD), ACTREC
7. Dr. Satish Munnoli, OIC-SCOPE Cell & Librarian SO 'F', ACTREC

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**TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND  
EDUCATION IN CANCER (ACTREC)**  
(A Grant-in-Aid Institution of the Department of Atomic Energy, Government of India)

No. ACTREC/SAO/ICC/2019/3077

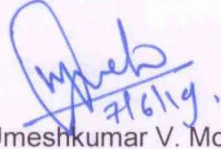
07<sup>th</sup> June, 2019

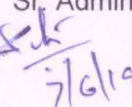
**OFFICE ORDER**

**INTERNAL COMPLAINTS COMMITTEE  
THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE  
(PREVENTION, PROIBITION & REDRESSAL) ACT, 2013  
TMC-ACTREC**

Furtherance to office order no. ACTREC/SAO/ICC/2019/2770 dated:- 20<sup>th</sup> May, 2019 following member has been added in Internal Complaints Committee (ICC) to enquire into the complaints related to the Sexual Harassment of Women at its Workplace:-

New Committee Member		
1.	Dr. Arvind Ingle Scientific Officer 'G', ACTREC	Member

  
(Umeshkumar V. Mote)  
Sr. Administrative Officer, ACTREC

  
7/6/19

To,  
All Committee Members

1. Dr. Meera Achrekar, Prof. & Dy. Nursing Superintendent, ACTREC
2. Dr. Arvind Ingle, Scientific Officer 'G', ACTREC
3. Dr. Prafulla Parikh, Asst. Prof. General Medicine 'F', ACTREC
4. Dr. Rukmini B. Govekar, Scientific Officer 'F', ACTREC
5. Ms. Bhagyashree M. Tillu, Medical Social Worker, ACTREC
6. Mr. V.K. Singh, Jr. Administrative Officer (EM), ACTREC
7. Dr. Nasreen Rustomfram, Professor and Chairperson Centre for Life Long Learning, Tata Institute of Social Sciences, Mumbai

Copy for information to:

1. Director, TMC
2. Director, ACTREC
3. Dy. Director, ACTREC
4. Dy. Director, CRI-ACTREC
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7. Dr. Satish Munnoli, OIC-SCOPE Cell & Librarian SO 'F', ACTREC



Tata Memorial Centre  
Advanced Centre for Treatment, Research and Education in Cancer  
Sector-22, Kharghar, Navi Mumbai-410210

"A Grant-in-Aid Institute under Department of Atomic Energy, Govt. of India"

No. ACTREC/Admin/Grievance/3918/2019

15<sup>th</sup> July, 2019

### OFFICE CIRCULAR

**Sub:- Re-constitution of Grievance Committee to address problems/grievances faced by the staffs / students at ACTREC.**

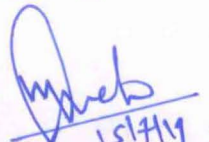
As decided by the Competent Authority following Grievance committee has been re-constituted. The details of the committee member is given below:

- |   |  |                        |  |
|---|--|------------------------|--|
| 1 | Dr. Arvind Ingle, Scientific officer 'G' | : Chairperson          |  |
| 2 | Dr. Vani Parmar, Professor & Surgeon 'G' | : Member-Secretary     |  |
| 3 | Dr. Ashok Varma, Scientific Officer 'F'  | : Member               |  |
| 4 | Dr. Preeti Chavan, Lab Manager-D.S. SO E | : Member               |  |
| 5 | Mr. M.Y. Shaikh, AO(EM)                  | : Member               |  |
| 6 | Mr. J.K. Rane, Technician 'G'            | : TMHWU representative |  |
| 7 | Mr. Rohan Chaubal                        | : Student              | } Only in case of<br>Grievance of students |
| 8 | Ms. Sarika Tilvani                       | : Student              |  |

Mandate of the Committee:-

- Grievance Committee have been constituted to redress the grievances of all staff, registers and students working at ACTREC.
- Tis committee looks into the matter of complaints OR grievances received at ACTREC.
- The committee will go through the complaints and forward their recommendations to higher authorities for resolving the same.

The duration of this committee would be for a period of 3 years i.e. till 31<sup>st</sup> March, 2022 and may be reviewed as and when required.

  
(Umeshkumar V. Mote)  
Sr. Administrative Officer

To  
All the above Committee Members



**TATA MEMORIAL CENTRE  
PAREL, MUMBAI 400 012**

**OFFICE OF THE DIRECTOR (ACADEMICS)**

22<sup>nd</sup> November 2016

**CIRCULAR**

The following members are hereby constitute for Anti-ragging committee to monitor students activities and to enquire into the complaints related to the Postgraduate students registered at TMH for medical degree / diploma / superspeciality courses at TMH.

Prof. Pankaj Chaturvedi – Presiding Officer

Prof. Rohini Kelkar – Member

Prof. S. (Ghosh) Laskar – Member

Dr. Rachel Althea Sequeira– Student Representative

Dr. Debanjan Nandi - r. Student Representative

Dr. Esha Pai - Student Representative

Dr. Akhil Kapoor - Student Representative

Secreterial assistance will be provided by Staff of Officer of the Director (Academics), TMH

**PROF. K. S. SHARMA  
DIRECTOR (ACADEMICS), TMC**





टाटा स्मारक केन्द्र  
TATA MEMORIAL CENTRE

टाटा स्मारक अस्पताल  
TATA MEMORIAL HOSPITAL

AA No. 911051

प.ऊ.वि. भारत सरकार का एक सहायता अनुदान प्राप्त संस्थान

A GRANT-IN-AID INSTITUTE OF THE DEPARTMENT OF ATOMIC ENERGY, GOVT. OF INDIA

Ref: TMC/HRD/F-181/2019

April 05,2019

**OFFICE ORDER NO. 25**

In supersession of Office Memorandum No.TMC/AD/242/2017 dated November, 23, 2017, the Committee for Grievance Redress Mechanism for Tata Memorial Hospital is reconstituted as under :

Dr.Rohini S. Kelkar, Director,Laboratories and Prof. & Head, Dept.of Microbiology	Staff Grievance Officer
Dr. Amita Maheshwari, Professor & Head,Div.of Gynaec Onco 'G'	Member
Dr. Sumedha S. Patankar, Asst. Medical Superintendent	Member
Mrs. Swapna Joshi, Prof & Nursing Superintendent	Member
Wg.Cdr. Anand Kumar Tiwari (R), Sr.Adminstrative Officer	Member
Mr.Benny George, H.R.D.Officer	Member
Representative of TMH Workers' Union	Member
Representative of TMC SC,ST & OBC Employees'(Welfare Association)	Member

- The Staff Grievance Officer (SGO) assisted by respective members are to deal with grievances of employees.
- SGO shall make herself freely available to hear the grievances personally, at least once in a week, at fixed timings.
- Every grievance from the staff shall be registered and if a final decision is not possible within a fortnight, an acknowledgement shall be sent to the applicant alongwith an indication as to when he/she can expect a final reply.
- SGO shall be specifically charged with the work of monitoring the grievances and ensuring that timely action is taken on the same. As a matter of general rule, no the grievance shall be pending beyond the limit of the three months.
- As far as possible, a reasoned reply shall be given while replying to the grievance submitted by an employee.
- It should be the duty of every official to deal with the staff matters in a fair, impartial and speedy manner. Where Rules and Regulations have already been laid down by the Centre, the same should be applied uniformly, discretion, where permissible, should be used in a limited number of cases and in a manner which does not lead to dissatisfaction among other employees.
- In addition, the system shall also keep provisions for appeals by employees to the higher authority viz. Director,ACTREC/ Director, TMC with CAO,TMC and MS,TMH as Apex Committee.

( R. A. BADWE )  
DIRECTOR,TMC

All concerned  
All Notice Boards  
All Heads of Departments/Divisions/Sections/Units

Copy to : -Director,TMC / TMH / ACREC / Academics / Dean,Academics (Projects) / Administration (Projects) / Vizag / Varanasi  
- President, TMH Workers' Union  
- President,TMC SC,ST & OBC Employees(Welfare) Association  
- SCS, DAE

Dr. E. Borges Marg, Parel  
Mumbai - 400 012, India.  
Phone: +91-22-2417 7000  
Fax: +91-22-2414 6937

डॉ. ई. बोर्जेस मार्ग, परेल.  
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टाटा स्मारक केंद्र  
TATA MEMORIAL CENTRE

टाटा स्मारक अस्पताल  
TATA MEMORIAL HOSPITAL

AA No. 763946

प. ऊ. वि. भारत सरकार का एक सहायता अनुदान प्राप्त संस्थान  
A GRANT-IN-AID INSTITUTION OF THE DEPARTMENT OF ATOMIC ENERGY, GOVT OF INDIA  
Ref No. TMC/HRDD/F-181/2016 October 16, 2017

**INTERNAL COMPLAINTS COMMITTEE -  
THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE  
(PREVENTION, PROHIBITION & REDRESSAL) ACT, 2013 -  
TATA MEMORIAL HOSPITAL**

**OFFICE ORDER NO. 48 / 2017**

In pursuance of Section 4 read with its applicable sub clauses of the aforesaid act, the Internal Complaints Committee (ICC) on the above subject in respect of Tata Memorial Hospital is hereby reconstituted to enquire into the complaints related to the Sexual Harassment of Women at Workplace :-

**Committee Members:**

- |  |                   |
|--|-------------------|
| ▪ Dr. (Ms.) M.H. Thakur, Prof. & Head Dept of Radio-diagnosis H, TMC | Presiding Officer |
| ▪ Dr. (Ms) Sarita Khobrekar, Medical Superintendent, TMH             | Member            |
| ▪ Shri H.J. Arekar, Personnel Officer (HRD), TMH                     | Member            |
| ▪ Dr.(Ms) Trupti Panchal, Asst. Prof., TISS, Mumbai                  | Outside Expert    |

Secretarial assistance will be provided by Ms. R. S. Deshpande, Assistant Administrative Officer, HRD Department, TMH.

2.0 In cases where the Committee proceeds to make inquiry into the complaint in accordance with the provisions of service rules applicable to respondent, the inquiry should be completed within a period of 90 days and the report submitted to Director TMC or Director, TMH as the case may be.

3.0 The tenure of the aforesaid committee shall be for a period of one year effective from the date of this order or till further orders, whichever is earlier.

[ DR. R. A. BADWE ]  
DIRECTOR, TMC

To  
All Members of the Committee

Dr. E. Borges Marg, Parel  
Mumbai - 400 012, India.  
Phone : +91-22-2417 7000  
Fax : +91-22-2414 6937

डॉ. ई. बोरजेस मार्ग, परेल,  
मुंबई - ४०० ०१२, भारत.  
दूरभाष : +९१-२२-२४१७ ७०००  
फैक्स : +९१-२२-२४१४ ६९३७

Cancer is curable, if detected early.

E-mail : medimail@tmc.ernet.in  
Website : http://tmc.gov.in

जल्द इलाज होने पर कैंसर ठीक हो सकता है।