

भारतीय मानक ब्यूरो  
(स्थापना विभाग)

मानक भवन,  
9, बहादुर शाहज़फ़र मार्ग,  
नई दिल्ली - 110 002

हमारा संदर्भ: स्था III/ICC/76:01/2021-22

दिनांक: 25 Nov 2024

**OFFICE MEMORANDUM**

**Subject: Reconstitution of "Internal Complaints Committee (ICC)" in work place at BIS-HQs.**

In supersession of this department's Office Memorandum Ref. No. Estt-III/ICC/76:01/2021-22 dated 16 Oct 2024, it is circulated for information that the Competent Authority has appointed Smt. Shrishti Dixit, Sc. D, SCMD, BIS-HQs, as one of the member of Internal Complaints Committee (ICC) at BIS-HQs in place of Ms. Alka, Secretary, Bureau Secretariat, BIS-HQs, with immediate effect. The other members of the Internal Complaints Committee (ICC) at BIS-HQs, remain the same.

2. Accordingly, the Composition of Internal Complaints Committee (ICC) under Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 at BIS-HQs. New Delhi shall be as under:

- |      |  |   |                   |
|------|--|---|-------------------|
| i)   | Smt. Rachna Sehgal, Sc-G & Head (Publication),                     | : | Presiding Officer |
| ii)  | Smt. Smitha G. Nair, Director (M&CA), HQs- PR Deptt.               | : | Member            |
| iii) | Smt. Shrishti Dixit, Sc. D, HQs-SCMD                               | : | Member            |
| iv)  | Shri Shashi B. Thakur, Section Officer, HQs-Estt. Deptt.           | : | Member            |
| v)   | All India Democratic Women's Association<br>(AIDWA) Representative | : | NGO Member        |

शोएब अख्तर

(शोएब अख्तर)

निदेशक (स्थापना)

परिचालित: बी.आई.एस. के माध्यम से मुख्यालय के सभी विभागों, केन्द्रीय प्रयोगशाला/शाखा प्रयोगशालाएँ/प्रशिक्षण संस्थान/क्षेत्रिय कार्यालय/शाखा कार्यालय में परिचालित ।

**Circulated to:** All Department at BIS-HQs/Central Laboratory/Regional Laboratories/  
NITS/Regional Offices/Branch Offices of BIS through BIS Intranet.

o/c Smt. Shrishti Dixit  
25.11.2024  
AD (A&F)  
M

**The details of the Members of Internal Complaint Committee (ICC) of BIS HQs are given below:**

- 1) Smt. Rachna Sehgal, Sc.-G & Head (Publication), Presiding Officer, ICC-BIS HQs,  
Email Id: [rachna@bis.gov.in](mailto:rachna@bis.gov.in), Mobile No.: 09899868646
- 2) Smt. Smitha G. Nair, Director (M&CA), Member  
Email Id: [smitanair24@gmail.com](mailto:smitanair24@gmail.com), Mobile No.: 09869740225
- 3) Smt. Shrishti Dixit, Sc. D, HQs-SCMD, Member  
Email Id: [shrishti.dixit@bis.gov.in](mailto:shrishti.dixit@bis.gov.in), Mobile No.: 9910435859
- 4) Shri Shashi B. Thakur, Section Officer (Estt), Member  
Email Id: [shashi.thakur@bis.gov.in](mailto:shashi.thakur@bis.gov.in), Mobile No.: 09899202696
- 5) Smt. Maimoona Mollah, All India Democratic Women's Association (AIDWA), NGO  
Member  
Email Id: [aidwacec@gmail.com](mailto:aidwacec@gmail.com), Mobile No: 09811478191

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दिनांक: 16 Oct 2024

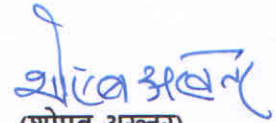
**OFFICE MEMORANDUM**

**Subject: Reconstitution of "Internal Complaints Committee (ICC)" in work place at BIS-HQs.**

In supersession of this department's Office Memorandum Ref. No. Estt-III/ICC/76:01/2021-22 dated 30 Aug 2024, it is circulated for information that the Competent Authority has appointed Ms. Alka, Secretary, Bureau Secretariat, BIS-HQs, as one of the member of Internal Complaints Committee (ICC) at BIS-HQs in place of Shri Bindu Kumar, Assistant Director (Admin. & Finance), upon his transfer to NRL Mohali, with immediate effect. The other members of the Internal Complaints Committee (ICC) at BIS-HQs, remain the same.

2. Accordingly, the Composition of Internal Complaints Committee (ICC) under Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 at BIS-HQs. New Delhi shall be as under:

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|------|--|---|-------------------|
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| ii)  | Smt. Smitha G. Nair, Director (M&CA), HQs- PR Deptt.               | : | Member            |
| iii) | Ms. Alka, Secretary, HQs-Bureau Secretariat                        | : | Member            |
| iv)  | Shri Shashi B. Thakur, Section Officer, HQs-Estt. Deptt.           | : | Member            |
| v)   | All India Democratic Women's Association<br>(AIDWA) Representative | : | NGO Member        |

  
(शोएब अख्तर)  
निदेशक (स्थापना)

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o/c  
SOE-III  
AD (ASF)  
Shashi  
16.10.2024