



**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**

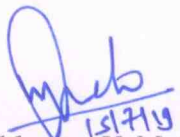
**Sub:- Re-Constitution of Anti-raging Committee for disposal of complaints  
at ACTREC-reg.**

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**

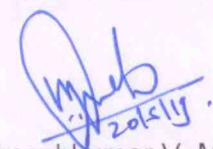
In pursuance of section 4 read with its applicable sub clauses of the aforesaid act, the Internal Complaints Committee (ICC) on the above subject in respect of TMC-ACTREC is hereby constituted to enquire into the complaints related to the Sexual Harassment of Women at its Workplace:-

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

6



**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

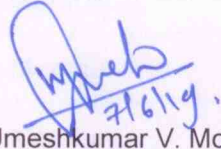
07<sup>th</sup> June, 2019


**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
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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.**

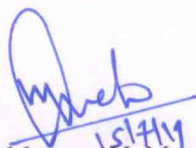
As decided by the Competent Authority following Grievance committee has been re-constituted. The details of the committee member is given below:

- |   |  |                        |  |
|---|--|------------------------|--|
| 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.
- This 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



टाटा स्मारक केन्द्र  
TATA MEMORIAL CENTRE

टाटा स्मारक अस्पताल  
TATA MEMORIAL HOSPITAL

AA No.

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

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

673941

CONFIDENTIAL

CC No.304389

15.03.2016

### ORDER

WHEREAS, a complaint dated 28<sup>th</sup> February, 2016 was received from Dr. (Ms) Meetakshi Gupta, CC No. 303973, Junior Resident III, Department of Radiation Oncology, Tata Memorial Hospital (hereinafter referred to as "Complainant" for brevity sake) who is prosecuting her studies for MD at TMH and staying at Room no.705, GJB Doctors' Quarters, TMH, and

2. WHEREAS, the complainant has made certain allegations against Dr. Mayank R. Tripathi, CC No.304389, Senior Resident-I, a student of M.Ch (hereinafter referred to as "Respondent" for brevity sake), who is also staying at Room no.713, GJB Doctors' Quarters, TMH, of unwelcome non verbal conduct of sexual harassment committed by the Respondent on 28<sup>th</sup> February 2016 and

3.0 WHEREAS, the Complainant had narrated the alleged nature of misconduct of sexual nature by the Respondent, more particularly described in her complaint, and

4.0 WHEREAS, the said complaint was referred to the Internal Complaints Committee (ICC), constituted under the "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 for inquiry and submission of its report to the undersigned, and,

5.0 WHEREAS, the Respondent was placed under suspension w.e.f 01.03.2016 pending inquiry by the Internal Complaints Committee, and

6.0 WHEREAS, the Internal Complaints Committee had inquired into the complaint, and submitted its report dated 03<sup>rd</sup> March 2016, to the Disciplinary Authority, holding the charges proved and

7.0 WHEREAS, it is observed from the ICC report, that at its hearing held on 03<sup>rd</sup> March, 2016, the Complainant and the Respondent were given full opportunities and due natural justice to present their case and defence respectively, and that they had made their oral submissions, which were duly considered by the ICC and the documents taken on record were duly examined; and .

8.0 WHEREAS, the Respondent had accepted his improper behaviour, before the ICC and explained the course of events, which were more particularly recorded in the report of the ICC Committee, submitting that the episode was an "unfortunate accident not intended to harm" anyone, and

9.0 WHEREAS, after detailed perusal of the ICC report along with the depositions of the Complainant, Respondent and the reports from the Security Department on the date of the incident viz. 28<sup>th</sup> February, 2016, including admitted statements of the Respondent, and

10.0 NOW, after due application of mind and commensurate with the nature of the misconduct committed and accepted by the Respondent and in the overall interest of discipline, the undersigned considers imposition of major penalty of terminating his studentship for M.Ch might even be warranted. Certainly the improper behaviour committed by the Respondent and accepted by him is serious not expected at the level of a doctor in whom the patients/relatives/attendants place their belief and trust, and cannot be condoned as "unfortunate accident" as pleaded by the Respondent.

11.0 However, not to jeopardize his medical career, particularly when he has accepted his misconduct, I consider debarring his studentship for M.Ch (Surgical) for a period of one year would meet the ends of justice. Accordingly, I hereby order that the continuance of studentship of Dr Mayank R. Tripathi, the respondent herein, for M.Ch (Surgical Oncology) be and is hereby debarred for a period of one year forthwith. It is ordered that the consequences of this order would be as under :

- a. The Respondent's Senior Residentsip would also stand co-terminated for a period of one year forthwith.
- b. Allotment of accommodation at GJB Doctors' Quarters, TMH Room No. 713 to the respondent is hereby cancelled and he is hereby directed to vacate the premises within 48 hours from the date of receipt of this order. .
- c. Subject to his being otherwise eligible, the Respondent may resume his uncompleted studentship effective from 15<sup>th</sup> March, 2017
- d. On his resumption, for the period 15<sup>th</sup> March, 2017 to 31<sup>st</sup> July, 2017 the Respondent would be Senior Resident-I and thereafter, successively, he would be placed as Senior Resident-II and III from 01<sup>st</sup> August, 2017 and 01<sup>st</sup> August, 2018 respectively, subject to being otherwise eligible; .
- e. The Respondent would have overall shortfall of 04 months in his Course period in the first year reckoned from the date of his suspension, viz. 1<sup>st</sup> March 2016 to 31<sup>st</sup> July,2016..

- f. The Respondent would be permitted to appear for the final year only when he has successfully completed the balance course period of two years and the shortfall of four months as indicated in (e) above.
- g. The equal installment fees for the first year, to be recovered for February 2016 would be deducted from the stipend payable to him for February in March 2016, if not already done.. Recovery of the balance equal installment fees would commence from studentship stipend on his resumption, as per the schedule given in the Admission letter EO/15/001448 dated 31.07.2015.
- h. The indemnity bond dated 30<sup>th</sup> July, 2015 executed by the Respondent to serve the TMC including any of the outreach units supported by TMC for a period of one year on completion of three years course would accordingly stand extended beyond 2019.
- i. The period of his suspension will be treated as it is.

11.0 Subject to above, all the terms and conditions, as contained in original admission letter no.EO/15/001448 dated 31.07.2015 to the Respondent, will remain unaltered. The imposition of aforesaid penalty had solely arisen, in the overall interest of maintaining discipline and applicable Law, due out of the proven and accepted acts of the Respondent and Tata Memorial Centre is not liable for any consequences in the issuance of this Order.

12.0 An appeal against this order lies with the Director, Tata Memorial Centre, and the deadline for preferring such appeal is 45 days from the date of receipt of this Order by the Respondent. A copy of the report of the Internal Complaints Committee is enclosed.

[PROF K.S. SHARMA]  
DIRECTOR, ACADEMICS, TMC

Dr. Mayank R. Tripathi  
Dept of Surgical Oncology  
TMH

  
15/3

*Copy to :*  
Director, TMC  
Director, TMH  
CVO, TMC  
CAO, TMC  
MS, TMH  
Jt. Controller (F & A), TMC  
Dy.CSO (Gr-II), TMH  
Dy.A.O. (HR), TMH  
Dy. Registrar, TMH  
File

TATA MEMORIALCENTRE  
PAREL, MUMBAI – 400 012  
[ OFFICE OF THE DIRECTOR (ACADEMICS) ]

6<sup>th</sup> July, 2017

Report of Medical Board meeting :


The Medical Board formed for evaluation of the case of Dr Sabin Sathyanandan, JR-3 , in Dept. of Transfusion Medicine, met on 6<sup>th</sup> July 2017 at the HBB Conference Room at Tata Memorial Hospital.

The Board has gone into the details of the events that have transpired since the last Board Meeting as well as reviewed and discussed his adherence and compliance to what was advised.

A detailed review assessment by the Board was carried out. It is quite apparent that Dr Sabin Sathyanandan has not adhered to any of the instructions suggested by the Medical Board. He has not been following up at the Psychiatry OPD, KEM Hospital as advised nor has his family come down to meet the Psychiatrists. He has also been seen in Hospital premises and patient care area despite clear instructions to the contrary. Both the Psychiatrists on the Medical Board are of the opinion that Dr Sabin Sathyanandan's behavior, as assessed, and the various observations pertaining to him, are suggestive of a clinical deterioration as compared to the previous assessment and that this warrants an urgent comprehensive assessment for a major psychiatric illness, likely Psychosis, and if so confirmed after such detailed evaluation, would need treatment for the same. This evaluation needs to be done with close supervision and followup and especially with his continuous family presence and support throughout the entire evaluation, which till now has not been possible due to his noncompliance and visible lack of family support. He is currently not fit to perform his medical duties as required towards completion of the postgraduate course. It is absolutely necessary that he continue his evaluation as advised above in his hometown where he will have family support, in context of his noncompliance in Mumbai. Keeping his behavioural pattern in mind, it would be advisable, for the safety of Dr Sabin Sathyanandan, that he should be handed over to the safe custody of his immediate family members.

  
DR. SHOBHA NAIR

  
DR. AJITA NAYAK


  
DR. P.T.V. NAIR  
7/7/17

  
DR. ARUNA ALAHARI DHIR

  
DR. RAJADHYAKSHA

  
DR. S.P. TANDON

  
DR. VINIT SAMANT

  
DR. P.P. RAJPUT





**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.  
मुंबई - ४०० ०१२. भारत.  
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फैक्स : +९१-२२-२४१४ ६९३७



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

Cancer is curable, if detected early.

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

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

जल्द इलाज होने पर कैंसर ठीक हो सकता है।