

MINISTRY OF DEFENCE
(Office of the JS & CAO)

Subject:- **CONSTITUTION OF INTERNAL COMPLAINTS**
COMMITTEE ON SEXUAL HARASSMENT OF
WOMEN AT WORKPLACE

1. In compliance with Para 4(2) of 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' the composition of the Internal Complaints Committee in AFHQ/ISOs will now be as under:-

- | | | |
|-----|---|----------------------|
| (a) | Smt Nishi Srivastava, Director, DRDO | - Presiding Officer |
| (b) | Smt Anita Kumari, Dy Dir, MGO Branch | - Member |
| (c) | Smt Suparna Prasad, Dy Dir, AG's Branch | - Member |
| (d) | Shri Gulab Singh, Dy Dir, CAO/Legal | - Member |
| (e) | Shri R K Bhonsale, Dy Dir, CAO(Wel & OL)-Ex-Officio | Member |
| (f) | Representative of NGO | - Co-opted
Member |

2. The Committee shall work in accordance with the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Notification by Ministry of Women & Child Development issued vide G.S.R.769 (E) dated 09 Dec 2013 and DOP&T OMs No.11013/2/2014 Estt (A.III) dated 27 Nov 14 and 02 Feb 2015, as amended from time to time and available on website of DOP&T viz www.persmin.nic.in. The Committee shall ensure time bound disposal of complaints as and when received by it.

3. The Presiding Officer and members of Committee shall hold office for a period not exceeding three years from the date of their nomination.

4. A copy each of Act, 2013, Rule dated 09 Dec 13 and DOP&T OMs referred above is enclosed.

5. In accordance with the provisions of Para 21 of the Act *ibid*, the Committee shall submit an annual report indicating position as on 31st March on the complaints received by it and action taken thereon. In case no complaint is received in a year, 'NIL' report may be submitted.

6. This supersedes all earlier Notes issued in this regard by this Office.
7. This issues with the approval of the JS & CAO.



(Ajeet Singh Yadav)
Dir (DCW & Trg)

Smt. Shweta Ashok, Dir MP-4, AG's Branch - It is requested that necessary handing /taking over may be completed under intimation to this office.

Presiding Officer, Internal Complaints Committee

All members of Internal Complaints Committee

MoD, O/o JS & CAO, ID No.A/22234/CAO/Welfare dated 09 Apr 2021

Copy to: -

All Coord Sections of IHQ of MoD(Army)/ISOs
IHQ of MoD(Navy)/DOA(Civ)
Air HQ/PC Coord
All Dy CAOs, Dir DHTI
All Sections of CAO's Office
All Recognised Associations of AFHQ/ISOs

Copy also to: -

Sr PPS to JS & CAO
PS to Dir (HR); PS to Dir (E&A)
PS to Dir (Spl Project & Works)
PA to Dir (DCW & Trg)
CAO/EDP

- For uploading on official website

No. 11013/2/2014-Estt (A-III)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment Division

North Block, New Delhi
Dated February 2, 2015

OFFICE MEMORANDUM

Subject: Central Civil Services (Conduct) Rules 1964 – Guidelines regarding prevention of sexual harassment of women at the workplace– regarding

Following the promulgation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 [SHWW(PPR) Act] and notification of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 [SHWW(PPR) Rules] on 09.12.2013., the Government has recently, on 19.11.2014, notified the amendments to Central Civil Services (Conduct) Rules 1964 and Classification, Control and Appeal Rules, 1965. The amendments and other salient features of the Act/ Rules was brought to the notice of all concerned vide Office Memorandum of even no. dated 27.11.2014. The amendments to the Central Civil Services (Conduct) Rules 1964 and Classification, Control and Appeal Rules, 1965 and the Office Memorandum dated 01.12.2014 are available on the Department's website.

2. The following guidelines, conveying the decision of the Committee of Secretaries on this subject, were issued vide this Department's Office Memorandum No. 11013/3/2009-Estt.(A) dated 03.08.2009,

"As regards provisions for protection of women, it was suggested that the complaints committee mechanism provided under Vishakha guidelines relating to sexual harassment should be strictly in accordance with the judgment and steps should be taken to ensure that the committee is effective and functional at all times. It would also be desirable for the Committees to meet once a quarter, even if there is no live case, and review preparedness to fulfil all requirements of the Vishakha judgment in the Department/Ministry/ organization concerned."

3. As per the guidelines issued vide Office Memorandum dated 21.07.2009, it is also to be ensured that the Complaints Committee shall at all times be in existence and changes in its composition, whenever necessary, should be made promptly and adequately publicized. The composition of the Complaints Committee should also be posted on the websites of the concerned Ministries/Departments/Offices concerned.

4. Vide the Office Memorandum dated 01.12.2014, the attention of the Ministries/ Departments was also invited to the reporting requirements mentioned in the SHWW(PPR) Act and SHWW(PPR) Rules.

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