

F.No. ADMN-46/85/2015-ADMIN  
Government of India  
Ministry of Women and Child Development

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Shastri Bhawan, New Delhi-1,  
Dated: 25<sup>th</sup> June, 2024

OFFICE MEMORANDUM

Subject: Re-constitution of Internal Complaints Committee for Prevention of Sexual Harassment of Women in the Ministry of Women and Child Development – regarding.

In pursuance of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act, 2013 and in super session of this Ministry's O.M. of even number dated 10.07.2023 on the subject mentioned above, the Internal Complaints Committee for Prevention of Sexual Harassment of Women in the Ministry is re-constituted herewith with the following composition:

i.	Ms.Tripti Gurha, Additional Secretary	Chairperson
ii.	Smt. Padmja Vashishta, Director	Member
iii.	Smt. Swati Jatav, Section Officer	Member
iv.	Dr. Juhi Jain, Deputy Director, Centre For Advocacy And Research (CFAR) H-16A, Floor 3 & 4, Kalkaji, New Delhi-110 019 Ph – 9871190048 Email- juhi.j@cfar.org.in	Expert Member
v.	<b>Under Secretary (Women Welfare) [Shri Santanu Brajbasi]</b>	<b>Member Secretary</b>

2. The Internal Complaints Committee shall deal with the cases/complaints as per guidelines issued by the Ministry of Personnel, Public Grievances and Pension (Department of Personnel & Training) 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.

3. The Internal Complaints Committee shall consider/hear complaints from the women employees posted in the Ministry of Women and Child Development and take appropriate action on such complaints.

4. The Internal Complaints Committee shall submit Quarterly Report and an Annual Report to the Ministry on the complaints received and action taken thereon by the Committee. The report may be sent by the Chairperson within one month of the closing of a calendar year for submission to Secretary, WCD.

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


6. This issues with the approval of Competent Authority.

  
25/06/2024  
(Kumar Kalikanand)

Under Secretary to the Government of India

Copy for information and necessary action to:

1. Ms.Tripti Gurha, Additional Secretary
2. Ms. Padmja Vashishta, Director, MWCD
3. Ms. Swati Jatav, Section Officer, MWCD
4. Shri Santanu Brajbasi, Under Secretary & Member Secretary, MWCD


  
25/06/2024

(Kumar Kalikanand)

Under Secretary to the Government of India

Copy also to:

1. Dr. Juhi Jain, Deputy Director, Centre For Advocacy And Research (CFAR), H-16A, Floor 3 & 4, Kalkaji, New Delhi-110 019, Ph – 9871190048, Email- juhi.j@cfar.org.in


  
25/06/2024

(Kumar Kalikanand)

Under Secretary to the Government of India

Copy for information to:

1. PS to Minister (WCD)/PS to MoS (WCD)
2. Sr.PPS to Secretary, WCD
3. PPS to AS&FA/ Sr.PPS to AS (TG)/ PPS to AS (SKC)
4. All Bureau Heads/Divisional Heads, MWCD
5. All other officers/staff of MWCD
6. All Associated offices of MWCD
7. Vigilance Section, MWCD
8. SO(IT)/Technical Director, NIC, MWCD for uploading on Ministry's website
9. e-Office Notice Board

  
25/06/2024

(Kumar Kalikanand)

Under Secretary to the Government of India