



MINISTRY OF INFORMATION & BROADCASTING  
(Administration – III Section)

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No. B-11020/17/2011-Admn. III (Vol-II)

Dated the 13<sup>th</sup> June 2019

C I R C U L A R

Subject:- Internal Complaint Committee in the Ministry for redressal of grievances of women staff members – regarding

In supersession of this Ministry's Circular of even number dated the 28.05.18 on the subject mentioned above, the Internal Complaint Committee in the Ministry of Information & Broadcasting is reconstituted as under with mandate given in para-2 below, till further orders:-

S.No.	Name and Designation	Telephone Numbers
1	Ms. Anju Nigam, Joint Secretary (B-II) – Chairperson	23383857 (Office) 23384785 (Fax)
2	Ms. Jyoti Mehta, Director (BA-P) – Member	23381246 (Office)
3	Ms. Sonika Khattar, Under Secretary (BC-I, II & III) – Member	23387373 (Office)
4	Ms. Mala Chakraborty, Section Officer (IIS) – Member	23381941 (Office)
5	Ms. Kalpana David, National Secretary Administration, YWCA of India - Non official Member	23340294/ 23361561/ 23345235 (Office)
6	Shri M. Rajendran, Under Secretary (BC-IV) – Male Member	23386819 (Office)


2. Mandate of the Committee:

- The Committee will function in terms of the judgment delivered by the Hon'ble Supreme Court in matter relating to sexual harassment in work place, which has since been included in the CCS (Conduct) Rules, 1964 as Rule 3 C.
- The Committee will review the programmes and monitor implementation of development schemes for women in accordance with the guidelines suggested by the National Commission for Women.
- The Committee will look into all complaints of sexual harassment including such complaints filed against the heads of the media units under the administrative control of this Ministry in lines with Duty of Employer in work place or other institution to prevent or deter the commission of acts of sexual harassment in terms of guidelines and norms laid by Hon'ble Supreme Court in Vishakha & Others versus the State of Rajasthan and others (JT1997(7)SC 3847.

Contd../-

- DoPT's OM No. - 430/5/2012 - Estt. A, OM No.-13020/2/2016- Estt. (L) dated 14.07.16 and OM No. 11012/5/2016- Estt. A- III dated 02.08.16 (copies enclosed) may be referred to while dealing with the matter related to sexual harassment of women at work place.
3. The Chairperson and every Member of the Committee shall hold office for such period, not exceeding three years, from the date of their nomination.
  4. The Chairperson shall have the authority to co-opt or call for the participation of any other officer of the Ministry as and when required by the Committee.
  5. Ms. Mala Chakraborty, S.O. (IIS), M/o I&B - Member is also nominated to work as Member Secretary/Convener of meeting of the Internal Complaint Committee.
  6. The Non Official Member shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer as may be prescribed.
  7. This issues with the approval of Secretary, I&B.

Encl: As above.

  
(Shailesh Gautam)  
Under Secretary to the Govt. of India  
Tele: 23384990

To

Chairperson / Members of Internal Complaint Committee, M/o I&B.

Copy to:-

1. All Officers/Staff Members of the Ministry.
2. All Media Units.
3. Secretary, Ministry of Women and Child Development, Shastri Bhawan, New Delhi.
4. Ms. Kalpana David, National Secretary Administration, YWCA of India - (Non Official Member), 10 Sansad Marg, New Delhi 110001.
5. National Commission for Women, Govt. of India, Plot No- 21, FC- 33, Jasola Institutional Area, New Delhi-1100025.
6. Notice Board.

105

No. 13026/2/2016-Estt(L)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
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Old JNU Campus, New Delhi 110 067  
Dated: 14.07.2016

OFFICE MEMORANDUM

Subject: Implementation of leave provision under the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 – Reg.

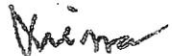
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Consequent to the enactment of the 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013', this Department is considering issuing instructions for the grant of leave to the aggrieved woman during pendency of inquiry up to a period of three months in addition to the leave which she is otherwise entitled to.

2. In this regard, it is proposed to insert/incorporate a new Rule in the CCS (Leave) Rules, 1972. The new rule may read as follows:

*"Special Leave connected with inquiry on sexual harassment – Leave up to a maximum of 90 days may be granted to an aggrieved female Government Servant on the recommendation of the Internal Committee or the Local Committee, as the case may be, during the pendency of inquiry under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.*

*(2) The leave so granted to the aggrieved woman under this rule shall not be debited against the leave account."*

  
(Navneet Misra)  
Under Secretary to the Government of India

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