

B-12012/1/2020-SDE
Government of India
Ministry of Skill Development & Entrepreneurship
(Establishment Section)

Room No. 328, B Wing
Shram Shakti Bhawan
Rafi Marg, New Delhi
Dated: 05-01-2022

OFFICE MEMORANDUM

Subject: Re-constitution of Internal Complaints Committee in M/o Skill Development & Entrepreneurship under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 - reg.

The undersigned is directed to say that Internal Complaints Committee has been re-constituted in M/o Skill Development & Entrepreneurship with the following composition -

- | | | |
|------|--|------------|
| i. | Ms. Anuradha Vemuri, Joint Secretary, MSDE | - Chairman |
| ii. | Shri Rajnish Kumar Gupta Director, MSDE | - Member |
| iii. | Ms. Hazel Siromoni, Board Member, YWCA | - Member |
| iv. | Under Secretary (Admn./Estt.), MSDE | - Member |

2. The terms of reference of the Committee shall be as under:

- i. The Internal Complaints Committee shall look into all complaints of sexual harassment at workplace in M/o Skill Development & Entrepreneurship and devise effective measures to ensure a better environment for women at workplace. It would also welcome complaints, grievances or suggestions, if any, in this regard to ensure a congenial atmosphere to the working of men and women
- ii. The Chairperson and every member of the ICC shall hold office for a period of three years or till further orders, whichever is earlier.
- iii. The Committee shall be effective and functional at all times. It will meet once a quarter even if there is no live case.
- iv. The Committee shall in each calendar year prepare a report for inclusion in the Annual report of the Ministry.
- v. The Committee shall furnish an annual return (as on 31st March) in the prescribed proforma to DoPT by 30th April every year.

3. This issues with the approval of Competent Authority.


(Prabha Sharma)

Under Secretary to the Government of India
Tel: 23465-890

To

1. Ms. Anuradha Vemuri, Joint Secretary, MSDE

Copy for information to -

1. Shri Rajnish Kumar Gupta, Director, MSDE
2. Smt. Deepti Sriwastawa, Director, MSDE
3. Ms Hazel Siromani, Board Member, YWCA.
4. Ministry of Women & Child Development, Shastri Bhawan, New Delhi
5. All Officers and Staff in MSDE
6. DGT/NSDA/JSS/NIESBUD/NSDC/IE