

**No. M-13012/01/2009-Coord.**  
**Government of India**  
**Ministry of Statistics and Programme Implementation**  
**(Coordination Section)**

Room No. 303, K.L. Bhawan, Janpath,  
New Delhi, dated: 30<sup>th</sup> January, 2023

**OFFICE MEMORANDUM**

**Sub.: Re-constitution of Internal Complaints Committee in the Ministry under the Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place Act, 2013 - Regarding.**

In continuation of this Ministry's O.M. of even number dated 25/08/2021 & 29/04/2022 on the above mentioned subject and in compliance of guidelines on sexual harassment cases of working women issued by Department of Personnel & Training (DOP&T) vide its O.M. No. 11013/10/97-Estt.(A) dated 13/02/1998 in light of judgement of Hon'ble Supreme Court in the Writ Petition No.666-70 of 1992 (Vishaka Case), it has been decided, with approval of the Competent Authority, to reconstitute Complaint Committee in this Ministry to deal with the complaints of sexual harassment of women at work places with following composition:

(i)	<b>Ms. Deepti Srivastava, DDG (PSD)</b> e-mail : <a href="mailto:deepti.srivastava@gov.in">deepti.srivastava@gov.in</a> Mob.: 9871022831	<b>Chairperson</b>
(ii)	<b>Ms. Neha Srivastava, Director (ISSP)</b> e-mail : <a href="mailto:neha.srivastava@nic.in">neha.srivastava@nic.in</a> Mob.: 9873972587	<b>Member</b>
(iii)	<b>Ms. Ankita Singh, Director (NAD)</b> e-mail : <a href="mailto:ankits.3782@gov.in">ankits.3782@gov.in</a> Mob.: 9958382036	<b>Member</b>
(iv)	<b>Sh. Shiv Balak Verma, DD (Gen. Ad.)</b> e-mail : <a href="mailto:shiv.verma@nic.in">shiv.verma@nic.in</a> Mob.: 9452035377	<b>Member</b>
(v)	<b>Ms. Bharti Gautam, SSO (MPLADS)</b> e-mail: <a href="mailto:bharti.gautam@nic.in">bharti.gautam@nic.in</a> Mob.: 9971793253	<b>Member</b>
(vi)	<b>Ms. Akanksha Jain, JSO (Coord)</b> email : <a href="mailto:akanksha.jain@nic.in">akanksha.jain@nic.in</a> Mob. :9968114427	<b>Member Secretary and Convener</b>
(vii)	<b>Ms. Medha Naruka, Founder &amp; Head Finance of PURE India Trust</b> Email: <a href="mailto:medha.naruka@pureindia.org">medha.naruka@pureindia.org</a> Mob.: 8376884522, 9212102580	<b>Non-official Member</b>

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2. The Committee will consider the complaints from women employees of the Ministry only relating to sexual harassment. The word "Sexual Harassment" will include such unwelcome sexually determined Behaviour, whether directly or otherwise, such as;

- i. Physical contact and advance;
- ii. Demand or request for sexual favours;
- iii. Sexually coloured remarks;
- iv. Showing any pornography; or
- v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

3. The Committee will provide, where necessary, a special counsellor or other support service including maintenance of confidentiality of the complainant and ensure time-bound treatment and redressal of complaints made any women employees.

4. In pursuance of judgement of Hon'ble Supreme Court in the Writ Petition No.666-70 of 1992 (Vishaka Case), the guidelines issued vide DOP&T vide its O.M. dated 13.02.1998 are enclosed for the use of Members of the Committee.

5. DG (NSS), ADG (DIID), ADG (DQAD/SDRD)(including IS Wing) and Director (ISI) are requested to set up their own similar Complaint Committee(s) for the respective organizations under their charge, if already not set up.

6. **As per DOP&T's O.M. No. 11013/3/2009-Esst.(A) dated 08.10.2009, the Committee shall meet at least once in every quarter even if no live case is available, to review the preparedness and fulfill the requirements of the Apex Court's Judgement in Vishaka case. Convener of the Committee shall be responsible for appropriate action in this regard.**

7. All complaints by the women employees against sexual harassment received in the Ministry shall be routed through the Convener of the Committee to maintain proper records of such complaints and their disposal.

**Encls.:** Supreme Court guidelines, as issued by DOP&T vide O.M. dated 13.02.1998.



(Anand Joshi)  
Under Secretary to the Govt. of India  
Ph. 011-23455208

To

All Members of the Committee.

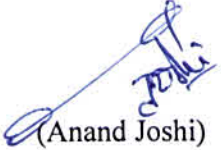
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**Copy for information and action as per DOP&T's O.M. dated 8.10.2009 to:**

1. DG (NSS), Sankhyiki Bhawan, Shahdara, Delhi.
2. ADG (FOD), Sankhyiki Bhawan, Shahdara, Delhi.
3. ADG (DQAD/SDRD), Kolkata.
4. ADG (DIID), R.K. Puram, New Delhi.
5. DDG (IS Wing), DQAD, Kolkata
6. Director (ISI), 203, B.T. Road, Kolkata.

**Copy also for information to:**

- i. Sr. PPS to Secretary (S&PI), K.L. Bhawan, Janpath, New Delhi.
- ii. PPS to DG (C&A), K.L. Bhawan, Janpath, New Delhi.
- iii. PPS to DG (Stat), K.L. Bhawan, Janpath, New Delhi.
- iv. PPS to AS (S&PI), K.L. Bhawan, Janpath, New Delhi.
- v. PPS to JS (A), K.L. Bhawan, Janpath, New Delhi.
- vi. DS (Admn./Vig), K.L. Bhawan, Janpath, New Delhi.
- vii. All Divisional Heads in the Ministry as per the standard list.
- viii. All Sections of the Ministry.
- ix. DDG, Computer Centre (For uploading this order on the website of MoSPI).
- x. NIC (MoSPI) with request to upload it on e-office portal.
- xi. RTI Section for including in the Compendium of Manuals u/s 4 of RTI Act.
- xii. Pay & Accounts Officer, MoSPI.

  
(Anand Joshi)

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