

No. 15011/15/2013-JUS (AU)  
Government of India  
Ministry of Law & Justice  
Department of Justice  
(Admin Unit)

Jaisalmer House, 26, Man Singh Road,  
New Delhi-110011

Dated 24<sup>th</sup> November 2015

OFFICE MEMORANDUM

Subject : Sexual harassment of women at work place – Constitution of Complaint Committee in the Department of Justice.

In compliance of Section 4(1) of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in supersession of O.M. of even number dated the 2<sup>nd</sup> November 2015, the composition of Internal Complaints Committee constituted for redressal of complaints by aggrieved women employees of the Department will be as follows :-

- |  |                |
|--|----------------|
| 1. Mrs. Prem Lata Kaushik, Under Secretary | Chairperson    |
| 2. Ms. Navaz Kotwal                        | Member         |
| 3. Ms. Rio Kalpana David                   | Member (YWCA). |
| 4. Mr. Z.A. Khan, Under Secretary          | Member         |
| 5. Mr. Sanjay Chatterjee, Under Secretary  | Member         |

2. The Committee will look into the complaints, if any, received from contractual employees, Project Staff and regular women employees working in the Department of Justice. The NGO member shall be entitled for fees and allowance as prescribed by the Government of India from time to time. The Committee shall ordinarily hold a quarterly meeting to sensitize women employees about their legal rights.

This issues with the approval of Secretary (J).

*V.K. Tripathi*

(V.K. Tripathi)

Director (A)

Tel./Fax. 23385332

To

1. Mrs. Prem Lata Kaushik, Under Secretary
2. Ms. Navaz Kotwal, Project Coordinator, A2J
3. Mr. Sanjay Chatterjee, Under Secretary
4. Ms. Rio Kalpana David, Member (YWCA), Ashoka Road, New Delhi
5. Mr. Z.A. Khan, Under Secretary
6. All Sections/Desks in DoJ
7. Notice Board
8. NIC, DoJ for uploading on the website of DoJ.
9. Under Secretary, (Ad.V), MHA, North Block, New Delhi

O/C  
Issued  
Signature  
Date - 24/11/15