

F. No. 15011/15/2013-Jus (AU) (378)  
Government of India  
Ministry of Law & Justice  
Department of Justice  
(Administration Unit)

Jaisalmer House, 26 Man Singh Road,  
New Delhi  
Dated: 18/09/2020

**OFFICE MEMORANDUM**

**Subject: Sexual Harassment of women at work place – Constitution of Internal Complaints Committee (ICC) 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 4<sup>th</sup> June, 2018, an Internal Complaints Committee (ICC) has been reconstituted for redressal of complaints by aggrieved women employees of Department of Justice with following :-

1.	Ms. Prem Lata Kaushik, Deputy Secretary	:	Chairperson
2.	Ms. Amarjeet Sroa, Under Secretary	:	Member
3.	Ms. Rio Kalpana David, Asstt. National General Secretary, YWCA	:	Member
4.	Shri Sehdev Singh, Under Secretary	:	Member
5.	Shri M.S.P. Dara, Under Secretary	:	Member

2. The Internal Complaints Committee (ICC) shall look into complaints, if any, received from women employees including project staff and contractual employees working in various capacities in the Department of Justice. The NGO Member in the Committee is entitled for fees and allowance as prescribed by Government of India from time to time. The Committee shall ordinarily hold a quarterly meeting to sensitize women employees about their legal rights.

3. This issues with the approval for Secretary (Justice).

*MJP*  
18/9/2020

(Rajinder Kashyap)  
Joint Secretary (Admn.)  
Tel No. 23383037  
Email: rajinder.kashyap@gov.in

To

1. Ms. Prem Lata Kaushik, Deputy Secretary (NM&JR).
2. Ms. Amarjeet Sroa, Under Secretary (A2J).
3. Ms. Rio Kalpana David, Asstt. National General Secretary, YWCA, New Delhi.
4. Shri Sehdev Singh, Under Secretary (eCourts)
5. Shri Micheal Sunder Paul Dara, Under Secretary(Coord.)
6. All Sections/Desks in DoJ.
7. NIC, DOJ for uploading on the website of DoJ.

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

Jaisalmer House,  
 26 Mansingh Road,  
 New Delhi  
 Dated: 04 June, 2018

**OFFICE MEMORANDUM**

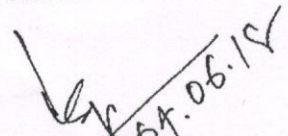
**Subject: Sexual Harassment of women at work place - Constitution of Internal Complaints Committee (ICC) in the Department of Justice**

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 24<sup>th</sup> November, 2015, an Internal Complaints Committee (ICC) has been reconstituted for redressal of complaints by aggrieved women employees of Department of Justice with following :-

- |   |               |
|---|---------------|
| a) Mrs. Prem Lata Kaushik, Under Secretary                          | : Chairperson |
| b) Mrs. Manjit Kamal, Asstt Director(OL)                            | : Member      |
| c) Ms. Rio Kalpana David,<br>Asstt National General Secretary, YWCA | : Member      |
| d) Mr. Z.A. Khan, Under Secretary                                   | : Member      |
| e) Mr. Sanjay Chatterjee, Under Secretary                           | : Member      |

2. The Internal Complaints Committee (ICC) shall look into complaints, if any, received from women employees including Project Staff and Contractual Employees working in various capacities in the Department of Justice. The NGO Member in the Committee is entitled for fees and allowance as prescribed by Government of India from time to time. The Committee shall ordinarily hold a quarterly meeting to sensitize women employees about their legal rights.

3. This issues with the approval of Secretary (Justice).

  
 (Dr. K.S. Jayachandran)  
 Deputy Secretary  
 Tele: 23072136

Email: ks.jayachandran@gov.in

To

1. Mrs. Prem Lata Kaushik, Under Secretary
2. Mrs. Manjit Kamal, Asstt Director(OL)
3. Ms. Rio Kalpana David, Asstt General Secretary, YWCA,  
10 Sansad Marg, New Delhi-110001.
4. Mr. Z.A. Khan, Under Secretary
5. Mr. Sanjay Chatterjee, Under Secretary
6. All Sections/Desks in DoJ
7. Notice Board
8. NIC, DoJ for uploading on the website of DoJ.