

संख्या:आई आई सी ए / File No. IICA/2-8/2014

भारतीय कॉरपोरेट कार्य संस्थान/ Indian Institute of Corporate Affairs

प्लॉट न. ६, ७, और ८, सेक्टर-५ /Plot No. -6, 7 & 8, Sector - 5,
आई एम टी मानेसर, जिला गुडगाँव/IMT Manesar, Distt., Gurrugram
पिन कोड -१२२०५०/ Pin Code-122050

Date : 06.02.2018

Office Memorandum

Subject: Reconstitution of Internal Complaint Committee on sexual harassment of women at the workplace in IICA.

It has been decided to reconstitute an Internal Complaint Redressal Committee to prohibit, prevent or deter acts of sexual harassment of women at the workplace and to provide a proper procedure for the redressal of complaints pertaining to sexual harassment in line with the "Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 and other relevant Law/Act/Rules. The Constitution of the Committee shall be as under:-

Sl. No.	Name	Current Designation	Designation in ICC
(i)	Ms. Geeta Singh Rathore	Chief Administrative Officer	Chairperson
(ii)	Ms. Lata Suresh	Head, KRC	Member
(iii)	Shri Anil Kumar	Administrative Officer	Member
(iv)	Dr. (Ms.) Kiron Wadhwa	NGO's Association	Outside member

2. The Committee shall address all grievances relating to the sexual harassment of women at the workplace in IICA in line with the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 and other relevant law/Act/Rules and shall submit its recommendations to DG & CEO and accordingly orders shall be issued.
3. All matters relating to the sexual harassment of women at the workplace in IICA may be brought to the notice of the Chairman of the Committee without any delay and fear.
4. These instructions may please be brought to the notice of all the staff, including outsourced staff working in IICA.
5. This issues with the approval of the Competent Authority.


(Anil Kumar)
Administrative Officer

Copy to:

1. Director, ICLS Academy
2. Chief Administrative Officer
3. Chief Finance Officer
4. All Heads of Schools/Centres
5. Ms. Lata Suresh, Head, KRC
6. Dr. (Ms.) Kiron Wadhwa, Chairperson, Care of Women & Girl Child Welfare Society.
7. PS to DG & CEO