

No.A-11013/1/97-Ad.I
CABINET SECRETARIAT
RASHTRAPATI BHAVAN

New Delhi, the 11th July, 1997.

OFFICE MEMORANDUM

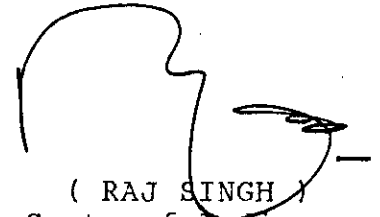
Subject:- Constitution of Women's Cell in the Cabinet
Secretariat - regarding.

In pursuance of the instructions issued by the National Commission for Women, a Women's Cell is hereby constituted in the Cabinet Secretariat to facilitate redressal of grievances of women working in this Secretariat with a view to betterment of their working conditions and alround development. /

2. The composition of the Women's Cell will be as under :-

Director (Admn.)	-	Chairman
Under Secretary (Admn.)	-	Member Secretary
Smt. Usha Jain, PS	-	Lady-Member
Smt.S.K. Sharma, Desk Attache	-	Lady-Member
Smt.Rajni V.Chandran, UDC	-	Lady-Member

2. The Cell will hold periodical meetings to understand and to consider the specific problems of women employees and to redress them on priority basis.



(RAJ SINGH)
Under Secretary to the Govt. of India.

All members of the women cell

Copy forwarded for information to the National Commission for Women, 4, Deen Dayal Upadhyaya Marg, New Delhi with reference to their letter No.8/8/97-NCW, dated 27th February, 1997.

Notice Board (for general information)

No.A-60011/19/97-Ad.I
Cabinet Secretariat
Rashtrapati Bhavan

New Delhi, the 2nd December, 1997.

OFFICE MEMORANDUM

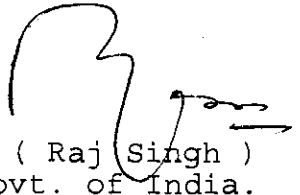
Subject:- Constitution of Complaints Committee for redressal of complaints regarding sexual harassment in workplaces.

In pursuance of the guidelines laid down by the Hon'ble Supreme Court in a judgement in the matter of Vishaka & Ors versus State of Rajasthan & Ors. as conveyed vide Ministry of Labour's letter No.S-27016/1/97 -C&WLII dated November 2, 1997 and in terms of this Secretariat circular of even number dated 24th November, 1997, a Complaints Committee is hereby constituted in the Cabinet Secretariat for redressal of complaints regarding sexual harassment in workplaces.

2. The composition of the Complaints Committee will be as under:

Ms. Praveen Mahajan, Director	-	Head
Mr. Raj Singh, Under Secretary	-	Member
Ms. Usha Jain, Private Secretary	-	Member
Ms. Usha Huria, Section Officer	-	Member
Ms. Chandra Prabha, Librarian	-	Member
Mr. S. Sasi Kumar, Section Officer	-	Member
Mr. Balraj Singh, Section Officer	-	Member
Section Officer, Admn. I	-	Member Secretary

3. The Committee will evolve its own strategy as to how best to redress the complaints regarding sexual harassment in workplaces.


(Raj Singh)

Under Secretary to the Govt. of India.

All members of the complaints committee

Copy forwarded for information to the Ministry of Labour, Shram Shakti Bhavan, New Delhi with reference to their D.O. No.S-27016/1/97-C&WL.II dated 2nd November, 1997.

Notice Board (for general information)

Sunil Mishra
Deputy Secretary
Tel: 301 27 49

D.O. No. A-60011/19/97-Ad.I

23rd April, 2002

Dear Smt. Reva Nayyar,

Kindly refer to your d.o. letter No.8/4/(8)/SH/2001/NCW(CC) dated 20th April, 2002 addressed to Shri T.R. Prasad, Cabinet Secretary, regarding the proposed meeting on 26th April, 2002 to discuss the guidelines on sexual harassment of women at work place. I am desirous to inform that Smt. Sunita Chhibba, Director and myself have been nominated to attend the meeting from this Secretariat.

With best regards

Yours sincerely,

Sunil

(Sunil Mishra)

Smt. Reva Nayyar,
Member Secretary,
National Commission for Women,
4, Deen Dayal Upadhyaya Marg,
New Delhi 110 002.

NO.A.60011/19/97-Ad.I
CABINET SECRETARIAT
RASHTRAPATI BHAVAN


NEW DELHI, the 3rd May, 2002

OFFICE MEMORANDUM

SUBJECT:- Convening of Ist Meeting of Complaint Committee on
'Sexual Harassment of Women at Work Place' in the
Cabinet Secretariat.

It has been decided to convene a meeting of Complaint Committee to discuss the working conditions in Cabinet Secretariat for redressal of complaints of 'sexual harassment of women at work place' at 3.00 p.m on Monday, the 6th May, 2002 in the Committee Room of D.P.G., Sardar Patel Bhavan, New Delhi.

2. All the members of the Complaint Committee may please make it convenient to attend the meeting.


(A. Mohanan),
Under Secretary

1. Ms. Sunita Chhibba, Director, DPG, SP Bhavan, New Delhi.
2. Smt. S.R. Beri, Steno Grade 'C', O/o National Authority, CWC
3. Smt. Seetha Mahalaxmi, Steno Grade 'D', O/o Secretary(S)
4. Smt. Chander Prabha, Librarian & Information Asstt.
5. Km. Asha Pubral, UDC, General Section
6. Sh. Sunil Mishra, Deputy Secretary (Admn.), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi...


NEW DELHI, the 23rd April, 2002

OFFICE MEMORANDUM

SUBJECT:- Constitution of Women's Cell / Complaint Committee for redressal of complaints of sexual harassment of women at work place(s) in the Cabinet Secretariat.

In continuation of this Secretariat's Office Memorandum of even number dated 10th July, 2001 on the subject mentioned above, the undersigned is directed to say that the composition of the reconstituted Women's Cell / Complaint Committee for redressal of complaints of sexual harassment of women at work place(s) in the Cabinet Secretariat will be as under:-

1.	Ms. Sunita Chhibba, Director	Chairperson
2.	Sh. Sunil Mishra, Deputy Secretary	Member
3.	Smt. S.R. Beri, Steno Grade 'C'	Member
4.	Smt. Seetha Mahalaxmi, Steno Grade 'D'	Member
5.	Ms. Chander Prabha, Lib. & Inf. Assistant	Member
6.	Km. Asha Pubral, UDC	Member
7.	Under Secretary (Admn.-I)	Member Secretary


(A. Mohanan)
Under Secretary,
Tel: 301 5240

Copy to :-

1. All Members of the Women Cell
2. Notice Board.

*copy for information to all offices / sections of
Cabinet Secretariat, Rashtrapati Bhavan, S.P. Bhawan and
North Block.*


NO.A.60011/19/97-Ad.I
CABINET SECRETARIAT
RASHTRAPATI BHAVAN

NEW DELHI, the 9th May, 2002

OFFICE MEMORANDUM

SUBJECT:- Supply of pamphlets / posters on 'Sexual Harassment of Women at Work Place(s).

The undersigned is directed to request that the 30 pamphlets / posters recety issued by National Commission for Women on 'Sexual Harassment of Women at Work Place(s) may please be supplied to Shri Samar Singh, Daftry, the bearer of this letter, *for official use.*


(A. Mohanan),
Under Secretary,

Tel: 301 5240

To
Member Secretary,
National Commission for Women,
4, Deen Dayal Upadhyaya Marg,
New Delhi.

06
A. MOHANAN
Under Secretary
Cabinet Secretariat
Rashtrapati Bhavan

NO.A.60011/19/97-Ad.I
CABINET SECRETARIAT
RASHTRAPATI BHAVAN


NEW DELHI, the 21st April, 2003

OFFICE MEMORANDUM

SUBJECT Constitution of Women's Cell / Complaint Committee for redressal of complaints of sexual harassment of women at work place in the Cabinet Secretariat.

In continuation of this Secretariat's Office Memorandum of even number dated 23rd April, 2002 on the subject mentioned above, the undersigned is directed to say that the composition of the reconstituted Women's Cell / Complaint Committee for redressal of complaints of sexual harassment of women at work place in the Cabinet Secretariat will be as under:-

- | | | |
|----|---|-------------|
| 1. | Smt. Anuradha Joshi Durgapal, Director | Chairperson |
| 2. | Sh. Sunil Mishra, Deputy Secretary | Member |
| 3. | Smt. S.R. Beri, Steno Grade 'C' | Member |
| 4. | Smt. Seetha Mahalaxmi, Steno Grade 'D' | Member |
| 5. | Ms. Chander Prabha, Lib. & Inf. Assistant | Member |
| 6. | Km. Asha Pubral, UDC | Member |
| 7. | Smt. Veena Dunga, SO | Secretary |


(A. Mohanan)
Under Secretary
Tel: 2301 5240

Copy to:-

1. All Members of the Women's Cell
2. Notice Board.

No. A-60011/19/97-Ad.I
Cabinet Secretariat
Rashtrapati Bhavan

New Delhi, the 18th May 2009

OFFICE MEMORANDUM

Subject:- Re-Constitution of Complaints Committee for redressal of complaints of sexual harassment of women at work place in the Cabinet Secretariat.

In supersession of this Secretariat's O.M. of even number dated 21st April 2003, the undersigned is directed to say that the composition of the reconstituted Complaints Committee for redressal of complaints of sexual harassment of women at work place in the Cabinet Secretariat will be as under:

(i)	Smt. Ajanta Dayalan, JS, NA, CWC	Chairperson
(ii)	Smt. Meera Ranjan Tshering, Director, DPG	Member
(iii)	Shri Sunil Mishra, Director (Admn)	Member
(iv)	Shri V.P. Arora, Under Secretary	Member
(v)	Smt. Chander Prabha, Assistant Library & Information Officer	Member
(vi)	Shri Rupesh Kumar, Section Officer	Member
(vii)	Representative of Centre for Women's Development Studies (NGO)	Member
(viii)	Smt. Alka Rani, UDC, O/o Secretary (Security)	Member
(ix)	Smt. Veena Dunga, Section Officer (Admn.)	Member Secretary

(R. Krishnamurty)
Under Secretary

Copy to:

1. All Members of the Committee
2. All Officers/ Staff of Cabinet Secretariate (Main)/ DPG/NACWC/O/o Secretary(S).

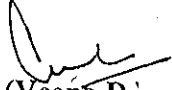
No. A-60011/19/97-Ad.I
Cabinet Secretariat
Rashtrapati Bhavan

New Delhi, the 16th October 2009

OFFICE MEMORANDUM

Subject:- Constitution of Complaints Committee for redressal of complaints of sexual harassment of women at work place in the Cabinet Secretariat.

In continuation of this Secretariat's O.M. of even number dated 18th May 2009, the undersigned is directed to say that Smt. Mithilesh Kumari, Stenographer Grade C working in NA, CWC has also been nominated as one of the Member of Complaints Committee.


(Veena Dunga)
Section Officer

Copy to:

1. All Members of the Committee
2. All Officers/ Staff of Cabinet Secretariat (Main)/ DPG/NA, CWC/O/o Secretary(S).