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File No.9-ITPO (6)/E-I/98
India Trade Promotion Organization
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
27.02.2018

Office Order No. Admin/282/2018

Subject: Prevention of Sexual Harassment of Women Employees at workplace.

In suppression of previous office orders on the subject, the Complaints Committee has been re-constituted as under:-

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|---|---|
| 1. Mrs. Hema Maity, General Manager | Chairperson |
| 2. Mr. Vivekanand Vivek, Senior Manager | Member |
| 3. Mrs. Nazneen Begum, Deputy Manager | Member |
| 4. Mrs. Jasdeep Seth, Deputy Manager | Member |
| 5. Ms. Chitra Sarkar | NGO Member (All India Women Conference) |

The Status of the above Complaints Committee will be deemed to be an Inquiry Authority for the purposes of ITPO Employees CDA Rules, and the report of the Complaints Committee shall be deemed to be an Inquiry Report under CDA Rules of ITPO.

The above Complaints Committee is advised to make an annual report for the administration of the complaints received and action taken by them.

This issues with the approval of the Competent Authority.


(B N Gupta)
Senior Manager (Admin)

To: All the Members

Copy to:

1. PS to CMD
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3. All HoDs
4. Vigilance Division
5. Notice Board
6. Computer Division - for uploading on ITPO website
7. Regional Offices