



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

Pragati Maidan, New Delhi
05 August, 2013

Office Order No. Admn./786/2013

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

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

1. Ms. V Meera, GM - Chairperson
2. Mrs. Savita Nayar, DGM - Member
3. Mrs. Hema Maity, SM - Member
4. Sh. Ashok Kr. Malhotra, Manager - Member
5. Sh. C P Maithani, Executive - Member
6. Mrs. Anita Rawat, Sr. Asstt. - Member
7. Mrs. Vijay Laxmi Negi, Sr. Asstt. - Member
8. One representative from Voluntary Organisation to be co-opted by the Committee itself as and when required.

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, to the Administration, of the complaints and action taken by them.

This issues with the approval of the Competent Authority.

(P P Yohannan)

Dy. General Manager (Admn.)

To:- All the members

Copy to:

1. PS to CMD
2. PA to FD