



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

Pragati Maidan, New Delhi
24 September, 2015

Office Order No. Admn/791/2015

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. Hema Maity, DGM | - | Member Secretary |
| 3. Mrs. Jasdeep Seth, DM | - | Member |
| 4. Sh. Ashok Kumar Malhotra, SM | - | Member. |
| 5. Mrs. Kuljeet Kaur, Vice-President, All India Women's Conference (AIWC) as NGO member | | |

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 received and action taken by them.

This is issued with the approval of the Competent Authority.

(H P Dharod)

Senior Manager (Admn)

To:- All the members

Copy to:

1. PS to CMD
2. All HoDs
3. Regional Offices
4. Notice Board
5. Computer Division – To place on the ITPO website.