

GOVERNMENT OF NCT OF DELHI  
LAND & BUILDING DEPARTMENT  
(ADMINISTRATION BRANCH)  
B-BLOCK, VIKAS BHAWAN, NEW DELHI

**ORDER**

In supersession to this office order No. F.5(23)/99/L&B/Admn./1982-86 dated 06/05/2010, the A.S. (L&B) is pleased to constitute Departmental Complaints Committee comprising the following officer and officials of this department to initiate steps to prevent sexual harassment of female members in the Land & Building department.

Sl. No.	Name & Designation of the officers/officials	Nominated as
1.	Smt. Saroj Kalra, AAO	Chairperson
2.	Smt. Vandana Sharma, NGO	Member
3.	Smt. Rashmi Khurana, H.C.	Member
4.	Smt. Kiran Grover, Steno Gr.-II	Member

The Departmental Complaints Committee shall discharge the following function:-

1. Inquire into the complaints of sexual harassment within the department and report the same to the State Complaints Committee within a specific time frame. For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:
  - a) Physical contact and advances
  - b) A demand or request for sexual favours
  - c) Sexually coloured remarks
  - d) Showing pornography
  - e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
2. Recommend the action to be initiated in each case.
3. Ensure that the victim or witness are not victimized or discriminated against. They shall also examine whether the victim should have the option to seek transfer of the perpetrator or their own transfer.
4. The Committee shall submit a detailed quarterly report of the complaints received and the action taken thereof, to the State Complaints Committee, with its headquarter at I.P.Estate, New Delhi.

This issues with the prior approval of the Addl. Secretary, L&B Department.

(GOVIND SINGH)  
Deputy Secretary(L&B)

F.5(23)/99/L&B/Admn. 2025-54

Dated: 23/05/2011

Copy forwarded to the following for information and compliance:-

1. The Special Secretary(Services), Delhi Secretariat, I.P. Estate, New Delhi-02
2. Chairperson, O/o the Chairperson, State Complaints Committee for prevention of Sexual harassment for women, Delhi Commission for women, C-Block, 2<sup>nd</sup> floor, Vikas Bhawan, I.P.Estate, New Delhi-110002.
3. All concerned (Chairperson & members).
4. PS to the Secretary(L & B)
5. All branch in-charges.

(GOVIND SINGH) 23/5/2011  
Deputy Secretary(L&B)

*At Computer Cell*