

GOVT. OF NCT OF DELHI
LAND & BUILDING DEPARTMENT
(VIGILANCE BRANCH)
B-BLOCK, VIKAS BHAWAN, NEW DELHI.

O R D E R

In supersession of this office order No. F.5(23)/99/L&B/Admn./2025-54 dated 23-05-2011, the Pr. Secretary (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.

S. No.	Name & Designation of the officers/officials	Nominated as
1	Smt. Ranjna Mathur, AAO	Chairperson
2.	Smt. Vandana Sharma, NGO	Member
3.	Smt. Rashmi Khurana, Gr. II	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 behavior (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 witnesses 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 it's headquarter at I.P. Estate, New Delhi.

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

(R. R. SINGH)
DY. SECY. (L & B)

F. H.Loan/DCC/2011/ 8639-43

Dated: 27/8/11

Copy forwarded to the following the information & 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, 2nd Floor, Vikas Bhawan, I.P. Estate, New Delhi-110 002.
3. All concerned (Chairperson & members).
4. PS to the Pr. Secretary (L&B).
5. All branch In-charges.

(R. R. SINGH)
DY. SECY. (L & B)

Programmer