

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE COMMISSIONER OF EXCISE, ENT&LUXURY TAX
L- BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI

No. F. 9(133)/Ex./Estt./2002/1895

Dated 05/03/15

ORDER

In pursuance of Deptt. of Women and Child Development (Women Empowerment Cell), GNCTD, letter No. 60(197)/DWCD/WEC/ICC/201-15/39752-985 dated 06-02-2015, the Departmental Complaint Committee is hereby changed into Internal Complaint Committee and the same is reconstituted with following as Presiding Officer/Members :-

Presiding Officer	- Dr. Pooja Joshi, DANICS
Member -1	-Ms. Seema Mathur, ACE (Lab)
Member -2	-Ms. Sumita Bhalla, Steno

In case of absence /leave of Presiding Officer, Member-1 will act as Presiding Officer.

The Internal committee shall discharge the following questions:

- (i) 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 behaviors (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.
- (ii) Recommend the action to be initiated in each case.
- (iii) Ensure that the victims or witnesses are not victimized or discriminated against. They shall also examine whether the victim has been discriminated against. They shall also examine whether the victim should have the option seek transfer of the perpetrator or their own transfer.
- (iv) The Internal Committee shall to 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 Competent Authority.

[Signature]
05/03/2015

(D. VARMA)

DEPUTY COMMISSIONER (ADMN.)

1. Members of the Committee
2. Female Staff Members.

.2.

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Copy for the information:

1. Chairperson, State Complaints Committee.
2. Director, Deptt. of Women and Child Development, (Women Empowerment Cell), GNCTGD, Pt. Ravi Shankar Shukla Lane, K.G. Marg, New Delhi
3. PS to EC/DC(A)/DC(T).
4. All Branch In-charges.
5. Dy. Controller of Accounts. Excise Deptt.
6. ACP (EIB).
7. System Analyst

D. Varma

(D. VARMA)
DEPUTY COMMISSIONER (ADMN.)