

COMPOSITION OF STANDING COMPLAINTS COMMITTEE FOR ISSUES RELATED TO SEXUAL HARASSMENT OF WOMEN EMPLOYEES AT SAI, H.Q.

No. SAI/Pers/1604/2000/850

Dated : January, 2006

Notification

Consequent upon expiry of tenure of Standing Complaint Committee constituted vide our notification of even number dated 20th August, 2004, Director General, SAI is pleased to re-constitute the said committee to look into the issues related to sexual harassment of women employees working at SAI offices.

2. The composition of the committee will be as under :-
 - (i) Mrs. Jhanja Tripathy, ED (F) - Chairperson
 - (ii) Mrs. Rachana Govil, Dir (Pers.) - Member
 - (iii) Sh. Ashok Pathik, AD (Ops.) - Member
 - (iv) Mrs. Nishi Nenwani, LDC (Coord. Div) - Member
 - (v) A representative of an NGO - Member
3. The Standing Complaints Committee will act as the inquiry committee in cases of sexual harassment and report of the committee will be deemed as inquiry report. The disciplinary authority may act on the report in accordance with the rules.
4. The committee will examine the complaints referred to it on the subject and submit its findings/reports within a time frame to the competent authority following proper procedures.
5. The committee should function strictly accordingly to the guidelines of Supreme court in this regard and must make an annual report to the competent authority concerned of the complaints and action taken by them.
6. In addition to complaints related to sexual harassment, the committee will make itself visible by adopting various preventive mechanisms, creating awareness by organising training/workshops and also deal with matters of general interest related to the committee.
7. The committee will function within its jurisdiction.
8. This may please be given wide publicity among officers/staff of SAI.

Sd/-
(RACHANA GOVIL)
Director (Personnel)