

No. A-42011/16/2013-C&WL-II/Adm.I  
Government of India/Bharat Sarkar  
Ministry of Labour & Employment/Shram Aur Rozgar Mantralaya  
Shram Shakti Bhawan, Rafi Marg, New Delhi - 110001

Dated: 25.07.2024

OFFICE ORDER NO. 244/2024

In exercise of the powers contained in Section 4(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, an Internal Complaints Committee of Ministry of Labour & Employment for redressal of complaints of sexual harassment of women, is re-constituted with the following composition:

S. No.	Name with Designation	Designated as
1.	Ms. Deepika Kachhal, Joint Secretary	Presiding Officer
2.	Ms. Richa Sharma, Director	Member
3.	Sh. Ajay Kumar Singh, Deputy Secretary	Member
4.	Ms. Chitra C. Under Secretary	Member Secretary
5.	Women representative of HR Helpdesk Trust, NGO	Member

2. The Member of Non-Government Organization of the Committee shall be paid fees or allowances as per Rule 4(4) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 for holding the proceedings of the Committee.
3. The term of Office of the Presiding Officer and every member of the Committee shall be three years from the date of nomination.
4. The Internal Complaints Committee shall in each calendar year submit an annual report to the employer as per Section 21 of the Act.
5. The Committee will deal with complaints, if any, of sexual harassment of employees of (a) Ministry of Labour & Employment (Main Secretariat), (b) Directorate General of Employment (DGE), (c) Office of the Chief Labour Commissioner (Central), (d) Pay & Accounts Office of Ministry of Labour & Employment in the Main Secretariat / DGE /CLC(C).
6. Admin.I Section of the Ministry will assist the committee to deal with the complaints related to sexual harassment.
7. This issues with the approval of Secretary (L&E).



(Rahul Sinha)  
Under Secretary to the Govt. of India  
Tel: 23718922

Distribution:-

1. The Presiding Officer and the members of the Complaints Committee as mentioned above.
2. PS to Hon'ble LEM/PS to Hon'ble MoS (L&E)
3. PPS to Secretary (L&E)

4. O/o JS(AM) / JS(RKT) / JS (KKS) / JS &FA / DDG(NKS) / DDG (DGLW) /CLC(C) /DDG(DGE)
5. DGE / CLC(C) / Chief Controller of Accounts
6. HR Helpdesk Trust, J-21 (email-id amarpreet@hrhelpdesk.in)
7. All Sections in the Main Secretariat including office of DGLW.
8. The Under Secretary, Women Labour, M/o Labour & Employment.
9. Office Order Folder
10. IT cell for uploading on e-office/*website of MOLE*