

18 Feb 2016

MINISTRY OF DEFENCE
DGQA (COORD)

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE FOR PREVENTION
OF SEXUAL HARASSMENT OF WORKING WOMEN AT WORK PLACE FOR
DGQA HQ, NEW DELHI

1. An Internal Complaint Committee as indicated below is hereby constituted as per the provision of Sexual Harassment of women at workplace (Prevention, Prohibition & Redressal) Act 2013 for investigating complaints of Sexual Harassment of Women at Workplace in DGQA HQ, New Delhi:-

Smt Amrita Sharan, DDG(P&B) Adm Dte	-	Presiding Officer
Col S Agnihotri, Director (Store-1)	-	Member
Shri Pankaj Garg, SSO-II DGQA/Armt	-	Member
Ms Neelam Aherwar, AE(QA)-N HQ DQA(N), New Delhi	-	Member
Ms Reena Barnwal, AE(QA) DQA(R&S) Wing, New Delhi	-	Member

2. The Presiding Officer of the Committee is authorized to co-opt a local NGO (Non-Govt Organization), as member of the Committee. The Presiding Officer and any two members will be quorum for the Committee, provided that half of the total members shall be Women.

3. The terms of reference of the Committee will be as under:-

(a) The Committee is constituted for a period of three years with immediate effect. The Presiding Officer and members of the Committee will continue to be members of the Committee even on transfer from one DGQA HQ Dte to another at New Delhi Station.

(b) Any vacancy in the Committee occurring during the period due to retirement, resignation, posting out of DGQA etc of a member of the Committee will be filled by nominating another member in that place by the DGQA.

(c) The Headquarter of this Committee will be office of the Presiding Officer, presently in Room No. 24 B, 'G' Block, DGQA HQ, New Delhi. The Committee will be free to meet at any DGQA Office at DGQA HQ, New Delhi.

(d) In case the Committee is meeting at a place other than 'G' Block, New Delhi all facilities for the meeting of the Committee will be provided by the local Head of Dte. They will provide necessary secretarial assistance to the Committee.

(e) The Committee will enquire into all types of complaints relating to Sexual Harassment of Women at Work Place as indicated in the Act, submitted by women employees of DQAS cadre including DQA(N)/DQA(WP) and women employees of AFHQ Cadre posted to DGQA HQ.

(f) A women employee can submit her complaint regarding Sexual Harassment at Workplace to the Presiding Officer of the Committee directly. In case the complaint is submitted to the concerned office/Dte, the HoD will transfer the complaint to the Presiding Officer for further necessary action. The matter/complaint will be investigated by the Committee and the Report submitted to the competent disciplinary authority for taking further necessary action with a copy to Addl DGQA(Adm) and Vigilance Officer at HQ DGQA.

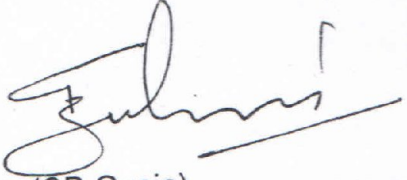
(g) In case the complaint is against a person subject to Army Act, Air Force Act or Navy Act the Committee will only conduct a preliminary investigation. The Preliminary Investigation Report of the Committee alongwith the complaint will be forwarded to DDG(O), in respect of officers and to concerned ADGQAs of the HQ in respect of JCOs/OR for taking suitable action.

(h) In case the complaint is against an AFHQ officer or staff working at DGQA HQ, the Committee will conduct a preliminary investigation. The Preliminary Investigation Report of the Committee alongwith the complaint will be forwarded to the O/o JS(Trg) & CAO for further necessary action.

4. The Committee will submit a six monthly Report to the DG, DGQA.

5. Even, if there are no complaints it will be desirable for the Committee to meet once in a quarter to review the institutional arrangement for preventing Sexual Harassment of Women at Workplace.

6. This issues with the approval of the DGQA.


(CP Gusia)
Director
DGQA(Coord)

The Presiding Officer & All Members of the Committee

<u>DQA(A)</u>	<u>DQA(V)</u>	<u>DQA(L)</u>	<u>DQA(E)</u>	<u>DQA(PP&T)</u>
<u>DQA(WP)</u>	<u>DQA(N)</u>	<u>DQA(W)</u>	<u>DQA(CV) Wing</u>	<u>DQA(R&S) Wing</u>
<u>DQA(M&E) Cell</u>	<u>DDG(O)</u>	<u>DDG(Adm)</u>	<u>Dir (Vig)</u>	

All Sections of Adm Dte

Copy to:-

TS to DGQA
PPS to Spl DGQA
PPS to ADG(Adm)
Shri MKR Pillai, LSS(JCM)
Smt S. Radha, Addl Dir
DIQA, Bangalore

} For info, please.

SDCC

- for uploading on the website of DGQA.