



A/87303/WC/DGQA(Coord)

**THE IMPLEMENTATION OF THE SEXUAL HARASSMENT OF WOMEN
AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL)
ACT, 2013-REG**

1. Reference this office letter No. A/87303/WC/DGQA(Coord) dated 22 May 2020 on the subject.
2. The Internal Complaint Committee constituted under Sexual Harassment of women at workplace (Prevention, Prohibition & Redressal) Act 2013 for investigating complaints of Sexual Harassment of Women at Workplace in DGQA is hereby re-constituted as under :-

Chairperson : Smt MS Anjali Devi, PScO, CQA(L) Bengaluru

Members : Col (TS) RS Jhinkwan, CQA(BEML), Bengaluru

Sh BV Prasad Rao, PScO, CQAE(MS), Mumbai

Smt Bindiya Balan, PScO, CQA(L), Bengaluru

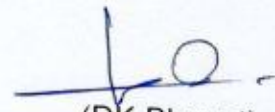
Dr. Jana Bhattacharya Roy, SSO-I, HQ DQA(M&E) Ichapur
3. The Presiding Officer of the Committee is authorized to co-opt a local NGO (Non-Govt Organization), as member of the Committee. The Presiding Officer and any two members will be quorum for the Committee, provided that half of the Committee shall be Women.
4. The terms of reference of the Committee will be as under :-
 - (a) The Committee is constituted for a period of three years from the date of Jun 2023, after completion of tenure of the present committee. The Chairperson and members of the Committee will continue to be members of the Committee even after transfer from one DGQA Estt to another.
 - (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 CQA(L), Bengaluru. The Committee will be free to meet at any DGQA Estt in any place in India.
 - (d) In case the Committee is meeting in a place other than CQA(L), Bengaluru all facilities for the meeting of the Committee will be provided by the local Head of Estt. The local HOE 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 DGQA cadre including DQA(N)/DQA(WP) but excluding AFHQ cadre.

(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 Estt, the HOE will transfer the complaint to the Presiding Officer for further necessary action. The guidelines given in DoP&T OM No. 11013/2/2014/Estt(A.III) dt 27 Nov 2014 and DoP&T OM No. 11013/2/2014/Estt(A.III) dt 16 Jul 2015 and any other order of the Govt will be followed by the employees of DGQA 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 (VO) 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 Brig (QA/O) DGQA HQ in case of officers and HOEs in respect of JCOs and OR for taking suitable action.

5. The Committee will submit a six monthly Report to the DGQA.
6. Even if there is no complaint it will be desirable for the Committee to meet once in a quarter to review the institutional arrangements for preventing Sexual Harassment of Women at Workplace.
7. This issues with the approval of the DGQA.


(DK Bhagat)
Dy Dir (C&P)
For DGQA

The Presiding Officer & All members of the Committee

All Tech Dtes :- All Tech Directors are requested to disseminate this letter to all Estts under their administrative command and control.

The Controller, CQA(L), Bengaluru

Brig (QA/O), Dir (Pers), Dir(Vig)

SDCC : for uploading on the website of DGQA.