

V.O.CHIDAMBARNAR PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT
GENERAL SECTION

No.GAD-OGAGG-MIS-WMCEL-V1-16/D.1920 3413

Dated: 2.12.2024

OFFICE ORDER

In exercise of the powers conferred by sub section 1 of Section-4 of the Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal) Act, 2013, the Chairperson, VOC Port Authority hereby appoints following Committee to be known as the Internal Complaints Committee (ICC).

- (i) Dr. P.Rajeswari, Sr.Deputy Chief Medical Officer, Presiding Officer, Member
- (ii) Smt. P.Esakkiammal, Accounts Officer Gr.I, Member
- (iii) Smt. A.Sivaranjini, P.A. to HoD, Member
- (iv) Dr. K.Jothimony, NGO representative

2. The Committee shall hold office for three years from the date of issue of this order and discharge all the duties and functions as provided in the Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal) Act, 2013 and Rules made there under.


SECRETARY

To

All Members – alongwith the copy of DoPT's OM dated 02.02.2015

Copy to:

- (i) All Heads of Department/VOCPA
- (ii) Notice Board
- (iii) Guard File
- (iv) The Sr.Deputy Director/EDP – to update the order in SHe-Box Portal.

No. 11013/2/2014-Estt (A-III)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment Division

North Block, New Delhi
Dated February 2, 2015

OFFICE MEMORANDUM

Subject: Central Civil Services (Conduct) Rules 1964 – Guidelines regarding prevention of sexual harassment of women at the workplace– regarding

Following the promulgation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 [SHWW(PPR) Act] and notification of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 [SHWW(PPR) Rules] on 09.12.2013., the Government has recently, on 19.11.2014, notified the amendments to Central Civil Services (Conduct) Rules 1964 and Classification, Control and Appeal Rules, 1965. The amendments and other salient features of the Act/ Rules was brought to the notice of all concerned vide Office Memorandum of even no. dated 27.11.2014. The amendments to the Central Civil Services (Conduct) Rules 1964 and Classification, Control and Appeal Rules, 1965 and the Office Memorandum dated 01.12.2014 are available on the Department's website.

2. The following guidelines, conveying the decision of the Committee of Secretaries on this subject, were issued vide this Department's Office Memorandum No. 11013/3/2009-Estt.(A) dated 03.08.2009,

"As regards provisions for protection of women, it was suggested that the complaints committee mechanism provided under Vishakha guidelines relating to sexual harassment should be strictly in accordance with the judgment and steps should be taken to ensure that the committee is effective and functional at all times. It would also be desirable for the Committees to meet once a quarter, even if there is no live case, and review preparedness to fulfil all requirements of the Vishakha judgment in the Department/Ministry/ organization concerned."

3. As per the guidelines issued vide Office Memorandum dated 21.07.2009, it is also to be ensured that the Complaints Committee shall at all times be in existence and changes in its composition, whenever necessary, should be made promptly and adequately publicized. The composition of the Complaints Committee should also be posted on the websites of the concerned Ministries/Departments/Offices concerned.


4. Vide the Office Memorandum dated 01.12.2014, the attention of the Ministries/ Departments was also invited to the reporting requirements mentioned in the SHWW(PPR) Act and SHWW(PPR) Rules.



5. All Ministries/ Departments are requested to please review the progress of implementation of the existing abovementioned guidelines issued in the aftermath of the Vishakha judgment.

6. Attention of all Ministries is invited to Section 22 of the Act relating to including information in Annual Report, and to request that information relating to number of cases filed, if any, and their disposal may be included in the Annual Report of the Ministry / Department.

7. All Ministries / Departments are also requested to furnish an annual return (as on 31st March) in the enclosed proforma to this Department by 30th April every year.


(J.A. Vaidyanathan)
Director (E)
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