

No. 85

September 1, 2016

**OFFICE ORDER**

**Sub.: Reconstitution of Internal Complaints Committee at Head Office, Delhi, to deal with complaints of sexual harassment of women at work place.**

In terms of Clause No.7(2), Chapter III, of The Sexual Harassment of Women at Workplace(Prevention, Prohibition and Redressal) Act, 2013, it has been decided to reconstitute Internal Complaints Committee consisting of the following at Head Office, Delhi, to prevent and deal with the cases of sexual harassment at workplace:


- |                             |                |   |                   |
|-----------------------------|----------------|---|-------------------|
| 1. Mrs Meera Somani         | (Emp. No.1139) | - | Presiding Officer |
| 2. Mr Abdul Salam           | (Emp. No.801)  | - | Member            |
| 3. Mrs Poonam Arora         | (Emp. No.848)  | - | Member            |
| 4. Mrs D. Jyotsna Chatterji |                | - | Co-opted member   |

The said Committee will function as per Govt. guidelines issued from time to time in the matter.

The report of the Internal Complaints Committee shall be deemed to be an inquiry report for taking action against the erring officials under the CCIC of India Ltd. Employees(Conduct, Discipline & Appeal) Rules. Further, the Complaints Committee is advised to meet every quarter even if there is no complaint and to make all efforts to reinforce the administrative machinery for expeditious attention and disposal of complaints of sexual harassment at work place and will act as per the relevant guidelines issued by the Govt. from time to time.

The Presiding Officer and every Member of the Internal Complaints Committee shall hold office for maximum 3 years from the date of their nomination.

The above issues with the approval of Competent Authority.

  
(Navin Kumar Yadav)  
AGM(HR/Admn.)

To : All Concerned

Mrs Sudha W. Bedi, Manager - The relevant files etc. may be handed over  
to Mrs Meera Somani, Presiding Officer

Mrs Palak Kwatra, Asstt. Manager  
Mr Mahpiat Singh Rawat, Dy. Manager

CC : All Head of Departments / Including Branches – for circulation amongst staff/officers.  
All AGMs  
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S-123

No. 85

August 31, 2017

**OFFICE ORDER**

**Sub.: Reconstitution of Internal Complaints Committee in CCIC's Mumbai Branch to deal with complaints of sexual harassment of women at work place.**


In terms of Clause No.7(2), Chapter III, of The Sexual Harassment of Women at Workplace(Prevention, Prohibition and Redressal) Act, 2013, it has been decided to replace Mrs Sudha Wadhwa Bedi by Mrs Meera Somani and Mrs Vidya Bagel, Advocate (co-opted Member) by Ms. Sheetal S. Niwalkar(Co-opted Member) on the Internal Complaints Committee in CCIC's Mumbai Branch to prevent and deal with complaints of sexual harassment of women at work place.

Accordingly, reconstitution of Internal Complaints Committee w.e.f. 8th September, 2017 for the above purpose will be as under:

- |    |                         |                |   |                   |
|----|-------------------------|----------------|---|-------------------|
| 1. | Mrs Meera Somani        | (Emp. No.1139) | - | Presiding Officer |
| 1. | Mrs Aruna M. Mohite     | (Emp. No.1081) | - | Member            |
| 2. | Mrs Vandana A. Kadam    | (Emp. No.1114) | - | Member            |
| 3. | Mr N.G. Anand           | (Emp. No.959)  | - | Member            |
| 4. | Ms. Sheetal S. Niwalkar |                | - | Co-opted member   |

The said Committee will function as per Govt. guidelines issued from time to time in the matter.

The above issues with the approval of Competent Authority.

  
(Navin Kumar Yadav)  
Addl. Genl. Manager (HR/Admn.)

To : Mrs Meera Somani, General Manager(Finance), Delhi  
Ms. Sheetal S. Niwalkar, EMP 15/502, Evershine, Thakur Village, Kandivali East,  
Mumbai-400 101

CC: Mrs Sudha W. Bedi, AGM(Buying)  
Mrs Aruna M. Mohite, Asstt. Manager, Mumbai  
Mrs Vandana A. Kadam, Asstt. Manager, Mumbai  
Mr N.G. Anand, Asstt. Manager, Mumbai  
Mrs Vidya Bagel, Advocate, Mumbai

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S-123

CCIC of India Ltd.

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No. 198

March 31, 2017

**OFFICE ORDER**

**Sub.: Reconstitution of Internal Complaints Committee at Kolkata Branch of CCIC to deal with complaints of sexual harassment of women at work place**

In terms of Clause No.7(2), Chapter III, of The Sexual Harassment of Women at Workplace(Prevention, Prohibition and Redressal) Act, 2013, it has been decided to reconstitute Internal Complaints Committee consisting of the following at Kolkata of CCIC to prevent and deal with the cases of sexual harassment at workplace:

- |   |   |                   |
|---|---|-------------------|
| 1. Mrs Malavika Dogra, Manager, Delhi   | - | Presiding Officer |
| 2. Mr Manoj Kumar Sahu, Manager   | - | Member            |
| 3. Mrs Tanushree Mallick, Sales Asstt.  | - | Member            |
| 4. Dr. Achina Kundu, Reader, Jogesh Chandra College, Kolkata(Mobile: 98309 40775) | - | Co-opted Member   |

The said Committee will function as per Govt. guidelines issued from time to time in the matter.

The report of the Internal Complaints Committee shall be deemed to be an inquiry report for taking action against the erring officials under the CCIC of India Ltd. Employees(Conduct, Discipline & Appeal) Rules. Further, the Complaints Committee is advised to meet every quarter even if there is no complaint and to make all efforts to reinforce the administrative machinery for expeditious attention and disposal of complaints of sexual harassment at work place and will act as per the relevant guidelines issued by the Govt. from time to time.

The Presiding Officer and every Member of the Internal Complaints Committee shall hold office for maximum 3 years from the date of their nomination.

The above issues with the approval of Competent Authority.

  
(Navin Kumar Yadav)

Addl. Genl. Manager (HR./Admn.)

To: **All Concerned**

**Mrs Rita Saha, Asstt. Manager** - The relevant files etc. may be handed over to Mrs Malavika Dogra, Presiding Officer

**Mrs Pallabi Sengupta** - For information please.

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S-123

CCIC of India Ltd.

No. 78

August 01, 2017

**OFFICE ORDER**

**Sub.: Reconstitution of Internal Complaints Committee at Chennai Branch of CCIC to deal with complaints of sexual harassment of women at work place**

In terms of Clause No.7(2), Chapter III, of The Sexual Harassment of Women at Workplace(Prevention, Prohibition and Redressal) Act, 2013, it has been decided to reconstitute Internal Complaints Committee consisting of the following at Chennai of CCIC to prevent and deal with the cases of sexual harassment at workplace:

- |   |   |                   |
|---|---|-------------------|
| 1. Ms Sindhu Ramachandran, Asstt Manager  | - | Presiding Officer |
| 2. Shri M. K. Behera, Manager   | - | Member            |
| 3. Ms. R. Sudha, Asstt. Manager   | - | Member            |
| 4. Ms. T. Deepa Ramya, Advocate<br>Chennai (Mobile: 9840623332)<br>Email Id -thiruwock@rediffmail.com | - | Co-opted Member   |

The said Committee will function as per Govt. guidelines issued from time to time in the matter.

The report of the Internal Complaints Committee shall be deemed to be an inquiry report for taking action against the erring officials under the CCIC of India Ltd. Employees(Conduct, Discipline & Appeal) Rules. Further, the Complaints Committee is advised to meet every quarter even if there is no complaint and to make all efforts to reinforce the administrative machinery for expeditious attention and disposal of complaints of sexual harassment at work place and will act as per the relevant guidelines issued by the Govt. from time to time.

The Presiding Officer and every Member of the Internal Complaints Committee shall hold office for maximum 3 years from the date of their nomination.

The above issues with the approval of Competent Authority.

(Navin Kumar Yadav)  
Addl. Genl. Manager (HR./Admn.)

To : **All Concerned**

CC: Ms. K. L. Sunitha, Asstt. Manager - The relevant files etc. may be handed over to Ms. Sindhu Ramachandran, Presiding Officer

Shri M. Ananthraj, AGM  
Shri C. Murali, Asstt Manager

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No. 105

October 12, 2017

**OFFICE ORDER**

**Sub.: Reconstitution of Internal Complaints Committee at Bengaluru Branch of CCIC to deal with complaints of sexual harassment of women at work place**

In terms of Clause No.7(2), Chapter III, of The Sexual Harassment of Women at Workplace(Prevention, Prohibition and Redressal) Act, 2013, it has been decided to reconstitute Internal Complaints Committee consisting of the following at Chennai of CCIC to prevent and deal with the cases of sexual harassment at workplace:

- |  |   |                   |
|--|---|-------------------|
| 1. Ms. Manjula Raghuram, Asstt. Manager  | - | Presiding Officer |
| 2. Shri Rajeev B. Ahuja, Dy. Manager   | - | Member            |
| 3. Ms. J. N. Shoba Rani, Asstt. Manager  | - | Member            |
| 4. Ms. Neeru Arya, Genl. Secy. arman ngo<br>Bengaluru (Mobile: 9844232683)<br>Email Id – arman110018@yahoo.com | - | Co-opted Member   |

The said Committee will function as per Govt. guidelines issued from time to time in the matter.

The report of the Internal Complaints Committee shall be deemed to be an inquiry report for taking action against the erring officials under the CCIC of India Ltd. Employees (Conduct, Discipline & Appeal) Rules. Further, the Complaints Committee is advised to meet every quarter even if there is no complaint and to make all efforts to reinforce the administrative machinery for expeditious attention and disposal of complaints of sexual harassment at work place and will act as per the relevant guidelines issued by the Govt. from time to time.

The Presiding Officer and every Member of the Internal Complaints Committee shall hold office for maximum 3 years from the date of their nomination.

The above issues with the approval of Competent Authority.



(Navin Kumar Yadav)  
Addl. Genl. Manager (HR./Admn.)

To : **All Concerned**

CC: Ms. Clara Abraham, Asstt. Manager - The relevant files etc. may be handed over  
to Ms. Manjula Raghuram, Presiding Officer \*  
Shri S. Inayat Shah, AGM

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