

No.B-11015/3/2002-Estt. (Wel.) (C. No. 324380)

Government of India/ भारत सरकार

Ministry of Ports, Shipping and Waterways/ पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
(Establishment Section)/(स्थापना अनुभाग)

425, Transport Bhawan
1, Parliament Street, New Delhi-110001
Dated: 18th September, 2024

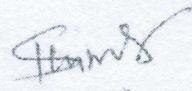
OFFICE MEMORANDUM

Subject: Reconstitution of Internal Complaints Committee on Sexual Harassment in the Ministry of Ports, Shipping and Waterways - reg.

In supersession of this Ministry's OM of even number dated 03.07.2023, the Competent Authority in this Ministry has decided to reconstitute the Internal Complaints Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, for redressal of complaints of sexual harassment of women at workplace with following composition:-

S. No.	Name (Shri/Smt.)	Designation	Designation in ICC	Contact No.	E-mail Address
1.	K. S Geetha	Under Secretary	Chairperson	9968291221	ks.geetha@nic.in
2.	Anita Bhutani	PPS	Member	9899197908	anita.bhutani@nic.in
3.	Kavita	Assistant Director	Member	9953796232	kavita82@dcmsme.gov.in
4.	Sandeep Saini	Assistant Section Officer	Member	9953868799	sandeep.saini@gov.in
5.	Swasti Bora	Assistant Section Officer	Member	7838965991	swasti.bora@gov.in
5.	Smt. Rashmi Malhotra	Co-opted member from OM Foundation NGO	Member	21520002	the.om1935@gmail.com

- Any woman employee of this Ministry with grievance regarding sexual harassment may contact/submit her grievance to the above referred Chairperson/member of the ICC.
- The term of office of Presiding Officer (Chairperson) and every member of the committee shall be three years from the date of constitution of Committee.
- The Internal Complaint Committee shall in each year submit an annual report to the Ministry as per Section 21 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- The chairperson and members of the committee are directed to comply with the guidelines issued by the Ministry of Women and Child Development (copy enclosed) and to upload the committee's details, as well as complaints information, on the She-Box portal.


(Sachin Kumar Katiyar)
Under Secretary to the Govt. of India
Tel: 011-23710363

To:

1. Chairperson, Internal Complaint Committee
2. All Members of the Committee
3. Smt. Rashmi Malhotra, Co-opted member of the Committee from OM Foundation (NGO), H-367, 3rd Floor, Naraina Vihar, New Delhi-110028
4. PPS to Secretary (PS&W)
5. PPS to AS
6. JS(P)/JS(IWT,Admn.&Coord.)/JS(SM)/Adviser (Stat.)/Adviser (Eco.)/ DA(Ports)
7. All Director/DS/US and equivalent level Officers
8. All SO/ASO/MTS and equivalent level Officers
9. All Contractual/outourced staff of the Ministry
10. E-Office notice Board

Sl. No.	Name of the Member	Designation	Department	Address
1.	Chairperson	Chairperson	Internal Complaint Committee	
2.	Member	Member	Internal Complaint Committee	
3.	Member	Member	Internal Complaint Committee	
4.	Member	Member	Internal Complaint Committee	
5.	Member	Member	Internal Complaint Committee	
6.	Member	Member	Internal Complaint Committee	
7.	Member	Member	Internal Complaint Committee	
8.	Member	Member	Internal Complaint Committee	
9.	Member	Member	Internal Complaint Committee	
10.	Member	Member	Internal Complaint Committee	