



फा.सं / FILE NO A-12018/01/2015-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067/ OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26104038; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 17<sup>th</sup> October, 2016

### Office Memorandum

**Subject: Constitution of Complaints Committee on 'Sexual Harassment' in ISTM to redress complaints of Sexual Harassment of women working employees-reg.**

In pursuance of provisions of the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal ) Act, 2013, this Office had constituted a Complaint Committee for considering complaints of sexual harassment of women working in the Institute of Secretariat Training and Management with the approval of the then Director, ISTM in 2015. Consequent upon the transfer etc. of the existing Chairperson/Member, the Complaints Committee in the Institute of Secretariat Training and Management for considering complaints of sexual harassment of women employees has been re-constituted. The composition of the Complaints Committee will now be as follows:

S.No.	Name & Designation of the Officer	
1.	Smt. R. Gayathri, Deputy Director	Chairperson
2.	Dr. Zeenat N., Chairperson of SPYM	Member (Non Official)
3.	Shri P.P. Ambastha, Deputy Director	Member
4.	Ms. Anurag Devgan, Assistant Director	Member
5.	Ms. Geetha Menon, Assistant Director	Member Secretary

2. The Committee shall enquire into all types of cases relating to Sexual Harassment at Work place submitted by women employees of ISTM and will dispose complaints for redressal of the grievance made by a women employee in a time bound manner.

....2/-

3. A women employee may submit her complaints regarding Sexual Harassment at work place to the Complaints Committee directly.
4. This issues with the approval of Director, ISTM.



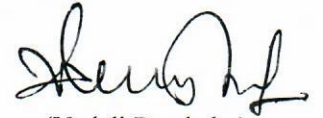
(Vadali Rambabu)  
Deputy Director (Admin.)  
Tel. No. 26102597

Copy to:

1. Smt. R. Gayathri, Deputy Director/Shri P.P. Ambastha, Deputy Director/Ms. Anurag Devgan, Assistant Director/ Ms. Geetha Manon, Assistant Director
2. Dr. Zeenat N. , Chairperson , SPYM centre, 111/9, Opposite Sector B-4, Vasant Kunj, New Delhi -110070. (Non Official Member will be eligible for taxi charges from office/ resident to ISTM and back for attending the meeting of the Committee and an Honorarium of Rs.2000/- per day for attending the meeting.)
3. DD(Coord.), ISTM.
- ✓ 4. System Admin unit, ISTM for uploading on ISTM's website.
5. All women employees working in ISTM for their information.
6. Notice Board.

Copy for information to:

PS to Director, ISTM.



(Vadali Rambabu)  
Deputy Director (Admin.)