



F.No: B-12018/1/2021-ADMINISTRATION[C.No.1822]

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Dated: 29th September, 2025

OFFICE ORDER

Subject: Constitution of Internal Complaints Committee (ICC) in ISTM as per Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

In compliance of the Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, an Internal Complaints Committee comprising of following members to redress complaints of women in ISTM has been constituted:

S.No.	Name and Designation of the Officer (Ms./Smt/Shri)	Appointment as
1.	Namita Malik, JD (BT)	Chairperson
2.	Deepak Kumar Bist, JD(PT)	Member
3.	Rizwana Bano, AD(OM)	Member
4.	Preeti Kushwaha, STO	Member Secretary
5.	Smt. Kuljit Kaur, Secy General, AIWC, NGO	Member (Non-Official)

2. The Committee will enquire into all type of cases relating to Sexual Harassment of women at work place submitted by women in ISTM, in accordance with the prescribed guidelines prescribed by the Department of Personnel and Training. The Committee will dispose complaints for redressal to the grievance made by a woman in a time bound manner.

3. Any women who has been sexually harassed within the premises of ISTM, may submit her complaints directly to the Committee.

4. This issues with the approval of the Competent Authority.


(Shefali Saraf)

Under Secretary (Estt.)

Tele- No. - 26737614

Copy to:

- All Members of ICC.
- Smt Kuljit Kaur, Secy General, AIWC, NGO.
- All Officers/Sections, ISTM
- Hindi Section for Hindi Version.
- Notice Board.
- System Unit, ISTM.
- General Administration for display at entry gate.

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