

TIME BOUND
Parliamentary Standing Committee Matter

No. F.23011/6/2002-HR.II
Government of India
Ministry of Chemical & Fertilizers
Department of Fertilizers

Shastri Bhawan, New Delhi
Dated 12th October, 2009.

OFFICE MEMORANDUM


Subject: Setting up of complaints mechanism for redressal of complaints relating to sexual harassment and prevention of such harassment of working women at workplace – regarding.

The undersigned is directed to refer to this Department's OM of even number dated 26.08.2009 on the above mentioned subject vide which it was requested to convene a meeting of the Sexual Harassment Committee of the Department. In this connection, a copy of DoPT's OM No.11013/3/2009-Estt.(A) dated 08.10.2009, which is self-explanatory, is enclosed.

2. The DoPT has asked for a report on compliance of the instructions contained in their OM of even number dated 21.07.2009 and 03.08.2009, for submission to the Chairperson of the Parliamentary Standing Committee of that Department. The compliance report is to be sent to DoPT by 15.10.2009.

3. The Director (Fertilizer Accounts) is requested to send a status report in the matter immediately so that a suitable reply can be sent to the DoPT from this end.

Encl: as above

 12/10/09

(S.R.Ghosh)

Under Secretary (HR-II)

Smt. T.C.A Kalyaani
Director (FA)
Department of Fertilizers,
Udyog Bhawan, New Delhi.

✓ Copy to : NIC (DoF). A copy of this Department's OM number F-23011/6/2002-HR-II dated 15.04.2009 regarding reconstitution of Departmental Sexual Harassment Committee is enclosed. It is requested that the same may be posted in the Website of the Department immediately.

शास्त्री भवन, नई दिल्ली
Shastri Bhawan, New Delhi
दिनांक / Dated 15 April, 2009

OFFICE MEMORANDUM

Sub.:- Setting up of Complaints Mechanism in Department of Fertilizers for redressal of complaints relating to Sexual Harassment -regarding.

The undersigned is directed to say that the Departmental Sexual Harassment Committee for redressal of the complaints relating to sexual harassment has been reconstituted. The Committee shall now consist of the following members: -

- (i) Ms. T.C.A. Kalayani, Director - Chairperson
- (ii) Shri K.K. Padmanabhan, Deputy Secretary - Member
- (iii) Ms. Bimla Kathuria, PS - Member
- (iv) Ms. Nirmala Fenn from YWCA - Member
- (v) Ms. Usha Devi Saraswat, AD (OL) - Member
- (vi) Ms. Anita Sachdeva, Steno. 'C' - Member

2. The Committee shall advise the Department about the environment and work conditions for the women staff and officers in different buildings and whether these are hostile towards them.

3. The Committee shall meet as frequently as required but minimum once in three months. The Committee will devise its own procedure for dealing with complaints filed before it or su moto take action on cases of sexual harassment but shall dispose of any complaint brought before it as expeditiously as possible and not exceeding maximum period of one month. The Committee shall also advise the action, if any, to be taken against the perpetrators of sexual harassment.

4. The Complaints Committee shall submit an annual report to the Department of the complaints handled and action taken on them.

(एस० आर० घोष) / (S.R. Ghosh)

अवर सचिव, भारत सरकार /

Under Secretary to the Government of India

Tele # 23383869

Copy to

1. Chairperson & Members of the Committee.
2. All officers / employees of DOF.
3. Controller of Accounts, Janpath Bhawan, New Delhi.
4. PS to Minister (C&F)/ PS to MOS (C&F).
5. Sr. PPS to Secretary (F)/ AS&FA/JS(A&M)/JS (F&P)/JS (PKP)
6. Guard File.

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