

Haryana Government  
Social Justice and Empowerment Department  
Notification  
The 7<sup>th</sup> December, 2017

No. 1185-SW-(4)-2017, In pursuance of the provision contained in Section 4 of Chapter –II of the Sexual harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 the Governor of Haryana is pleased to constitute a Internal Complaint Committee as per details given below:

**A. State Level Committee**

The members of the Committee are as under: -

1	Smt. Alka Yadav, Joint Director	Presiding Officer
2	Smt. Neelam Arora, Superintendant	Member
3	Assistant District Attorney O/o Social Justice & Empowerment Department, Haryana	Member
4	Smt. Parul Chaudhary, Organising Secretary, Bhartiya Grameen Mahila Sangh working women Hostel, Sector-10, Panchkula	Member

The area of operation of the Committee will be the State Headquarter of Social Justice & Empowerment Department.

**B. District Level Committee**

The members of the Committee are as under: -

1	Concerned District Social Welfare Officer	Presiding Officer
2	Concerned District Programme Officer, ICDS Cell	Member
3	Women Representative from any prominent NGO nominated by concerned Deputy Commissioner	Member

Jurisdiction of the Committee will extend to the areas of the district where it is constituted.

I) Tenure: - The Presiding Officer and every Member of the “Internal Complaints Committee” will hold office for such period not exceeding three year, from the date of their nomination. Thereafter the existing members shall be replaced by nomination new members.

II) Fees or Allowances for member of Internal Committee: - The member appointed from amongst non-government organization will be entitled to an allowance of Rs.200/- per day for holding the proceedings of the Internal Committee and also the reimbursement of travel cost incurred in travelling by train in three tier air condition or air conditioned bus and auto rickshaw or taxi, or the actual amount spent by him/her on travel, whichever is less.

III) Removal of Presiding Officer or any Member of the Internal Committee:-

- (a) Contravenes the provision of section 16 or
- (b) Has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him or her.
- (c) Has been found guilty in any disciplinary proceeding or a disciplinary proceeding is pending against him or her.
- (d) Has so abused his or position as to render his or her continuance in office prejudicial to the public interest.



Such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provision of Sub-Section (5) of Section-4.

The functions of the Committee will be as under:-

- i) To receive all complaints relating to sexual harassment from the women employees of the department / organization as mentioned in the area of operation.
- ii) To make detailed enquiry in the said complaints and to solve the problem.
- iii) To make suitable recommendations to the Director General, Social Justice & Empowerment Department, Haryana competent authority for taking disciplinary action against defaulters where conduct of an employee amounts to sexual harassment of women employee.
- iv) To submit the annual report to department of the complaints received in the committee and action taken thereon.
- v) To check that the awareness of the rights of the female employees in this regard is created by the department in view of the guidelines given by the Hon'ble Supreme Court of India.
- vi) To co-ordinate and integrate the efforts made by the department in order to prevent, minimise and curb the tendency of sexual harassment of women at work places falling under its jurisdiction.
- vii) To monitor the progress of the implementation of the directions of the Hon'ble Supreme Court of India relating to its own area of operation.

This Complaint committee will supersede the earlier Complaint Committee notified vide Haryana Govt. notification No.252-SW(4)-2014 dated 02.04.2014.

Chandigarh, dated  
06-12-2017

Dr. Sumita Misra  
Principal Secretary to Government Haryana,  
Social Justice & Empowerment Department

Endst.No. 1185-SW(4)-2017,

dated 7 .12.2017

A copy of the above forwarded to the following for information and necessary action:

1. Director, Social Justice & Empowerment Department, Haryana, Chandigarh.
2. All the Deputy Commissioner in Haryana
3. All District Social Welfare Officer in the State.
4. All members of the Internal Complaint Committee.
5. All members of the District Level Committee.
6. District Rehabilitation Officer, District Rehabilitation Centre, Bhiwani
7. The Superintendent, HAI, Rewari/Govt. Institute for Blind, Panipat.

*Raghubir Singh*

Superintendent,

for Principal Secretary to Government Haryana,  
Social Justice & Empowerment Department

Endst.No. 1185-SW(4)-2017,

dated 7 .12.2017

A copy of the above is forwarded to the Controller, Printing & Stationery Department, Haryana, Chandigarh for Publishing the above notification in the Haryana Govt. Gazette with the request that 200 spare copies of the notification may please be sent to the undersigned at the earliest.

*-Sd-*  
Superintendent,

for Principal Secretary to Government Haryana,  
Social Justice & Empowerment Department