

No. 17(1)/2023-Adm III  
Government of India  
Ministry of Electronics and Information Technology  
National Informatics Centre  
A-Block, CGO Complex, Lodhi Road, New Delhi-110003

Dated: 8<sup>th</sup>/11/2023

**OFFICE MEMORANDUM**

The undersigned is directed to convey that the Committee constituted to investigate the complaints of sexual harassment of women employees vide Office Memorandum No. 27(02)/2023-Pers. dated 29/09/2023 with the following composition will henceforth deal with the cases of harassment of the working women in **National Informatics Centre (NIC), Hqrs., New Delhi and National Informatics Centre Services Incorporated (NICSI), New Delhi:**

- |       |  |     |                 |
|-------|--|-----|-----------------|
| (i)   | Ms. Sharmistha Dasgupta<br>Scientist-G, NIC, New Delhi                               | ... | Chairperson     |
| (ii)  | Ms. Manie Khaneja<br>Scientist-G, NIC, New Delhi                                     | ... | Member          |
| (iii) | Ms. Seemanthee Sengupta<br>Scientist-G, NIC, New Delhi                               | ... | Member          |
| (iv)  | Sh. Naveen Kumar<br>Scientist-G, NIC, New Delhi                                      | ... | Member          |
| (v)   | Dr. Manasi Mishra<br>Head Research Division<br>Centre for Social Research, New Delhi | ... | Member          |
| (vi)  | Ms. Shobha Rani<br>Section Officer, NIC, New Delhi                                   | ... | Member Convener |

2. The Convener will be responsible to coordinate meetings, maintaining records, circulate minutes etc.

3. The Committee will deal with all the cases of harassment of the working women in National Informatics Centre (NIC) and National Informatics Centre Services Incorporated (NICSI), New Delhi Under Rule 3-C of the CCS Conduct Rules, 1964, as amended from time to time.

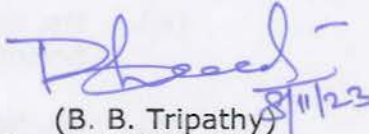
3. All NIC State/ UT Centres are advised to constitute a Committee at the respective NIC State/UT Centre as per the Constitution of Internal Complaints Committee defined at Para 4 of Chapter II of "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" for investigating the complaints of sexual harassment of women employees posted at concerned State/UT Centre including NICSI of concerned State/UT Centre as per the Act and extant rules.

4. The Committees constituted by the State/UT Centres mentioned below in column (2) shall look after the complaints of sexual harassment received in their respective states and the States/UT Centres mentioned below in column (3):

| Sl.No.    | Committee of State/UT Centre | Cases of States/UT Centres to be looked after by the committee of the State/UT Centre mentioned in column (2) |
|-----------|------------------------------|---|
| Column(1) | Column(2)                    | Column (3)  |
| 1         | Maharashtra (Pune)           | Dadra & Nagar Haveli and Daman & Diu  |
| 2         | Jammu & Kashmir              | Ladakh  |
| 3         | Kerala                       | Lakshadweep   |
| 4         | Tamil Nadu                   | Andaman & Nicobar   |

5. A copy of "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is available at the official website of M/o Women and Child Development under heading 'Legislation & Policy' → 'Women Related Legislation'.

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

  
 (B. B. Tripathy)  
 Deputy Director(Admn.-III)

Copy to:

1. Chairperson & Members of the Committee.
2. Office of DG (NIC) ..... for information.
3. Managing Director, NICSI.
4. All HoGs/DDGs/State Coordinators/SIOs/HoDs/DDOs/SOs NIC State/UT Centre/ SDTC..... through DigitalNIC.
5. All Employees..... through DigitalNIC.
6. All Sections/Divisions, NIC Hqrs., New Delhi.....through Digital NIC.
7. Director, Vigilance Unit, MeitY .....for information.
8. Vigilance Officer, NIC Hqrs.....for information.
9. Deputy Director, Hindi Section, NIC Hqrs... for Hindi translation.
10. Guard File/Personal File/Digital NIC.