

No: 80

Dated: 22/10/20

OFFICE ORDER

Internal Complaint Committee under SH Act

In suppression of this office order No: 48 dated 25.07.2020 issued vide Endstt. No. ITI/KSG/Committee/Women cell- Sexual Harassment/2019/310-316 dated 25.07.2020, for the effective implementation of the sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act, 2013, The Institutional level Internal Complaint Committee of the following officers/officials is hereby re-constituted as per section 4 of the act:

Sr. No.	Name & Designation	Contact Number	Role
1	Smt. Sapna Devi, Instructor Dress Making	8580718970, 9736610816	Chairperson
3	Sh. Ajay Kumar, Instructor COPA	9459118055	Member
4	Smt. Nilam, No. 610, Lady Constable, PS Karsog	8262833132	Member
5	Sh. Anu Kumar, Clerk, Govt. ITI Karsog	8262970123	Member Secretary

The above committee shall prepare annual report under section 21 of the act and official will take necessary action and recommend disciplinary action (s) to be taken against the incumbent indulging in such activities.

Note: Responsibilities of the ICC are:

- Know the act, policy and relevant service rules
- Gather and record all relevant information
- Determine the main issues in the complaint
- Prepare relevant interview questions
- Communicate effectively, write clearly, listen actively and conduct necessary interviews
- Ensure parties are made aware of the process and their rights/responsibilities within it
- Analyze information gathered
- Prepare the report with findings/recommendations.

Principal
Govt. Industrial Training Institute
Karsog, District Mandi

Endstt. No. ITI/KSG/Committee/Women cell- Sexual Harassment/2019/707

Dated 24/10/20

Copy to:

1. The Director, Technical Education, Vocational & Industrial Training, Himachal Pradesh, Sundernagar for information, please.
2. Smt. Sapna Devi, Instructor Dress Making with the direction to display information at appropriate place in the campus and arrange a workshop / awareness program on this matter and submit report to this office.
3. Sh. Anu Kumar, clerk, to upload the order on notice board/ institutional website.
4. Sh. Ajay Kumar, Instructor COPA for information, please.
5. Smt. Nilam, No. 610, Lady Constable, PS Karsog for information, please.
6. Smt. Renu Gupta, Instructor SOT Govt. I.T.I. Nalagarh(W), District Solan is directed to handover the official charge & records to Smt. Sapna Devi, Chairperson cum instructor Dress Making.
7. The Principal I.T.I.(W), Nalagarh is requested to direct the concerned employee to hand over the charge at the earliest.
8. All the staff and trainees.


Principal
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Karsog, District Mandi