

No: 48

Dated: 25/07/2020

OFFICE ORDER

Internal Complaint Committee under SH Act

In suppression of this office order No: 14 dated 07.02.2020 issued vide Endstt. No. ITI/KSG/Committee/Women cell- Sexual Harassment/2019/83-89 dated 07.02.2020, 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. Renu Gupta, Instructor SOT (Dress Making) deployed at ITI Karsog	9459904214, 7018282948	Chairperson
2	Smt. Sapna Devi, Instructor Dress Making	8580718970	Member
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/-316

Dated 25/07/2020

Copy to:

1. The Director, Technical Education, Vocational & Industrial Training, Himachal Pradesh, Sundernagar for information, please.
2. Smt. Renu Gupta Instructor SOT (Dress Making) deployed at ITI Karsog 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, also, arrange a workshop / awareness program on this matter.
4. Sh. Ajay Kumar, Instructor COPA for information, please.
5. Smt. Sapna Devi, Instructor Dress Making for information, please.
6. Smt. Nilam, No. 610, Lady Constable, PS Karsog for information, please.
7. All the staff and trainees.



Principal,  
Industrial Training Institute Karsog  
Distt. Mandi H P DDO Code : 235