



भारत सरकार / Government of India

कौशल विकास और उद्यमशीलता मंत्रालय / Ministry of Skill Development and Entrepreneurship

प्रशिक्षण महानिदेशालय / Directorate General of Training

क्षेत्रीय कौशल विकास और उद्यमशीलता निदेशालय, गांधीनगर

Regional Directorate of Skill Development and Entrepreneurship, Gandhinagar

राष्ट्रीय कौशल प्रशिक्षण संस्थान (महिला)

NATIONAL SKILL TRAINING INSTITUTE (WOMEN)

शांतिनगर, तरसाली, वडोदरा, गुजरात - ३९०००९ / Shanti nagar, Tarsali, Vadodara - 390 009 (Gujarat)

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दिनांक: 19.12.2023

**Office Order****Subject: Constitution of Internal Complaints Committee on Sexual Harassment to deal with the complaints of Sexual Harassment of women at workplace- reg.**

With reference to the DGT letter No: DGT-A-13011/0/2019-Adm.I, dated: 18.12.2023 and in the light of judgement of Hon'ble Supreme Court in the Writ Petition No. 666-70 of 1992 (Vishaka & others Vs. State of Rajasthan cases), the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013, An Internal Complaints Committee of National Skill Training Institute for Women, Shanti nagar, Tarsali, Vadodara for redressal of complaints related to sexual harassment of women at workplace, is constituted with following members:

- |                             |             |
|-----------------------------|-------------|
| 1. Ms. Meeta Bhatnagar, TO  | Chairperson |
| 2. Smt. Geeta S Kushwah, TO | Member      |
| 3. Shri S K Gupta, TO       | Member      |
| 4. Shri Vaibhav Jadav, VI   | Member      |
| 5. Smt. Priya Mehra, VI     | Member      |

2. The Committee will consider the complaints from women employee of the NSTI W Vadodara only relating to sexual harassment. The work "Sexual Harassment" will include such unwelcome sexually determined behaviour, whether directly or otherwise such as;

- I. Physical contact and advance;
- II. Demand or request for sexual favours;
- III. Sexually coloured remarks;
- IV. Showing any pornography; or

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V. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

3. The committee will provide, where necessary, a special counsellor or other support service including maintenance of confidentiality of the complaints and ensure time bound treatment and Redressal of complaints made by women employees.

4. The guidelines of Supreme Court in this regard as issued vide DoPT's O.M. dated 13.02.1998 are enclosed for the use of Members of the Committee.

5. As per the guidelines, the Committee shall meet at least once in every quarter even if no live case is available, to review the preparedness and fulfil the requirements of the apex Court's judgement in Vishaka case. The committee shall be responsible for appropriate action in this regard.

Regional Director  
RDSDE, Gujarat

**Copy to:**

1. The Directorate General, DGT, New Delhi.
2. The Deputy Director General, DGT, New Delhi.
3. All members of the Committee
4. NSTI W Vadodara Notice Board