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रक्षा मंत्रालय
मानकीकरण निदेशालय
प्रशासन-II

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE / INTERNAL COMMITTEE (IC) ON SEXUAL HARASSMENT OF WOMEN AT WORKPLACE

1. Reference note of even number dated 13 Mar 2025.
2. Subsequent to posting out of Smt Anita Singh, AD (OL) from Directorate of Standardisation, the Internal Complaints Committee / Internal Committee (IC) of Directorate of Standardisation has been reconstituted with the approval of the Competent Authority, as per following composition :-

Ms Ruchika, AE(QA)	-	Presiding Officer
Smt. Monika, ASO	-	Member
Smt Bhavleen Kaur, ASO	-	Member
Smt Radhika Chawla, PA	-	Member
Representative of NGO	-	Member
Shri Amit Kumar, ASO	-	Member Secretary
3. The IC shall function and undertake its responsibilities as per provisions of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013". The Presiding Officer of the IC shall also function as the Nodal Officer for the SHE-Box as brought out in Secretary, Ministry of Women & Child Development DO No. 13016/2/2027-WW-Part-I dated 26 Nov 2024.
4. Further, The IC shall submit an annual report indicating the status as on 31 March of every year on the complaints received by it and action taken thereon. In case no complaint is received in a year, nil report will be submitted.
5. In case of non-availability of Ms. Ruchika, AE(QA) due to leave or other reasons, Smt Monika, ASO shall function as the officiating Presiding Officer of the IC and the Nodal Officer for the She-Box portal during the period of absence of Ms Ruchika, AE(QA) due to leave or other reasons.

6. The tenure of the Committee shall be for three years or till further orders whichever is earlier.
7. This is issued with the approval of Director, Directorate of Standardisation.



(Himanshu Dwivedi)
Joint Director, Adm-II

Ms Ruchika, AE (QA)
Smt. Monika, ASO
Smt. Bhavleen Kaur, ASO
Smt. Radhika Chawla, PA
Representative of NGO
Shri Amit Kumar, ASO
DoS Notice Board

Copy to :-

All Gp Heads of DoS

- With a request to circulate this note amongst all personnel and women employees in the respective groups including contractual employees
- **CoI(TSG)/ OIC TIC** is requested to circulate this note to all DEOs hired by DoS through GeM contract.

AlloICs
DSCs and DSDs

- For information and necessary action please.