



नौएडा विशेष आर्थिक क्षेत्र
NOIDA SPECIAL ECONOMIC ZONE

भारत सरकार

Government of India

वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग

Ministry of Commerce & Industry, Deptt. of Commerce

नौएडा-दादरी रोड, फेस-II, नौएडा-201305 (उ० प्र०)

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F. No. A-20011/2004-Admn 3671

Dated: 16.04.2015

OFFICE MEMORANDUM

Sub: Constitution of Internal Complaints Committees under Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013-reg.

In pursuance to the guidelines issued by Ministry of Women & Child Development, an Internal complaints Committee has been constituted by Noida Speical Economic Zone, Noida for prevention of sexual harassment of women employees at workplace. The Complaint Committee shall comprise of the following members:-

- | | | |
|--------------------------------|---|-------------|
| 1. Smt. Mala Rangarajan, DDC | - | Chairperson |
| 2. Sh. R. K. Sharma, ADC | - | Member |
| 3. Smt. Santosh Kumari, Asstt. | - | Member |
| 4. Smt. Tresa Joseph, NSDL | - | Member |

The main objectives of the complaint committee shall be as under:-

1. To create appropriate mechanism in the O/o the Development Commissioner, NSEZ for redress of the complaints made by the victim;
2. To create awareness of the rights of the female employees in the office; and
3. To crate appropriate work conditions in respect of work, leisure, health and hygiene to ensure that there is no hostile environment towards women at workplaces.

The Internal Complaints Committee shall meet twice in a year or at the convenience of the Chairperson. The complaint Committee shall submit the annual report to the DOC from time to time.

The Internal Complaints Committee shall be empowered to co-opt members of the NSEZ Associations and EOU SEZ, if need be.

(Subodh Kumar Jha)

Asstt. Development Commissioner

Copy to:

1. DC, NSEZ, Noida.
2. Sh. S. S. Kumar, Under Secretary, (SEZ Section)-w.r. to their letter No. A-16/25/2014-SEZ dt. 19.03.2015 for information and necessary action.
3. DDC(Smt. Mala Rangarajan), NSEZ, Noida.
4. Smt. Santosh Kumari, Asstt., NSEZ, Noida.
5. Sh. R. K. Sharma, ADC, NSEZ, Noida.
6. Smt. Tresa Joseph, NSDL.

Asstt. Development Commissioner

16/4/15