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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई/
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No.SPP/HR/SHC/2021/ 816

Date: 10-06-2021

OFFICE ORDER

Subject: Re-constitution of Internal Complaints Committee (ICC) under sexual harassment of women at Work Place (Prevention, Prohibition & Redressal), Act, 2013 – reg.

In supersession of earlier Office Order dated 21.12.2020 and keeping in line with the guidelines issued by SPMCIIL for Re-constitution of the Internal Complaints Committee (ICC) under sexual harassment of women at Work Place (Prevention, Prohibition & Redressal), Act, 2013 the unit level Committee, has been re-constituted.

2. In accordance with the provisions of Section 4 of the Sexual Harassment of women at work place, the Internal Complaint Committee (ICC) is re-constituted comprising of the following members to deal with the complaints sexual harassment of women at work place, with immediate effect :

S. No	Name of the Officer (S/Shri)	Designation	Position
1.	Sandhya R Purohit	Asst. Manager (HR)	Chairman
2.	P. Padmavathi	NGO representative	Member
3.	Vijaya Sidhan	Sr. Supervisor (HR)	Member
4	V Balaji	AGM(HR) & HOO	Member

3. Any grievance on sexual harassment may be referred to the ICC by writing through a letter or E-mail within three months from the date of incident or if there are series of incidents, three months from the date of last incident.

4. The Committee will receive complaint(s) of sexual harassment in written from women employees and the committee shall ensure time bound

निगमकार्यालय: भारतप्रतिभूतिमुद्रणतथामुद्रा निर्माण निगम लिमिटेड, मिनीरत्नश्रेणी-I, सीपीएसई, (भारतसरकारकेपूर्णस्वामित्वाधीन) 16 वीं जवाहर व्यापार भवन, जनपथ नई दिल्ली-110001.

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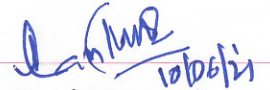
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Department of complaints confidentially and a detailed report is required to be submitted to the CGM / Head of the Department & Disciplinary Authority. The committee should not disclose the proceedings of the enquiry to any employee in any manner.

This is issued with the approval of the competent authority.

Yours faithfully,



(D. Ravi Kumar)
Dy. Manager (HR)

To

All Committee Members.

Copy to:

1. All Notice Boards
2. All Executives / Supervisors.
3. CSO, TS SPF / I.O (IB) / Manager (Vigilance).
4. Time Office / Stores / Dispensary / Canteen & Sanitary Section/
General Secretary, HSPP Employees Union, SPP Hyderabad.
5. CGMs Secretariat, SPPH
6. Jt.GM (HR), SPMCIL, 16th Floor, Jawahar Vyapar Bhavan, Janpath,
New Delhi -1, w.r.t their letter No. CHO(HR)/Admn/359-01/9973
dated 09.12.2020