

File No.: 34/1/2017-Vig.  
Government of India  
Ministry of Law and Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Date: - 16<sup>th</sup> May, 2025

**OFFICE ORDER**

**Subject:** - Constitution of Complaints Committee under section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013-reg.

The Complaints Committee to deal with the complaints of sexual harassment in the Department of Legal Affairs and Legislative Department is reconstituted as follows: -

Name and Designation	Department	Role in ICC
Smt. Sunita Moorti Anand, AS	Department of Legal Affairs	Chairperson
Shri. Mohd. Muqeem, JS & LA	Department of Legal Affairs	Member
Smt. Arti Chopra, Addl. LC	Legislative Department	Member
Smt. Pratibha Ahuja, DS	Department of Legal Affairs	Member
Ms. Bhavna Arora, Advocate	Member from NGO	Member

2. The Complaints Committee shall be deemed to be the inquiry authority appointed by the disciplinary authority for the purpose of CCS (CCA) Rules, 1965. The report of the Complaints Committee should be treated as an inquiry report. It will examine the complaints made against sexual harassment of women employee(s) and, if necessary, conduct an inquiry. On completion of the same, the committee will submit its findings to the Deputy Secretary (Admn. - I), Department of Legal Affairs for further necessary action.

3. Ms. Bhavna Arora, Advocate will be entitled to traveling allowances as per Rule 3 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 for participating in the proceedings/meetings of the Committee.

*V. S. Chauhan* 16/05/25

(V. S. Chauhan)  
Under Secretary

Tele No: 011 - 23383634

To,

1. The Chairperson and all the Members of the Complaints Committee.
2. Ms. Bhavna Arora, C-53, 3<sup>rd</sup> floor, Ganesh Nagar, Pandav Nagar Complex, Delhi-110092.
3. Ms. Anita Sharoha, A-176, Saini Tower, Kotla Mubarak Pur, Opp. Defence Colony, New Delhi.
4. PS to Hon'ble MoSL&J (I/C) /PSO to LS.
5. PSO to AS (AM)
6. All Officers and Sections of the Department of Legal Affairs and Legislative Department.

Copy for information to: -

Secretary, Ministry of Women and Child Development

**Composition of Internal Complaints Committee: -**

<b>S.No.</b>	<b>Name and Designation</b>	<b>Post</b>	<b>Phone No.</b>	<b>Email ID</b>
1.	Smt. Sunita Moorti Anand, AS	Chairperson	011 - 23387543	anand.sunita@nic.in
2.	Shri. Mohd. Muqeem, JS & LA	Member	----	mohd.muqeem@gov.in
4.	Smt. Arti Chopra, Addl. LC	Member	011- 23384065	arti.chopra@nic.in
3.	Smt. Pratibha Ahuja, DS	Member	011-23384777	pratibha.ahuja@nic.in
5.	Ms. Bhavna Arora, Advocate	Member	011-22486622	bhavna.arora.advocate@gmail.com

No. 34/1/2017-Vig  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
Vigilance Unit  
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Shastri Bhawan, New Delhi  
Dated the 17<sup>th</sup> September, 2024

**OFFICE MEMORANDUM**

Subject:- Internal Complaint Committee (ICC) for Branch Secretariat Bangalore – reg.

The undersigned is directed to refer to email dated 4.9.2024 received from Branch Secretariat Bangalore on the subject mentioned above and to say that their request for co-opting the Internal Complaint Committee (ICC) constituted in the Main Secretariat has been acceded to. Accordingly, any complaints regarding sexual harassment of women at workplace pertaining to the Branch Secretariat, Bangalore would be handled by the ICC formed in the Main Secretariat.

2. It is requested to issue necessary orders and circulate it among the employees of Branch Secretariat Bangalore.

*V. S. Chauhan*  
17/09/24

(V.S. Chauhan)  
Under Secretary to the Govt. of India  
Tel. 2338 3634

To,

Shri B. Nanda Kumar,  
Deputy Legal Adviser & In-charge,  
Branch Secretariat Bangalore,  
Department of Legal Affairs  
4th Floor, D & F Wing, Kendriya Sadan  
Koramangala, Bangalore - 560 034.

No. 34/1/2017-Vig  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
Vigilance Unit  
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Shastri Bhawan, New Delhi  
Dated the 17<sup>th</sup> September, 2024

**OFFICE MEMORANDUM**

Subject:- Internal Complaint Committee for Central Agency Section – reg.

The undersigned is directed to refer to OM No. A-60011/3/2023-Admn.CAS- Part-1 dated 6.9.2024 received from Central Agency Section on the subject mentioned above and to say that their request for co-opting the Internal Complaint Committee (ICC) constituted in the Main Secretariat has been acceded to. Accordingly, any complaints regarding sexual harassment of women at workplace pertaining to the Central Agency Section would be handled by the ICC formed in the Main Secretariat.

2. It is requested to issue necessary orders and circulate it among the employees of Central Agency Section.

*V. S. Chauhan* 17/09/24

(V.S. Chauhan)

Under Secretary to the Govt. of India

Tel. 2338 3634

To,

Shri Raj Bahadur,  
Addl. Govt. Advocate & HOO,  
Central Agency Section,  
Department of Legal Affairs,  
2<sup>nd</sup> Floor, ILI Building,  
Bhagwan Das Road, New Delhi.



No.C-13019/8/2024-Admn./Chn.  
भारत सरकार/Government of India  
विधि और न्याय मंत्रालय/Ministry of Law and Justice  
विधि कार्य विभाग/Department of Legal Affairs  
शाखा सचिवालय-चेन्नै/Branch Secretariat - Chennai

3rd Floor, Shastri Bhawan Annex e,  
Chennai 600 006.

Dated: 17<sup>th</sup> May 2024

**OFFICE MEMORANDUM**

Sub: Constitution of Internal Complaints Committee, who will look into complaints of Sexual Harassment at Workplace - according to provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 - reg.

In compliance with the directions given by the Hon'ble Supreme Court's Judgment dated 12.5.23 in AURELIANO FERNANDES Vs THE STATE OF GOA & ORS., the competent authority in the Department of Legal Affairs, Branch Secretariat, Chennai hereby constitutes the following Internal Compliance Committee (ICC) under Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 as under:

- |  |                    |
|--|--------------------|
| i. Smt. R. Jayalakshmi, DLA (Retd.)/Consultant | : Chairperson      |
| ii. Shri Jaspal Singh Dhanju, DLA              | : Member-Secretary |
| iii. Smt. Vijaya Ramanathan, SO                | : Member           |
| iv. Smt. P. Shanthi, PS                        | : Member           |

2. The ICC shall deal with the cases/complaints as per guidelines issued by the Ministry of Personnel, Public Grievances and Pension (Department of Personnel & Training) O.M.No.11013/2/2014-Estt.(A-III) dt.16<sup>th</sup> July 2015 and O.M.No.11013/7/2016-Estt.(A-III) dt.22<sup>nd</sup> December 2016.

3. In the event of expiry of tenure/transfer/retirement of any of the above office bearers, the Internal Complaints Committee (ICC) shall be suitably reconstituted with the approval of the competent authority in this Branch Secretariat, Chennai. The initial tenure of the above ICC is proposed to be one year, which may be extended further or a fresh committee constituted as decided by the competent authority from time to time.

4. The women employees of Department of Legal Affairs, Branch Secretariat, Chennai may bring their problems, grievances and complaints, if any, to the notice of the Committee through the Member Secretary. The contact details and e-mail IDs are given at **Annexure**.

5. The terms of the Committee will be for a period of **one year w.e.f. 17<sup>th</sup> May 2024 or till further orders**, whichever is earlier.

E-Signed

(SUDARSHANA K)

**ADDITIONAL GOVT. ADVOCATE & IN-CHARGE**

To

- ✓ 1. Smt. R. Jayalakshmi, DLA (Retd.)
- 2. Shri Jaspal Singh Dhanju, DLA
- 3. Smt. Vijaya Ramanathan, SO
- 4. Smt. P. Shanthi, PS

Copy to:

- 1. All Officers/Officials of D/o Legal Affairs, Branch Secretariat, Chennai.
- 2. Shri Varun Singh Chauhan, Under Secretary (Vig.), Vigilance Section, Main Secretariat, New Delhi for information

**Annexure**

No.	Name & Designation	Contact No.	E-Mail ID
1.	Smt. R. Jayalakshmi, DLA (Retd.)/Consultant	99401 68350	jayalakshmirajeevan@gmail.com
2.	Shri Jaspal Singh Dhanju, DLA	99155 66134	js.dhanju@gov.in
3.	Smt. Vijaya Ramanathan, SO	97103 91515	viji.ramanathan@gov.in
4.	Smt. P. Shanthi, PS	99406 18430	shanthi.p@gov.in

Signed by K Sudarshan

Date: 16-05-2024 20:29:1

F. No. A-11011/16/24-25-Admn(Mum)

Government of India  
Ministry of Law and Justice  
Department of Legal Affairs  
Branch Secretariat  
Mumbai-20

Aaykar Bhawan, Mumbai,  
Dated: 3<sup>rd</sup> September, 2024

**OFFICE MEMORANDUM**

**Subject: Constitution of Internal Complaints Committee in Branch Secretariat, Mumbai- reg.**

An Internal Complaints Committee of following officers/persons is constituted as required under Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act:

S.No.	Name	Designation	
i.	Smt. Sunita Anand	Additional Secretary, Department of Legal Affairs, Ministry of Law and Justice	Chairperson
ii.	Dr. Vaishali Kolhe	Associate Professor, TISS Mumbai Campus, Centre for Disability Studies and Action, School of Social Work – TISS Mumbai Campus and Associate Dean, Office Of Vice Chancellor	Member
iii.	Shri Anup Kumar	Superintendent (Legal), BS-Mumbai, Department of Legal Affairs, Ministry of Law and Justice	Member
iv.	Smt. Vartika Singh	Assistant Section Officer, BS-Mumbai, Department of Legal Affairs, Ministry of Law and Justice	Member

  
(A.A. Ansari, I.L.S.)

Senior Government Advocate & Incharge

To

- The Chairperson and all the Members of the Committee
- Notice Board
- Office Order File
- Guard File

Copy for information to:

(i) US(Vigilance), Department of Legal Affairs, Ministry of Law and Justice, in pursuance of OM No. 34/1/2017-Vig. dated 3<sup>rd</sup> May, 2024

Contact details of Members of Internal Complaints Committee: -

<b>S.No.</b>	<b>Name and Designation</b>	<b>Post</b>	<b>Phone No.</b>	<b>Email ID</b>
1.	Smt. Sunita Anand, AS	Chairperson	011-23387543	anand.sunita@nic.in
2.	Dr. Vaishali Kolhe, Associate Professor, TISS	Member	9769207086	vaishali@tiss.edu
3.	Shri Anup Kumar, Superintendent (Legal)	Member	022-22033161	kumar.anup@gov.in
4.	Smt. Vartika Singh, ASO	Member	022-22001276	branchsec-mum- dla@gov.in