

F. No. 15011/15/2013-Jus (AU)
Government of India
Ministry of Law & Justice
Department of Justice
(Administration Unit)

Jaisalmer House, 26 Man Singh Road,
New Delhi

Dated: 20/09/2023

OFFICE MEMORANDUM

Sub: Sexual Harassment of women at work place – Constitution of Internal Complaints Committee (ICC) in the Department of Justice.

In compliance of Section 4(1) of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in supersession of O.M. of even number dated 24.11.2020, an Internal Complaints Committee (ICC) has been reconstituted for redressal of complaints by aggrieved women employees of Department of Justice with following:-

Sl. No.	Name of the officer	Office address, telephone number, email	Designation
1.	Ms. Arpita Gupta, Sr. Technical Director: NIC	26 Man Singh Road, Jaisalmer House, New Delhi Tele# 23381279 Email# asrpita@nic.in	Chairperson
2.	Ms. Prem Lata Kaushik, Director (Rtd.)/ Consultant	26 Man Singh Road, Jaisalmer House, New Delhi Tele # 23072136 Email# pl.kaushik@nic.in	Member
3.	Ms. Sunita, a representative from NGO- M/s. Legal Intellects	32/5, Lower Ground Floor, Old Rajinder Nagar, New Delhi Mobile# 9953821105 Email# legalintellects@yahoo.com	Member
4.	Shri Gaurav Kumar Tripathi, Under Secretary (NMJR)	26 Man Singh Road, Jaisalmer House, New Delhi Tele # 23072140 Email# gaurav.tripathi@nic.in	Member
5.	Shri Sanjay Kumar, Under Secretary (Admn.-II)	26 Man Singh Road, Jaisalmer House, New Delhi Tele # 23072138 Email# yadav.sanjay05@nic.in	Member

Sanjay Kumar
20/9/23

2. The Internal Complaints Committee (ICC) shall look into complaints, if any, received from women employees including Project Staff and Contractual Employees working in various capacities in the Department of Justice. The NGO Member in the Committee is entitled for fees and allowance as prescribed by Government of India from time to time. The Committee shall ordinarily hold a quarterly meeting to sensitize women employees about their legal rights.

3. This issues with the approval for Secretary (Justice).

Sanjay Kumar
20/9/2023

(Sanjay Kumar)

Under Secretary to the Government of India

Tel No. 23072138

Email: yadav.sanjay05@nic.in

To

1. Ms. Arpita Gupta, Sr. Technical Director: NIC
2. Ms. Prem Lata Kaushik, Dir. (Rtd.)/ Consultant
3. Ms. Sunita, a representative from NGO- M/s. Legal Intellectuals, 32/5, Lower Ground Floor, Old Rajinder Nagar, New Delhi
4. Shri Gaurav Kumar Tripathi, Under Secretary (NMJR)
5. Shri Sanjay Kumar, Under Secretary (Admn.-II).
6. All Sections/Desks in DoJ.
7. Notice Board.

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NIC, DOJ for uploading on the website of DoJ.