

**SERVICES DEPARTMENT: COORDINATION BRANCH
DELHI SECRETARIAT, 5TH LEVEL, 'A' WING
I.P. ESTATE, NEW DELHI-110002
([HTTP://SERVICES.DELHI.NIC.IN](http://services.delhi.nic.in))**

F.10(36)/2013/Coord./Vol.I/081214320/ 2256-69

Dated: 13-10-23

ORDER


In suppression of this office order dated 06.12.2022, the Competent Authority in pursuance of Section 4 (1) of Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013, is pleased to constitute the 'Internal Complaint Committee' in respect of Services Department, GNCT of Delhi, as under.

S.No	Name & Designation of the officer	Post Held in ICC
1	Ms. Promila Mitra, Dy. Secretary (GAD)	Chairperson/Presiding Officer
2	Sh. Deepak Kumar, Section Officer (S-III)	Member
3	Ms. Meenakshi Gupta, ASO (S-IV)	Member
4	Ms. Nandita Bhatt, PRIA-NGO	Member (NGO)

The Presiding Officer and Members shall hold Post till further orders or for a term of 03 years whichever is earlier. The above Internal Complaint Committee shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:-

- Summoning and enforcing the attendance of any person and examining him on oath;
- Requiring the discovery and production of documents; and
- Any other matter which may be prescribed.

The inquiry under sub-section (1) shall be completed within a period of ninety days.


(AMITABH JOSHI)
DY. SECRETARY

Copy for information & necessary action to:

1. Addl. Secretary to Hon'ble Chief Minister, Delhi Secretariat, New Delhi.
2. Secretary to Hon'ble Minister (Services), Delhi Secretariat, New Delhi.
3. Member Secretary, Delhi Commission for Women, GNCT of Delhi, C-Block, 2nd Floor, Vikas Bhawan, I.P. Estate, New Delhi-110002.
4. SO to Chief Secretary, GNCT of Delhi, Delhi Secretariat, New Delhi.
5. Chairperson/Members of ICCs setup under 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' in respect of all the Departments/Organizations under GNCTD.
6. Director, Department of Women & Child Development, GNCT of Delhi, IIInd Floor, ISBT Building, Kashmere Gate, Delhi-110006
7. PA to Special Secretary-I/II (Services), Services Department, GNCTD
8. Dy. Secretary-I/II/III, Services Department, GNCT of Delhi
9. All Branch Incharges, Services Department, GNCT of Delhi.
10. Ms. Promila Mitra, Dy. Secretary, (GAD), Delhi Secretariat, GNCTD.
11. Deepak Kumar, Section Officer (S-III), Services Department, GNCTD.
12. Ms.Nandita Bhatt, Participatory Research in India (PRIA)-NGO, 42, Tughlakabad Institutional Area, New Delhi-110062
13. Ms. Meenakshi Gupta, ASO, S-IV Branch, GNCT of Delhi.
14. Guard file.


(AMITABH JOSHI)
DY. SECRETARY