

F. No. 4/13/2012-C&P/Estt.
Government of India
Ministry of Textiles

Udyog Bhawan, New Delhi
Date: 28th August, 2023

OFFICE MEMORANDUM

Subject: Request to upload the Constitution of ICC-SHW on the website of Ministry of Textiles-reg.

The undersigned is directed to refer to the subject mentioned above and to request that the details with regard to the Act & rules, role, functions etc. of Internal Complaint Committee of Sexual Harassment of Department/Ministry of Textiles may be uploaded on the website of the Ministry of Textiles in the **About US section.** The details are as given below:

Internal Complaints Committee (ICC) - Sexual Harassment

A. Constitution of ICC-SHW for considering complaints of sexual harassment of women employees of Department/Ministry of Textiles.

The details with regard to the Act & rules, role, functions etc. of ICC are as given below:-

S.No.	Title	Details
1.	Sexual Harassment of Women at Workplace(Prevention, Prohibition and Redressal) Act and Rule 2013	Download
2.	Handbook on Sexual Harassment of Women at Workplace	Download
3.	DoP&T O.M. dated 1st November, 2017 regarding Online Complaint Management system titled "Sexual Harassment electronic box (SHe-box)"	Download
4	Constitution of Internal Complaints Committee (ICC) – Sexual Harassment of Ministry of Textiles	Download

B. Complaint procedure:

Complaint regarding Sexual Harassment against women can be made either in paper form or by sending e-mail to prajakta.v@ias.nic.in. Any aggrieved woman can make written complaint of sexual harassment at workplace to the ICC as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.


C. Online link for SHe-Box -- Online Complaint Management System

<https://www.shebox.nic.in>

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D. Composition of Internal Complaint Committee:-

S.No.	Name and Designation	Post	Phone No.	Email ID
1.	Ms. Prajakta Verma, JS	Chairperson	011- 23063192	Prajakta.v@ias.nic.in
2.	Sh. R.S. Shukla, Director	Member	011- 23061826	ravishankershukla@ord.gov.in
3.	Ms. Indira Priyadarshini Challa, US	Member Secretary	011- 23062256	Indira.p@nic.in
4.	Ms. Samantha Fernandes, YWCA	Member	9811521511	sam.aiesec@gmail.com



(G.K. Rajnish)

Under Secretary to the Govt. of India

To,

NIC
Ministry of Textiles.
Udyog Bhawan