

**Haryana Government**  
**Women & Child Development Department**

ADMINISTRATIVE ORDER

Dated:- 19-8-2017

The Governor of Haryana is pleased to constitute "Internal Complaint Committee" under Sub Section-1 of Section-4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 in Supersession of orders dated 5.11.2011 & 27.03.2014 at State, District and Block Level to receive the complaints.

**A State Level**

The members of the Committee are as under:-

1	Additional Director-II	Presiding Officer
2	Deputy Director-I	Member
3	ADA/Consultant Domestic Violence Act	Member
4	Representative, Bhartiya Gramin Mahila Sangh, Panchkula	Member
5	Programme Officer-III	Convener

The area of operation of the Committee will be the State Headquarters of Women and Child Development Department.

**B District Level**

The members of the Committee are as under:-

1	District Programme Officer	Presiding Officer
2	Protection-cum- Prohibition Officer	Member
3	Women and Child Development Project Officer	Convener
4	Representative District Red Cross Society / District Child Welfare Council	Member

Jurisdiction of the Committee will extend to the areas of the district where it is constituted.

**C Block Level**

The members of the Committee are as under:-

1	Women and Child Development Project Officer	Presiding Officer
2	Two Supervisors from the Block	Convener
3	Representative District Red Cross Society / District Child Welfare Council	Member

Jurisdiction of the Committee will extend to the areas of the block where it is constituted.

- I). Tenure:-** The Presiding Officer and every Member of the Internal Complaints Committee will hold office for such period, not exceeding three year, from the date of their nomination. Thereafter the existing members shall be replaced by nominating new members.



**II) Quorum:-** As per the Act, presence of four members is compulsory for ICCs.

**III) Fees and Allowance for members of Internal Committee:-** The member appointed from amongst non-government organisation will be entitled to an allowance of Rs. 200/- per day for holding the proceedings for the Internal Committee and also the reimbursement of travel cost incurred in travelling by train in three tier air condition or air conditioned bus and auto rickshaw or taxi, or the actual amount spent by him/her on travel, whichever is less.

**IV) Removal of Presiding Officer or any Member of the Internal Committee:-**

- a) Contravenes the provisions of Section 16:or
- b) Has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him or her
- c) Has been found guilty in any disciplinary proceeding or a disciplinary proceeding is pending against him or her
- d) Has so abused his or position as to render his or her continuance in office prejudicial to the public interest.

Such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of Sub-Section (5) of Section-4.

Date  
Place

*[Signature]*  
Special Secretary  
for Additional Chief Secretary to Govt. Haryana  
Women & Child Development Department *[Initials]*

Endt. No.

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Dated:- 19/8/17

A copy of the above is forwarded to the following for information and necessary action:-

1. All concerned Officer/All Branch In-charge at Headquarters, WCD, Haryana, Panchkula.
2. All District Programme Officer ICDS in Haryana.
3. All Women & Child Development Project Officer in Haryana.
4. Secretary, Bhartiya Gramin Mahila Sangh, Panchkula.

*[Signature]*  
Special Secretary  
for Additional Chief Secretary to Govt. Haryana  
Women & Child Development Department *[Initials]*