

**ADMINISTRATIVE ORDER**

Dated :- 27-3-2014

No. 512 WCD/A1/SW(1) 2014 the Governor of Haryana is pleased to constitute the "Internal Complaints Committee" at State (in suppression of 10-SW (1) dated 5<sup>th</sup> January, 2011), District and Block Level to receive the complaints under Section-4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

**A. State Level**

The members of the Committee are as under:-

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

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

**B. District Levels**

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                                 | Member            |
| 4. | Women Representative from any prominent NGO Committed to the cause of women | 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  | Member            |
| 3. | Any NGO working for the cause of woman or a person familiar with the issues relating to sexual harassment | 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) **Fees or Allowances for member 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 of 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.

III) **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.

Chandigarh  
Dated : 19.3.14

Sd/-  
Shashi Gulati, IAS  
Principal Secretary to Govt, Haryana  
Women & Child Development Department

Endt. No. 512 WCD/A1/ 2014 Dated :- 27-3-2014

A Copy of above is forwarded to the following for information and nursery 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.

Additional Secretary, WCD  
For Principal Secretary to Govt. Women & Child Development  
Department Haryana, Panchkula.