

(0471 - 2418391  
trivndrum@dgt.gov.in

e-mail: [nstiw-](mailto:nstiw-)

URL:

<https://nstiwtrivandrum.dgt.gov.in>

भारत सरकार

Government of India

कौशल विकास एवं उद्यमशीलता मंत्रालय / प्रशिक्षण महानिदेशालय

Ministry of Skill Development & Entrepreneurship / Directorate General of Training

राष्ट्रीय कौशल प्रशिक्षण संस्थान (महिला)

**NATIONAL SKILL TRAINING INSTITUTE (WOMEN)**

कषकूट्टम, त्रिवनन्तपुरम-६९५ ५८२  
Kazhakuttom, Trivandrum - 695582

No.NSTI(W)/A.60011/01/2019/Estt./

Date: 13.02.2024

### OFFICEMEMORANDUM

**Subject:** Re-constitution of Internal Complaints Committee against Sexual Harassment of Women at Workplace -regarding.

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In compliance with guidelines on sexual Harassment cases of working women issued in light of judgment of Hon'ble Supreme Court in the Writ Petition No. 666-70 of 1992 (Vishaka & others Vs. State of Rajasthan), the sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013 was enacted wherein it was made mandatory for every employer to provide a mechanism to redress grievances pertaining to workplace sexual harassment and enforce the right to gender equality of working women. Accordingly, it has been decided with the approval of the Competent Authority to re-constitute Internal Complaints Committee (ICC) for NSTIW, Trivandrum to deal with the complaints of sexual harassment of women at work place with following composition.

Sl. No.	Name of Members	Position
1	Ms. D Brahmeswari, Training Officer	Chairperson
2	Mr. M Saravana, ADT	Member
3	Ms. Prativa Menon, OISCA (Social worker)	Member (External member)
4	Ms. Adv. Ponni J	Member (External member)
5	Ms. Jayasree S S, Training Officer	Member

1. The Committee will consider complaints from women employees of this Office only relating to sexual harassment. The word "Sexual Harassment" will include such unwelcome sexually determined behaviour, whether directly or otherwise such as;

- I. Physical contact and advances;
- II. Demand or request for sexual favours;
- III. Sexually coloured remarks;
- IV. Showing any pornography; or
- V. Any other unwelcome physical, verbal or non-verbal conduct of sexual

nature.

2. The committee will provide, where necessary, a special counsellor or other support service including maintenance of confidentiality of the complaints and ensure time bound treatment and redressal of complaints made by women employees.
3. The guidelines of Supreme Court in this regard as issued vide DoPT's O.M. dated 13.02.1998 are enclosed for the use of Members of the Committee.
4. As per the guidelines, the Committee shall meet at least once in every quarter even if no live case is available, to review the preparedness and fulfill the requirements of the apex Court's judgment in Vishaka case. The committee shall be responsible for appropriate action in this regard.

*PG*  
P G Rajendran  
HoO

Encl.: Supreme Court guidelines as issued by DoPT vide OM dated 13.02.1998

Copy to:

1. All Members of the Committee
2. All staff members including staff on contract
3. The Regional Director, RDSDE, Kerala
4. Sh. Sanjay Kumar, AD, Coordination Section, PUSA Campus, DGT HQ, New Delhi
5. Website