



दादरा नगर हवेली ऊर्जा वितरण निगम लिमिटेड
(सरकार का उपक्रम)
DNH POWER DISTRIBUTION CORPORATION LTD.

(A GOVERNMENT UNDERTAKING)
CIN : U40100DN2012GOI000405

No. DNHPDCL/102/2014/2303

Dt. /06/2016
17

ORDER

Subject: Constitution of Internal Complaints Committee

1. In pursuance of Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in supersession of earlier order issued vide no. DNHPDCL/102/2014/5115 dt. 23.12.2015 in this regard, an Internal Complaints Committee (ICC) is re-constituted with the following composition.

Sr No	Name	Designation	Status
1	Smt. Sandhya Dilip	Assistant Engineer (Billing)	Chairperson
2	Smt. Vaishali R. Verma	Junior Engineer (Lab & Vig)	Member
3	Shri. Vitthal Chavan	Company Secretary	Member
4	Miss. Unnati Parmar	Deputy Manager (HR & Admin.)	Member
5	Any one member of the Complaints Committee constituted by the UT Administration of D. & N. H.		External Member

2. The Committee shall ensure time bound disposal of complaints in accordance with the procedure provided under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and should involve one member from amongst non-governmental organizations



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or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment as prescribed under Rule 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013.

3. The Committee shall make an annual report to the Managing Director containing details as prescribed under Rule 14 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

4. Any women employee may file a complaint with regard to the "Sexual Harassment" with any member of the Committee and the Committee shall take immediate action with regard to verification of such complaint and report their findings and recommendations to the Managing Director within 30 days of the receipt of the Complaint.

5. All employees shall provide necessary assistance to the Committee in discharge of its functions. Failure to do so shall make them liable for disciplinary action.

6. The liability of all employees and members of the Committee shall be subject to the provisions contained in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

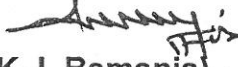
7. The tenure of all Committee members shall be 3 years.



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8. This is issued with the approval of the Chairman vide diary no. ADMR/86063 dated 13.06.2016.


(K.J. Bamania)

General Manager (Fin & HR)

To,

1. Members of the Committee

- i) Smt. Sandhya Dilip, Dy. Engineer (Billing)
- ii) Smt. Vaishali R Verma, Junior Engineer
- iii) Shri. Vitthal Chavan, Company Secretary
- iv) Miss Unnati Parmar, Dy. Manager (Adm & HR)
- v) Chairperson/ Member of the Complaints Committee constituted by the UT Administration of D. & N. H.

2. Heads of all Sections with direction to bring this order to the notice of all women employees working in their section.

Copy to:-

1. The Managing Director, DNHPDCL for kind information
2. The Superintending Engineer (Ele), for information
3. Exe. Engineer (Lab & Vigilance) for information