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04<sup>th</sup> Floor, Kaushal Bhawan,  
Near (The Leela Palace Hotel), Africa Avenue,  
Chanakyapuri, New Delhi-110023

Dated: 21<sup>st</sup> July, 2023

**OFFICE MEMORANDUM**

**Subject: Constitution of Internal Committee (IC) in respect of the employees of NCVET under Section 4 of the Sexual Harassment of Women at Workplace (prevention, Prohibition and Redressal) Act, 2013**

Under the provisions of Section 4 of the Sexual Harassment of Women at Workplace (prevention, Prohibition and Redressal) Act, 2013, Competent Authority, NCVET has constituted the Internal Committee (IC) in NCVET with the following composition:-

- i) Dr. Neena Pahuja , EM, NCVET, -Presiding officer
- ii) Dr. Manasi Mishra, HoD, Research Division, Centre for Social Research Member
- iii) Ms. Sarika Dixit , Consultant Grade-II, NCVET
- iv) Dr. Suhas Deshmukh, Director, NCVET-Member Convener

2. The terms of reference of the Committee shall be as under:

- i) The internal Committee (IC) shall look into complaints of Sexual Harassment at work in National Council for Vocational Education & Training (NCVET) and devise effective measures to ensure a better environment for women at workplace. It would also welcome complaints, grievances or suggestions, if any, in this regard to ensure a congenial atmosphere to the working of men and women.
- ii) The Presiding Officer and every member of the IC, NCVET shall hold office for a period of three years or till further orders, whichever is earlier.
- iii) The Committee shall be effective and functional at all times. It will meet once a quarter even if there is no live cases.
- iv) The Committee shall in each calendar year prepare a report for inclusion in the Annual Report of the NCVET.
- v) The Committee shall furnish an annual return (as on 31st march) in the prescribed proforma to DoPT by 30th April every year.

This issued with the approval of the Competent Authority.



(Suhas Deshmukh)  
Director & Nodal Officer  
Gender Sensitization, NCVET  
Email: sd.director.ncvet@gmail.com

To

The Presiding Officer and Members of the ICC, NCVET

Copy for information to-

- (i) PS to The Chairperson , NCVET
- (ii) All Officers/Consultants and staff member of NCVET
- (iii) Sh. K.K. Balakrishnan, Admin. Secretary, Central for Social Research
- (iv) Notice Board, NCVET