

09 Oct 2015

**MINISTRY OF DEFENCE**  
**DGQA (COORD)**

**CONSTITUTION OF COMPLAINT COMMITTEE UNDER THE SEXUAL**  
**HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION,**  
**PROHIBITION AND REDRESSAL ACT, 2013)**

1. An Internal Complaint Committee as indicated below is hereby constituted under the provision of Sexual Harassment of women at workplace (Prevention, Prohibition & Redressal) Act 2013 for investigating complaints of Sexual Harassment of Women at Workplace in DGQA:-

Smt S Radha, Addl Director  
DIQA, Bangalore

Presiding Officer

Col Balveer Singh Rathore  
CQA(Amn), Pune

Member

Smt Gayathri Devi, NFSG  
CQA(R), Bangalore

Member

Smt D Padmavathy, PScO  
CQA(AVL), Avadi

Member

Shri RK Boruah, SSO-I  
CQA(T&C), Kanpur

Member

2. The Presiding Officer of the Committee is authorized to co-opt a local NGO (Non-Govt. Organization), as member of the Committee. The Presiding Officer and any two members will be quorum for the Committee, provided that half of the Committee shall be Women.

3. The terms of reference of the Committee will be as under :-

(a) The Committee is constituted for a period of three years from 26 Oct 2015, after completion of tenure of existing Committee formed under DoP&T guidelines issued vide their OM No. 11013/3/2009-Estt(A) dated 21 Jul 2009. The Presiding Officer and members of the Committee will continue to be members of the Committee even after transfer from one DGQA Estt to another.

(b) Any vacancy in the Committee occurring during the period due to retirement, resignation, posting out of DGQA etc of a member of the Committee will be filled by nominating another member in that place by the DGQA.

(c) The Headquarter of this Committee will be office of the Presiding Officer, presently DIQA, Bangalore. The Committee will be free to meet at any DGQA Estt in any place in India.

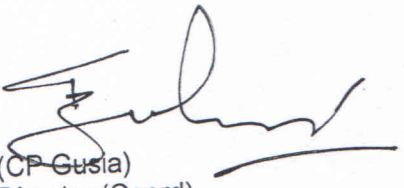
(d) In case the Committee is meeting in a place other than DIQA, Bangalore all facilities for the meeting of the Committee will be provided by the local Head of Estt. The local HOE will provide necessary secretarial assistance to the Committee.

(e) The Committee will enquire into all types of complaints relating to Sexual Harassment of Women at Work Place as indicated in the Act, submitted by women employees of DGQA cadre including DQA(N)/DQA(WP) but excluding AFHQ cadre.

(f) A women employee can submit her complaint regarding Sexual Harassment at Workplace to the Presiding Officer of the Committee directly. In case the complaint is submitted to the Estt, the HOE will transfer the complaint to the Presiding Officer for further necessary action. The guidelines given in DoP&T OM No. 11013/2/2014/Estt(A.III) dt 27 Nov 2014 and DoP&T OM No. 11013/2/2014/Estt(A.III) dt 16 Jul 2015 and any other order of the Govt will be followed by the employees of DGQA will be investigated by the Committee and the Report submitted to the competent disciplinary authority for taking further necessary action with a copy to Addl DGQA(Adm) and Vigilance Officer (VO) at HQ DGQA.

(g) In case the complaint is against a person subject to Army Act, Air Force Act or Navy Act the Committee will only conduct a preliminary investigation. The Preliminary Investigation Report of the Committee alongwith the complaint will be forwarded to Dy DGQA (O) DGQA HQ in case of officers and HOEs in respect of JCOs and OR for taking suitable action.

4. The Committee will submit a six monthly Report to the DGQA.
5. Even if there is no complaints it will be desirable for the Committee to meet once in a quarter to review the institutional arrangement for preventing Sexual Harassment of Women at Workplace.
6. This issues with the approval of the DGQA.

  
(CP Gusia)  
Director (Coord)  
DGQA

The Presiding Officer & All members of the Committee

All Tech Dte - All Tech Directors are requested to disseminate this letter to all Estts under their administrative command and control.

Director/DIQA

ADGQA (PP&T)

DDG (O)

DDG (Adm)

Director (Vigilance)

SDCC

- for uploading on the website of DGQA