

A/87303/WC/DGQA(Coord)

12 Oct 2018

**THE IMPLEMENTATION OF THE SEXUAL HARASSMENT OF WOMEN  
AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL)  
ACT, 2013-REG**

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

Smt SS Kakade, PScO(NFSG) CQA(ME), Pune	Chairperson
Smt Gayatri Devi, JAG (NFSG) CQA(S), Secunderabad	Member
Lt Col Dinesh Raja CQA(Amn), Pune	Member
Smt D Padmavathy, PScO CQA(AVL), Avadi	Member
Shri RK Baruah, 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 the date of 26 Oct 2018, after completion of tenure of the present committee. The Chairperson 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 CQA(ME), Pune. 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 CQA(ME), Pune 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 Adtl 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 Brig (QA/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.



(Ashish Sethi)  
Dy Dir (Coord & Proc)  
For 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.

The Controller, CQA(ME), Pune

Brig (QA/O), Dir (Adm), Dir(Vig)

✓ SDCC : for uploading on the website of DGQA.