



GOVERNMENT OF INDIA
MINISTRY OF COMMERCE AND INDUSTRY
OFFICE OF THE JOINT DIRECTOR GENERAL OF FOREIGN TRADE,
'C' BLOCK, PMT COMMERCIAL COMPLEX, SHANKARSETH ROAD,
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File No: 02/AM 12-13/PS/Pune

Date: 17/06/2016

OFFICE ORDER

Sub: Reconstitution of Internal Complaints Committee for dealing with Complaints of Sexual harassment at work place for Office of the Joint Director General of Foreign Trade, 'C' Block, PMT Commercial Complex, Shankarseth Road, Swargate, Pune.

In pursuance to the guidelines laid down by the Hon'ble Supreme Court, for prevention of harassment of women in work places, vide its Judgement in the case of Vishakha & Others Vs State of Rajasthan & Others (AIR 1997 SC 3011) and the 'Code of Conduct' prepared by National Commission for women, an internal complaints Committee is being constituted in the Office of the Joint Director General Foreign Trade, 'C' Block, PMT Commercial Complex, Shankarseth Road, Swargate, Pune. The basic aim of the Complaints Committee is to look into the complaints of sexual harassment of women at the work place. The Committee has since been constituted from time to time.

2. It has been decided to "**Reconstitute**" the said Internal Complaints Committee for the Joint Director General Foreign Trade, 'C' Block, PMT Commercial Complex, Shankarseth Road, Swargate, Pune. Accordingly, the following Officers are nominated as Chairperson/Members of the Internal Complaints Committee:

Sl.No.	Name of the Officer & Designation	Place of Posting	Post for which recommended
1	Smt Pushpa Gangawane, Section Head	O/o Jt.DGFT, Pune	Chairperson
2	Smt Rajani R. Iyer, Steno-Grade.II	O/o Jt.DGFT, Pune	Member
3	Smt Annie Rajan, UDC	O/o Jt.DGFT, Pune	Member
4	Smt Manda R. Shete, UDC	O/o Jt.DGFT, Pune	Member
5	Smt Lakshmi Sherkhane	NGO	Member

3. The Internal Complaints Committee shall meet at regular intervals to discuss various issues concerning women and steps required to be taken for Redressal of grievances, if any. The Committee shall also initiate necessary measures to ensure appropriate working conditions, to promote health and hygiene among women so that women employees do not remain in disadvantageous position. The Committee shall also organize special programmes/seminars for the betterment of the women employees.

4. The Internal Complaints Committee shall prepare an Annual Report giving full account of the activities carried out by it during the year and forward copy of the same to the Joint Director General of Foreign Trade, Pune, for information and necessary action, if any.

5. The Foreign Trade Development Officer – HRD, Pune, will coordinate the working and proceedings of the Committee.


(S. Sasikumar)

Joint Director General of Foreign Trade

Copy to:-

1. All the Members of the Committee
2. All Officers and Staff of the Office of the Joint Director General of Foreign Trade, Pune
3. Smt Karma Pandey, NIC Officer, for putting up the copy of the Order on the website of Office of the Joint Director General of Foreign Trade, Pune
4. Notice Board.