



MUNICIPAL CORPORATION OF DELHI
CENTRAL ESTABLISHMENT DEPARTMENT
22nd FLOOR, E-1 BLOCK, DR. SHYAMA PRASAD MUKHERJEE CIVIC CENTRE
JAWAHARLAL NEHRU MARG, NEW DELHI-110 002

No. Dir.(P.)/CED/MCD/2022/690

Dated: 12-07-2022

OFFICE ORDER

In pursuance to the directions contained in the judgment of Hon'ble Supreme court of India in Vishakha & Others Vs. State of Rajasthan & others (AIR 1977/SC 3011) regarding 'sexual harassment on women at work place' and also in consonance with the guidelines issued by the National Commission for women vide its "Code of Conduct for work place", Sexual Harassment Committees were constituted in erstwhile Corporations.

2. Consequent upon unification of Corporations, a fresh Sexual Harassment Committee of Municipal Corporation of Delhi is constituted as under :-

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| 1. Smt. Neelam Arora, Chief Architect-I | : | Chairperson |
| 2. Dr. Alka Gupta, Dy. DHA | : | Member |
| 3. Sh. Surender Kumar, Law Officer | : | Member |
| 4. Smt. Seema Sharma, Dy. Director (Edu.) | : | Member |
| 5. One female member from an NGO | : | Member |

3. As and when cases are referred to the Complaint Committee, a female NGO member is drawn from the panel available with the Chairperson.

4. The procedure for disposal of the complaint regarding sexual harassment on women working in Municipal Corporation of Delhi is reiterated as under:

- (i) Any person aggrieved (i.e., employee working with the Corporation at present) shall prefer a complaint before the Sexual Harassment Committee at the earliest point of time and in any case within 15 days from the date of occurrence of the alleged incident.
- (ii) The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravener and complaint shall be addressed to the Sexual Harassment Committee.
- (iii) If the complainant feels that she cannot disclose her identity for any particular reason, the complainant shall address the complaint to the Head of the Organization (Commissioner, Municipal Corporation of Delhi) and handover the same in person or in sealed cover. Upon receipt of such complaints, the Head of the Organization shall retain the original complaint

with himself and send to the Sexual Harassment Committee a gist of the complaint containing all material and relevant details other than the name of the complainant and such other details which might disclose the identity of the complainant.

- (iv) The Sexual Harassment Committee shall take immediate necessary action to cause an enquiry to be made discreetly or hold an enquiry, if any.
 - (v) The Committee shall, after examination of the complaint, submit its recommendations to the Head of the Organization recommending the appropriate action including penalty, if any, to be imposed.
5. Further, All Deputy Commissioners of Zones are directed to constitute the Zonal/Sub Committee on the above matter, as per criteria given below:-
- a. There shall be not less than four members including Presiding Officer in the Zonal /Sub Committee.
 - b. The Presiding Officer of Committee shall be a woman employee at senior level in zonal level.
 - c. Not less than two members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
 - d. One member from amongst Non-Government Organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.
 - e. At least one-half of the total Members so nominated shall be women.
6. Chairperson of the Committee constituted at HQ level will follow up with Zones for constitution of the Zonal/Sub Committee.
7. This issues with the prior approval of the Commissioner, MCD.

DIRECTOR (PERSONNEL)
MUNICIPAL CORPORATION OF DELHI

To,
Chairperson & all Members of the Committee.

Distributions:

1. All. Addl. Commissioners, MCD.
2. All. Dy. Commissioners/HODs MCD through e-mail.
3. PS to Special Officer, MCD for kind information of Special Officer.
4. P.S. to Commissioner for kind information of Commissioner, MCD.
5. AO (IT) with the request to get it uploaded on MCD's website.
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