

**SOUTH DELHI MUNICIPAL CORPORATION
CENTRAL ESTABLISHMENT DEPARTMENT
22ND FLOOR, DR. SHYAMA PRASAD MUKHERJEE CIVIC CENTRE
J.L. NEHRU MARG, NEW DELHI-110002.**

NO.DA-VII/AO/CED/SDMC/2021/1421

Date: 29/10/21

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", a Sexual Harassment Committee was constituted vide Office Order No. AO(CED)/SDMC/2013/659 dated 30.05.2013 modified vide Office Order No. F.13(47)/CED/SDMC/HC-IV/2013/2347 dated 10.12.2013.

In supersession of the above said office orders, a fresh Sexual Harassment Committee of South Delhi Municipal Corporation is constituted as under:

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| 1. Smt. Radha Malhotra, Chief Architect | : | Chairperson |
| 2. Dr. Alka Gupta, Addl. DHA | : | Member |
| 3. Dr. Kushum Lata, Addl. Director (AYUSH) | : | Member |
| 4. Sh. Surender Kumar, Law Officer | : | Member |
| 5. Dr. N.R. Tuli, D.H.O. | : | Member |
| 6. Smt. Pushpa, Asstt. Director (Education) | : | Member |
| 7. One female member from an NGO | : | Member |

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

The procedure as contained in Office Order dated 30.05.2013 is reiterated for disposal of the complaints regarding sexual harassment on women working in South Delhi Municipal Corporation:

- (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 complainant 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, South Delhi Municipal Corporation) 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

compliant 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.

This issues with the prior approval of the Commissioner, SDMC


DIRECTOR (PERSONNEL)
South Delhi Municipal Corporation

To,

Chairperson & all Members of the Committee.

Distributions:

1. P.S. to Commissioner for kind information of Commissioner, SDMC
2. All Addl. Commissioners, SDMC
- ✓ 3. All Dy. Commissioners/HODs, SDMC through e-mail
4. Director (IT) to upload on SDMC Website
5. Guard file/Office Copy