

## **Minutes of the first meeting of the Internal Complaints Committee (ICC) on Sexual Harassment of women at workplace in DST**

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committee on "Internal Complaint Committee (ICC)" has been duly constituted by Department vide OM No. A-60011/13/2017- Admn. I(A) dated 12<sup>th</sup> July, 2017. The first meeting of ICC DST to review the cases of sexual harassment at DST was held on 31.01.2018 at 1500 hrs in Room No.22, C Block, S&T Block, Technology Bhawan, New Delhi.

2. Following members of ICC attended the meeting:

(i)	Dr. Nisha Mendiratta, Scientist 'G'	Chairperson
(ii)	Dr. Anita Gupta, Scientist 'G'	Member
(iii)	Shri P.K. Srivastava, Deputy Secretary	Member
(iv)	Shri H.K. Bhatt, Under Secretary	Member Secretary

Ms. Ranjana Kumari, Director, Centre for Social Research, could not attend the meeting.

3. At the outset, Chairperson welcomed all the members of the Committee. She informed that as per the guidelines issued by Ministry of Women and Child Development, all the organizations having more than 10 personnel/officials must constitute an ICC and in this context, this committee has been set in place by DST. She described the role of ICC and said everyone has a responsibility to contribute to the cause. Further, she mentioned that it was the first meeting of the reconstituted ICC in DST and welcomed suggestions from all members to make it effective.

4. The Committee noted that no complaint of sexual harassment has been received from any woman employee of this Department. It was emphasised that in order to create awareness and continuous sensitization among the employees, it is essential to place banners/posters/notices defining sexual harassment at prominent places in the DST campus.

5. The committee had discussions at length and the following suggestions were made:

- (i) The Handbook on Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013 issued by Ministry of Women and Child Development and the composition of the Internal Complaints Committee of DST must be uploaded on DST's website.
- (ii) The latest order of DoP&T dated 01<sup>st</sup> November 2017 (copy enclosed) must be uploaded in DST's website about launching of an online management system titled "Sexual Harassment Electronic-Box (SHe-Box)" for registering complaints by female employees of the Department and also to prevent instances of harassment of women employees in future.

- (iii) To operate SHe- Box, the user ID/ Password may be obtained from the Ministry of Women and Child Development. It is needed to access the SHe – Box portal on monthly basis
- (iv) A complaint Drop box must be placed in the office premises.
- (v) The contractual project staff appointed in the Department must also be sensitised about the existing act on Prevention, Prohibition and Redressal of Sexual harassment of women at workplace. They must also be sensitised towards maintaining discipline in the office campus. It is desired that Dos and Don'ts of CCS(Conduct) Rules, 1964 also to be displayed in the premises of the department.

6. As per para (5) of DoP&T O.M. No. 11013/7/2016-Estt.A. III dated 1<sup>st</sup> November, 2017. The Ministries/ Departments are also requested to advise the PSEs/Autonomous Bodies under their administrative control to bring the content of SHe-Box to all officers and staff. Committee observed about non-formation of ICC in the Autonomous Institutes under DST. It was recommended to expedite formation of ICC in AIs and request may be made to the AI Division of the Department.

7. The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet every quarter on a regular basis or earlier, if need arise. Next meeting of the Committee will be held in the month of April, 2018.

Meeting ended with vote of thanks to the Chair.

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