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भारत सरकार/Government of India

कौशल विकास और उद्यमिता मंत्रालय/Ministry of Skill Development & Entrepreneurship  
प्रशिक्षण महानिदेशालय/Directorate General of Training  
राष्ट्रीय कौशल प्रशिक्षण संस्थान/National Skill Training Institute,  
गिल मार्ग, लुधियाना/Gill Road, Ludhiana-141003.

सन्दर्भ: जेड-11025/9/2022-O/o NSTI Ludhiana/E-47929/776

दिनांक/Date: -

14 DEC 2023

### कार्यालय आदेश

In pursuance of DGT OM No. LC-11011/10/2023-O/o US (ESTT) dated 28/11/2023, it has been decided with the approval of the Competent Authority to re-constitute Internal Complaints Committee (ICC) in NSTI Ludhiana/RDSDE Punjab to deal with the complaints of sexual harassment of women at work place with following composition:-

S.No.	Name of Members	Position	Email ID	Contact
1.	Smt.Swati Sethi, Regional Director, RDSDE Punjab.	Chairperson	s.sethi@nic.in	9810658295
2.	Shri Subhash Chandra, Joint Director, NSTI Ludhiana	Member	ddati.hlw-msde@gov.in>;	9412084349
3.	Ms.Reeta Prajapati, Training Officer, NSTI(W) Mohali	Member	reetaprajapati.dgt@dgt.gov.in	7615829113

2. The Committee will consider the complaints from women employees/trainees of the NSTI Ludhiana/RDSDE Punjab only relating to sexual harassment. The word "Sexual Harassment" will include such unwelcome sexually determined behavior, whether directly or otherwise such as;

- I. Physical contact and advance;
- II. Demand or request for sexual favours;
- III. Sexually coloured remarks;
- IV. Showing any pornography; or

- V. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
3. The committee will provide, where necessary, a special counselor or other support service including maintenance of confidentiality of the complaints and ensure time bound treatment and Redressal of complaints made by women employees.
4. The guidelines of Supreme Court in this regard as issued vide DoPT's O.M. dated 13.02.1998 are enclosed for the use of Members of the Committee.
5. As per the guidelines, the Committee shall meet at least once in every quarter even if no live case is available, to review the preparedness and fulfill the requirements of the apex Court's judgment in Vishaka case. The committee shall be responsible for appropriate action in this regard.

(सुभाष चंद्र)  
संयुक्त निदेशक/कार्यालय प्रमुख

**वितरण :-**

1. श्री ईश्वर सिंह, उप महानिदेशक, प्रशिक्षण महानिदेशालय, नई दिल्ली को सूचना हेतु।
2. श्रीमती स्वाति सेठी, क्षेत्रीय निदेशक, आर.डी.एस.डी.ई. पंजाब।
3. डॉ. प्रमेन्द्र तिलंधे, उप निदेशक, आर डी एस डी ई, पंजाब।
4. प्रधानाचार्य, राष्ट्रीय कौशल प्रशिक्षण संस्थान (महिलायें), मोहाली।
5. समस्त सम्बन्धित को सूचना एवं. आवश्यक कार्यवाही हेतु।
6. सूचना पट्ट: कार्यालय/कार्यशाला/छात्रावास।
7. श्री करनैल सिंह, प्रशिक्षण अधिकारी। कृपया इसे एन.एस.टी.आई./आर.डी.एस.डी.ई वेबसाइट पर अपलोड करें।