



# केन्द्रीय विद्यालय संगठन Kendriya Vidyalaya Sangathan

जबलपुर सम्भाग : जी०सी०एफ० इस्टेट, साईंस कॉलेज के पीछे, जबलपुर - 482 011 (म०प्र०)

Jabalpur Region :: GCF Estate, Behind Science College, Jabalpur - 482 011(MP)

(URL: www.kvsrojabalpur.org :: e-Mail: acjabalpur@gmail.com)

No. F.22055/2020/KVS/RO/JBP/ 34

Dt. 07-07-2023

E-MAIL/ SPEED POST

## ORDER

As per KVS (HQ), New Delhi Order No. F.11-55/2000-KVS(Vig)/Pt.1/1122-25 Dt. 05.03.2019, in supersession to previous orders, the approval of the Commissioner, Kendriya Vidyalaya Sangathan is hereby conveyed to re-constitute the "Internal Complaints Committee" at Regional Office level for Jabalpur Region to deal with the complaints regarding Sexual Harassment of women at workplace, in terms of provisions of Section 4(2) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 enforced on 09<sup>th</sup> December, 2013. Accordingly, the following members are nominated for constituting the "Internal Complaint Committee" at KVS, RO, Jabalpur level to deal with the complaints of sexual harassment in respect of women employees at KVS, RO, Jabalpur upto the level of SO (excluding FO) and against Principals, Vice Principals and HMs of the Jabalpur Region.

S. No.	Nomenclature	Name of the Nominated Member
1	Presiding Officer	Dr.Saroj Dabas, Assistant Commissioner
2	NGO Member	Ms.Priyanka Shrivastava, Social Activist, Jabalpur.
3	Member	Mrs. B.Ekka, Principal, Kendriya Vidyalaya, COD, Jabalpur
4	Member	Mr. Phani Bhushan Pandey, Principal, KV 1 STC, Jabalpur

The Presiding Officer and the Members of the above committee will hold office for a period not exceeding three years from the date of issue of this order. The Presiding Officer of the Committee will ensure the following:-

- Co-ordinate with the NGO member, other member and respective Principals/Vidyalayas to fix date and time for conduct of enquiry.
- Co-ordinate with the NGO member and plan and facilitate the tour programme.
- The inquiry will be conducted in terms of guidelines contained in the judgement Dt. 13.08.1997 of the Hon'ble Supreme Court in Vishaka and Others Versus State of Rajasthan & Others and order dated 26.04.2004 passed by the Hon'ble Supreme Court in the case of Medha Kotwal Lele and others Vs Union of India & Others.
- It is mandatory to have one NGO member while investigating the cases of Sexual harassment of women employees.
- The inquiry into the the complaints of sexual harassment at workplace is to be conducted strictly as per the procedure and timeline prescribed in the Act and the guidelines issued from time to time by the Govt. of India. Submission of inquiry Report with specific findings and supporting documents alongwith her comments/ recommendation within a period of one month from the date of such receipt of a complaint.
- The complains with regard to women at workplace will now be referred to the above committee and the committee will submit its report within 10 days from date of receipt of the complaint (if any). This order suppresses the previous order issued by this office vide F/22055/2020/KVS/RO/JBP/31539-31584 dated 08.03.2022. The above committee including the Presiding Officer will remain in force w.e.f 07.07.2023 for a period of 03 years . If any changes happen due to administrative exigencies then accordingly the changes will be incorporated and will be communicated.

This issues in accordance with the direction of KVS (HQ) vide letter Dt. 05.03.2019.

(SOMIT SHRIVASTAVA)  
DEPUTY COMMISSIONER

### Distribution:-

- Dr.Saroj Dabas, Assistant Commissioner, KVS, RO, JBP
- Ms.Priyanka Shrivastava, Social Activist, 1857/1, Infront of Coal Mines Office, Shakti Nagar, Jabalpur.
- Smt.B.Ekka, Principal, Kendriya Vidyalaya, COD Jabalpur.
- Shri. Phani Bhushan Pandey, Principal, KV 1STC, Jabalpur
- All the Principals, Kendriya Vidyalayas, Under Jabalpur Region for information and circulation among the staff.
- All the Asstt. Commissioners/ AO/ FO and Staff at KVS, RO, Jabalpur for information.
- Asstt. Commissioner (Vig), KVS (HQ), New Delhi for information.

# KENDRIYA VIDYALAYA HATTA, DAMOH

## Internal Complaints Committee relating to Sexual Harassment of Working Women (2023-24)

S. No.	Nomenclature	Name of the Member
1	PRESIDING OFFICER	MRS. SAROJ DABAS AC, KVS RO, JABALPUR
2	NGO MEMBER	MS. PRIYANKA SHRIVASTAVA
3	MEMBER	MRS. MAMTA SHUKLA, TGT
4	MEMBER	MR. LAKHAN LAL PATEL, PGT
5	MEMBER	MRS. VANDANA SIGOTIYA, PRT



**RITESH PATEL**  
**PRINCIPAL**

### Procedure for filing complaint and conducting enquiry



