



भारत सरकार
 प्रशिक्षण महानिदेशालय
 कौशल विकास एवं उद्यमशीलता मंत्रालय
 राष्ट्रीय कौशल प्रशिक्षण संस्थान
 राजकीय पॉलिटेक्निक परिसर, आदित्यपुर
 जमशेदपुर, झारखण्ड – 832109
 दूरभाष : 0657-2383470 / 2383461

Government of India
Directorate General of Training
Ministry of Skill Development & Entrepreneurship
National Skill Training Institute
Govt. Polytechnic Campus, Adityapur
Jamshedpur, Jharkhand – 832109
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No. D-33014/1/NSTI-JSR/2022/2674

Dated: 13.12.2022

OFFICE MEMORANDUM

In supersession of this Institute's earlier Office Memorandum No. NSTIJ/A-60011/1/2018-Estt./1113 to 1116 dated 22.02.2022, a Internal Complaints Committee (ICC) is constituted in this Institute to deal with the complaints of sexual harassment of women at work place with following composition:

Sl. No.	Name of Members	Position
1.	N. R. Aravindan, HOD, Mob. 9632442200, Email: rdsde-jhr-msde@gov.in	Chairperson
2.	Shri B. Ravi, Dy. Director/HOO, Mob. 9444903265, Email: ravibvp.cti@gov.in	Member
3.	Shri Tarak Nath Rudra, Assistant Director, Mob. 6289174452, Email: tarak.rudra@gov.in	Member
4.	Shri Gopal Jee, ASK, Mob. 9430113008, Email: gopaljee13@gmail.com	Member

2. The committee will consider the complaints from women employee of this Institute only relating to sexual harassment. The work "Sexual Harassment" will include such unwelcome sexually determined behavior, whether directly or otherwise such as;

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- 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 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.

This issue on the approval of the Competent Authority.

B. Ravi
13/12/2022

(B. Ravi)
Dy. Director/HOO

Encl: Supreme Court guidelines as issued by DOPT vide OM dated 13.02.1998

Copy to:

1. All Members of the Committee
2. All Sections of NSTI, Jamshedpur - 832109.
3. Notice Board, Office / Workshop.
4. Institute's Website.



एक कदम स्वच्छता की ओर
स्वच्छ भारत स्वस्थ भारत

