Department of Information Technology
Government of Goa
2nd Floor, Alcon Construction, Above Alcon Hyundai Showroom,
Porvorim, Bardez, Goa – 403 521, India

No. 1(157)/2009/DOIT/Circulars/Part file/ 3011 Dated: 15/06/2012

OFFICE ORDER

Sub:- Constitution of complaints committee in the Department of Information Technology (DOIT), Government of Goa on prevention of sexual harassment of women at place of work.

In pursuance of the directions issued by the Hon’ble Supreme Court of India in the case of Visakha & others v/s State of Rajasthan & others, a complaint committee comprising of the following members is hereby constituted in the DOIT with immediate effect:-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Officials</th>
<th>Designation</th>
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<tbody>
<tr>
<td>1.</td>
<td>Deepashri Dharne, Dy. Director (Admin. &amp; Acctt.)</td>
<td>Chairperson</td>
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<td>2.</td>
<td>Nijanand V. Vasta, Manager (Technical)</td>
<td>Member</td>
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<td>3.</td>
<td>Priyatama Patil, Software Engineer</td>
<td>Member</td>
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<td>4.</td>
<td>Fiona D’Costa, Software Engineer</td>
<td>Member</td>
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<td>5.</td>
<td>Nita Halankar, Executive Assistant</td>
<td>Member</td>
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The terms of reference of the above mentioned committee shall be as follows:

a) The Committee will enquire into all types of complaints relating to sexual harassment of women at work place submitted by women employees of the DOIT.

b) The complaint committee shall meet every quarter even if no live cases are available, to review the preparedness and fulfill the requirement of the Apex Court Judgement in the “Visakha” case.

c) The complaint committee shall submit an Annual Report to the Director, DOIT of the complaints (if any) and action taken by it.

d) As per the order dated 26/04/2004 passed by the Hon’ble Supreme Court in the case of Medha Lele & Ors v/s Union of India & Ors., the Complaint Committee referred to above will be deemed to be an Inquiry Authority and its report shall be deemed to be an Inquiry Report.
A woman employee can submit her complaint regarding sexual harassment at work place to the Chairman of the Committee directly. In case the complaint is submitted to any other official of the DOIT, the concerned official shall transfer the complaint to the Chairperson for further necessary action.

The Chairperson of the Committee is authorized to co-opt a local NGO or any other person, if available, as member of the Committee. The Chairperson and any two members will be the quorum for the Committee.

The composition shall be suitably revised by the Director, DOIT from time to time in case of transfer, promotion, etc. of the member(s) and on case to case basis, if required.

To,
1. The Chairperson and Members of the Complaints Committee
2. All staff of the DOIT
3. Staff file
4. Notice Board
5. Website
6. Office copy
7. Guard file

Copy for kind information:- 1. P.A. to Pr. Secretary (IT), Government of Goa, Secretariat, Porvorim - Goa.
2. Member Secretary, Goa State Commission for Women, Junta House, Panaji - Goa