

Government of Jammu and Kashmir
Directorate of Food Civil Supplies and Consumer Affairs
Plot No.58, Friends Colony Ext. Trikuta Nagar, Jammu.

Subject: Constitution of the Complaint Committee under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Reference:- Govt. Order No. 1195-GAD of 2016 dated 26.10.2016

Order No.:- 308 -DFCS&CAJ-of-2016

Dated: - 29/10/2016

Pursuant to above referred Government Order, Divisional level Committee is also required to be constituted at Directorate level to over see and enquire into the cases of sexual harassment at work place. As for Jammu Division is concerned a committee of below noted officers/ officials is hereby constituted:-

S.No.	Name & Designation	-
1.	Smt. Sanna Khan , Jr. KAS, Assistant Director, Mills	Chairperson
2.	Smt. Masooda Begum, Assistant Director(Adm)	Member
3.	Smt. Sujata Koul, Senior Assistant	Member
4.	Representative of an NGO to be nominated by Directorate, FCS&CA, Jammu	Member

The committee shall submit to the Directorate as under:-

- i. Its report on each complaint(s) received by it regarding sexual harassment against women employees of the Jammu Division and submits action taken reports to the Directorate with specific recommendations so as to appraise the Administrative Department as well;

- ii. Quarterly/annual reports about the total number of complaints received, enquired by and action taken on the same.

It shall be the endeavor of the Committee to meet at least once in a month, and maintain all the record and seek/take the assistance of any officer/official in this regard.

Sd/-
G.S.Chib,KAS
FCS&CA, Jammu

No:- 161/G/8223-29

Dated: - 29 -10-2016

Copy to the:-

1. Secretary to Govt., FCS&CA Department, J&K Civil Secretariat, Srinagar for confirmation of the action taken.
2. Secretary, State Commission for women.
3. **Smt. Sanna Khan , Jr. KAS, Assistant Director, Mills** **Chairman**
4. Smt. Masooda Begum, Assistant Director(Adm), Jammu.
5. Smt. Sujata Koul, Senior Assistant, FCS&CA, Jammu.
6. Office order file/stock file.
- ✓ I/C Website for uploading.

Abunima


Assistant Director (Adm.)
FCS&CA, Jammu