

# JASPAL KAUR PUBLIC SCHOOL

'B' PASCHIMI, SHALIMAR BAGH, DELHI-88

In pursuance to the circular No: F.DE.15/ACT-1/Vishakha Guidelines/2014/25342-47 dated 28/7/2014 regarding Sexual Harassment of woman at work place and also keeping in view the security of staff members, an Internal Complaint Committee is reconstituted by the school authority as under:-

Mrs. Dr. Renuka Kamal	: Headmistress	- Chairperson
Mrs. Dr. Gurleen Sawhney	: Counsellor	- Member
Mrs. Mamta Beri	: PRT	- Member
Mrs. Alice Samuel	: Nurse	- Member
Dr. Mahinder Sadana	: Doctor	- Member
Mrs. Jyotsna Wadhwa	: Special Educator	- Member
Mr. Sunil Lal	: TGT, Phy Ed	- Member

This supersedes our previous office order dated 24 July 2014 on the subject.

Principal

## **Distribution :**

All concerned staff & Notice Boards of the School

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## OFFICE ORDER

### CONSTITUTION OF INTERNAL COMPLAINT COMMITTEE

22 September 2017

In pursuance to the circular No: F.DE.15/ACT-1/Vishakha Guidelines/2014/25342-47 dated 28/7/2014 regarding Sexual Harassment of woman at work place and also keeping in view the security of staff members, an Internal Complaint Committee is reconstituted by the school authority as under to redress complaint pertaining to sexual harassment of staff members, especially the female gender of the school during working hours:-

Mrs. Dr. Renuka Kamal	: Headmistress	- Chairperson
Mrs. Dr. Gurleen Sawhney	: Counsellor	- Member
Mrs. Mamta Beri	: PRT	- Member
Mrs. Alice Samuel	: Nurse	- Member
Dr. Mahinder Sadana	: Doctor	- Member
Mrs. Jyotsna Wadhwa	: Special Educator	- Member
Mr. Sunil Lal	: TGT, Phy Ed	- Member

Any staff members especially female gender, who feels and is, being sexually harassed directly or indirectly, may submit a complaint of alleged incident to any member of the committee in writing with his/her signature immediately on the occurrence of incident.

The constituted committee ibid shall maintain a register to endorse the complaint received by it and keep the content **CONFIDENTIAL**. In this connection, the said committee shall be governed by the instructions and guidelines framed by the school authority and submit its detail findings and recommendation on the incident brought out before them expediently to the HOS.

This supersedes our previous office order dated 24 July 2014 on the subject.

Principal

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