

No. DFSS/4/44/2016/977  
Government of India  
Ministry of Home Affairs  
**Directorate of Forensic Science Services**

Block No. 9, 8<sup>th</sup> Floor,  
CGO Complex, Lodhi Road,  
New Delhi – 110003.  
Date: May, 2023

**OFFICE ORDER**

29 MAY 2023

**Sub: Constitution of Internal Complaint Committee for the prevention of Sexual Harassment of women at Workplace – reg.**

In pursuance to judgement of the Hon'ble Supreme Court in the Vishaka case and as per Section 4(1) of Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, an Internal Complaint Committee comprising of the following officers/officials is hereby constituted for **Directorate of Forensic Science & Services HQ, New Delhi & Central Forensic Science Laboratory, Delhi** with immediate effect.

1	Dr. S Kaur, Director, CFSL Chandigarh	Chairperson
2	Dr. A. Ruppali, SSO-I (FPD), CFSL Delhi	Member
3	Sh. Deepak Rastogi, Administrative Officer, DFSS HQ	Member
4	One Member from NGO or Association committed to the cause of women or a person familiar with the issues relating to Sexual Harassment	Member

2. To prevent the possibility of any undue pressure or influence from senior levels, such Complain committee should associate one member, either an NGO or some another body which is familiar with the issue of sexual harassment. To fulfil this provision, **it has been decided that the third party will be involved before the conduction of inquiry for the complaints of sexual harassment.**

**Definition of Sexual Harassment**

M) Unwelcome sexually determined behaviour, whether directly or by implication, such as:-

- xxxi. Physical contact or advances: or
- xxxii. A demand or request for sexual favours: or
- xxxiii. Sexually coloured remarks: or
- xxxiv. Showing pornography: or
- xxxv. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

N) The following circumstances, among other circumstances, in relation to or connected with any act or behaviour of Sexual harassment any amount to Sexual harassment:

- xxxi. Implied or explicit promise of preferential treatment in their employment
- xxxii. Implied or explicit threat or detrimental treatment in her employment
- xxxiii. Implied or explicit threat about her present or future employment status
- xxxiv. Interference with her work or creating an intimidating or offensive or hostile work environment for her: or
- xxxv. Humiliating treatment likely to affect her health or safety.

3. The Complaint Committee inquiring into such complaints shall be deemed to be Inquiring Authority appointed by the Disciplinary Authority and shall hold the inquiry as far as practicable in accordance with the procedure laid down in the Rule 14 of CCS (CCA) Rules 1965. The complaint Committee would normally be involved at two stages. **The first stage is investigation. The second**

**stage is, when they act as Inquiry Authority.** It is necessary that the inquiry is conducted as far as practicable as per Rule 14 of CCS (CCA) Rules 1965.

4. All women working at **Directorate of Forensic Science & Services HQ, New Delhi** and **Central Forensic Science Laboratory, Delhi**, whether she is regular, temporary, ad-hoc, or on contract/daily wager may submit her complaint in writing to the chairperson of the committee and in case chairperson is on leave, complaint can be submitted to any member of the committee or the concerned employer. As per Section 9(1) of the Act, the aggrieved women or complainant is required to make a complaint within three months of the last incident and in case of series of incident within a period of three months from the date of last month. Chairperson or the committee member as the case may be, put complaint in the knowledge of CFS/HOO as early as possible so that the complaint may be processed in accordance with the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

5. The complaint committee should also remember that as per Section 16 of the Act, now withstanding the RTI Act, 2005, information as regards indemnity and addresses of the aggrieved women, respondent and witnesses, inquiry proceedings, recommendations of the committee, shall not be published or communicated or made known to public, press or media in any manner. Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved women and witness.

6. Members of the committee/HOO are also requested to call upon those women who are unable to understand the contents of this order due to unfamiliar with the English/Hindi knowledge and get them familiar to the contents of this order for their knowledge.

7. It has also been decided that a copy of this order will be provided to every women including women hired on contractual basis.

8. This Office Order will supersede all the previous Office Orders issued in this regard by this directorate.

(Dr. S.K Jain)

Chief Forensic Scientist, DFSS, MHA

Office Order Book.

Copy for information to:-

1. The Under Secretary, Women Safety Division, MHA.
2. The Director, CFSL Delhi.
3. The Assistant Director (Admin), DFSS HQ, New Delhi.
4. Dr. Sukhminder Kaur, Director & Scientist 'E', CFSL Chandigarh.
5. Dr. A. Ruppali, SSO-I (FPD), CFSL Delhi.
6. Sh. Deepak Rastogi, Administrative Officer, DFSS HQ, New Delhi.
7. PS to CFS, DFSS, MHA.
8. Web Desk, DFSS HQ for uploading the same of DFSS Website.

(Dr. S.K Jain)

Chief Forensic Scientist, DFSS, MHA

No. DFSS/4/44/2016/985  
Government of India  
Ministry of Home Affairs  
Directorate of Forensic Science Services

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Date: May, 2023

OFFICE ORDER

29 MAY 2023

**Sub: Constitution of Internal Complaint Committee for the prevention of Sexual Harassment of women at Workplace – reg.**

In pursuance to judgement of the Hon'ble Supreme Court in the Vishaka case and as per Section 4(1) of Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, an Internal Complaint Committee comprising of the following officers/officials in hereby constituted for **Central Forensic Science Laboratory, Chandigarh** with immediate effect.

1	Dr. S Kaur, Director, CFSL Chandigarh	Chairperson
2	Dr. (Smt.), Vimukti Chauhan, Assistant Director (Toxicology), CFSL Chandigarh	Member
3	Administrative Officer, CFSL Chandigarh	Member
4	One Member from NGO or Association committed to the cause of women or a person familiar with the issues relating to Sexual Harassment	Member

2. To prevent the possibility of any undue pressure or influence from senior levels, such Complain committee should associate one member, either an NGO or some another body which is familiar with the issue of sexual harassment. To fulfil this provision, **it has been decided that the third party will be involved before the conduction of inquiry for the complaints of sexual harassment.**

**Definition of Sexual Harassment**

E) Unwelcome sexually determined behaviour, whether directly or by implication, such as:-

- xi. Physical contact or advances: or
- xii. A demand or request for sexual favours: or
- xiii. Sexually coloured remarks: or
- xiv. Showing pornography: or
- xv. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

F) The following circumstances, among other circumstances, in relation to or connected with any act or behaviour of Sexual harassment any amount to Sexual harassment:

- xi. Implied or explicit promise of preferential treatment in their employment
- xii. Implied or explicit threat or detrimental treatment in her employment
- xiii. Implied or explicit threat about her present or future employment status
- xiv. Interference with her work or creating an intimidating or offensive or hostile work environment for her: or
- xv. Humiliating treatment likely to affect her health or safety.

3. The Complaint Committee inquiring into such complaints shall be deemed to be Inquiring Authority appointed by the Disciplinary Authority and shall hold the inquiry as far as practicable in accordance with the procedure laid down in the Rule 14 of CCS (CCA) Rules 1965. The complaint

Committee would normally be involved at two stages. **The first stage is investigation. The second stage is, when they act as Inquiry Authority.** It is necessary that the inquiry is conducted as far as practicable as per Rule 14 of CCS (CCA) Rules 1965.

4. All women working at **Central Forensic Science Laboratory, Chandigarh**, whether she is regular, temporary, ad-hoc, or on contract/daily wager may submit her complaint in writing to the chairperson of the committee and in case chairperson is on leave, complaint can be submitted to any member of the committee or the concerned employer. As per Section 9(1) of the Act, the aggrieved women or complainant is required to make a complaint within three months of the last incident and in case of series of incident within a period of three months from the date of last month. Chairperson or the committee member as the case may be, put complaint in the knowledge of CFS/HOO as early as possible so that the complaint may be processed in accordance with the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

5. The complaint committee should also remember that as per Section 16 of the Act, now withstanding the RTI Act, 2005, information as regards indemnity and addresses of the aggrieved women, respondent and witnesses, inquiry proceedings, recommendations of the committee, shall not be published or communicated or made known to public, press or media in any manner. Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved women and witness.

6. Members of the committee/HOO are also requested to call upon those women who are unable to understand the contents of this order due to unfamiliar with the English/Hindi knowledge and get them familiar to the contents of this order for their knowledge.

7. It has also been decided that a copy of this order will be provided to every women including women hired on contractual basis.

8. This Office Order will supersede all the previous Office Orders issued in this regard by this directorate.

(Dr. S.K Jain)

Chief Forensic Scientist, DFSS, MHA

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3. Dr. Sukhminder Kaur, Director & Scientist 'E', CFSL Chandigarh.
4. Dr. (Smt) Vimukti Chauhan, Assistant Director (Tox.), CFSL Chandigarh.
5. Administrative Officer, CFSL Chandigarh.
6. PS to CFS, DFSS, MHA.
7. Web Desk, DFSS HQ for uploading the same of DFSS Website.

(Dr. S.K Jain)

Chief Forensic Scientist, DFSS, MHA

No. DFSS/4/44/2016/993  
Government of India  
Ministry of Home Affairs  
Directorate of Forensic Science Services

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In pursuance to judgement of the Hon'ble Supreme Court in the Vishaka case and as per Section 4(1) of Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, an Internal Complaint Committee comprising of the following officers/officials in hereby constituted for **Central Forensic Science Laboratory, Kolkata** with immediate effect.

1	Smt K.B Jena, Director, CFSL Kolkata	Chairperson
2	Dr. (Smt.), Seema Bagchi, Assistant Director (Explosives), CFSL Kolkata	Member
3	Sh. S Khaskhel, Administrative Officer, CFSL Kolkata	Member
4	One Member from NGO or Association committed to the cause of women or a person familiar with the issues relating to Sexual Harassment	Member

2. To prevent the possibility of any undue pressure or influence from senior levels, such Complain committee should associate one member, either an NGO or some another body which is familiar with the issue of sexual harassment. To fulfil this provision, **it has been decided that the third party will be involved before the conduction of inquiry for the complaints of sexual harassment.**

**Definition of Sexual Harassment**

- A) Unwelcome sexually determined behaviour, whether directly or by implication, such as:-
- Physical contact or advances: or
  - A demand or request for sexual favours: or
  - Sexually coloured remarks: or
  - Showing pornography: or
  - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- B) The following circumstances, among other circumstances, in relation to or connected with any act or behaviour of Sexual harassment any amount to Sexual harassment:
- Implied or explicit promise of preferential treatment in their employment
  - Implied or explicit threat or detrimental treatment in her employment
  - Implied or explicit threat about her present or future employment status
  - Interference with her work or creating an intimidating or offensive or hostile work environment for her: or
  - Humiliating treatment likely to affect her health or safety.

3. The Complaint Committee inquiring into such complaints shall be deemed to be Inquiring Authority appointed by the Disciplinary Authority and shall hold the inquiry as far as practicable in accordance with the procedure laid down in the Rule 14 of CCS (CCA) Rules 1965. The complaint Committee would normally be involved at two stages. **The first stage is investigation. The second**

**stage is, when they act as Inquiry Authority.** It is necessary that the inquiry is conducted as far as practicable as per Rule 14 of CCS (CCA) Rules 1965.

4. All women working at **Central Forensic Science Laboratory, Kolkata**, whether she is regular, temporary, ad-hoc, or on contract/daily wager may submit her complaint in writing to the chairperson of the committee and in case chairperson is on leave, complaint can be submitted to any member of the committee or the concerned employer. As per Section 9(1) of the Act, the aggrieved women or complainant is required to make a complaint within three months of the last incident and in case of series of incident within a period of three months from the date of last month. Chairperson or the committee member as the case may be, put complaint in the knowledge of CFS/HOO as early as possible so that the complaint may be processed in accordance with the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
5. The complaint committee should also remember that as per Section 16 of the Act, now withstanding the RTI Act, 2005, information as regards indemnity and addresses of the aggrieved women, respondent and witnesses, inquiry proceedings, recommendations of the committee, shall not be published or communicated or made known to public, press or media in any manner. Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved women and witness.
6. Members of the committee/HOO are also requested to call upon those women who are unable to understand the contents of this order due to unfamiliar with the English/Hindi knowledge and get them familiar to the contents of this order for their knowledge.
7. It has also been decided that a copy of this order will be provided to every women including women hired on contractual basis.
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(Dr. S.K Jain)  
Chief Forensic Scientist, DFSS, MHA

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Copy for information to:-

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2. The Director, CFSL Kolkata
3. Smt. K.B. Jena, Director & Scientist 'E', CFSL Kolkata
4. Dr. (Smt.), Seema Bagchi, Assistant Director (Explosives), CFSL Kolkata
5. Sh. S Khaskel, Administrative Officer, CFSL Kolkata.
6. PS to CFS, DFSS, MHA.
7. Web Desk, DFSS HQ for uploading the same of DFSS Website.

(Dr. S.K Jain)  
Chief Forensic Scientist, DFSS, MHA

No. DFSS/4/44/2016/ 100  
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Ministry of Home Affairs  
Directorate of Forensic Science Services

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Date: May, 2023

OFFICE ORDER

29 MAY 2023

**Sub: Constitution of Internal Complaint Committee for the prevention of Sexual Harassment of women at Workplace – reg.**

In pursuance to judgement of the Hon'ble Supreme Court in the Vishaka case and as per Section 4(1) of Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, an Internal Complaint Committee comprising of the following officers/officials in hereby constituted for **Central Forensic Science Laboratory, Hyderabad** with immediate effect.

1	Dr. S Kaur, Director, CFSL Chandigarh	Chairperson
2	Smt. S.S. Latha, Scientist 'B' CFSL Hyderabad	Member
3	Sh. D.V Subramanyam Administrative Officer, CFSL Hyderabad	Member
4	One Member from NGO or Association committed to the cause of women or a person familiar with the issues relating to Sexual Harassment	Member

2. To prevent the possibility of any undue pressure or influence from senior levels, such Complain committee should associate one member, either an NGO or some another body which is familiar with the issue of sexual harassment. To fulfil this provision, **it has been decided that the third party will be involved before the conduction of inquiry for the complaints of sexual harassment.**

**Definition of Sexual Harassment**

C) Unwelcome sexually determined behaviour, whether directly or by implication, such as:-

- vi. Physical contact or advances: or
- vii. A demand or request for sexual favours: or
- viii. Sexually coloured remarks: or
- ix. Showing pornography: or
- x. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

D) The following circumstances, among other circumstances, in relation to or connected with any act or behaviour of Sexual harassment any amount to Sexual harassment:

- vi. Implied or explicit promise of preferential treatment in their employment
- vii. Implied or explicit threat or detrimental treatment in her employment
- viii. Implied or explicit threat about her present or future employment status
- ix. Interference with her work or creating an intimidating or offensive or hostile work environment for her: or
- x. Humiliating treatment likely to affect her health or safety.

3. The Complaint Committee inquiring into such complaints shall be deemed to be Inquiring Authority appointed by the Disciplinary Authority and shall hold the inquiry as far as practicable in accordance with the procedure laid down in the Rule 14 of CCS (CCA) Rules 1965. The complaint Committee would normally be involved at two stages. **The first stage is investigation. The second**

**stage is, when they act as Inquiry Authority.** It is necessary that the inquiry is conducted as far as practicable as per Rule 14 of CCS (CCA) Rules 1965.

4. All women working at **Central Forensic Science Laboratory, Hyderabad**, whether she is regular, temporary, ad-hoc, or on contract/daily wager may submit her complaint in writing to the chairperson of the committee and in case chairperson is on leave, complaint can be submitted to any member of the committee or the concerned employer. As per Section 9(1) of the Act, the aggrieved women or complainant is required to make a complaint within three months of the last incident and in case of series of incident within a period of three months from the date of last month. Chairperson or the committee member as the case may be, put complaint in the knowledge of CFS/HOO as early as possible so that the complaint may be processed in accordance with the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
5. The complaint committee should also remember that as per Section 16 of the Act, now withstanding the RTI Act, 2005, information as regards indemnity and addresses of the aggrieved women, respondent and witnesses, inquiry proceedings, recommendations of the committee, shall not be published or communicated or made known to public, press or media in any manner. Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved women and witness.
6. Members of the committee/HOO are also requested to call upon those women who are unable to understand the contents of this order due to unfamiliar with the English/Hindi knowledge and get them familiar to the contents of this order for their knowledge.
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3. Dr. Sukhminder Kaur, Director & Scientist 'E', CFSL Chandigarh.
4. Smt. S.S. Latha, Scientist 'B', CFSL Hyderabad.
5. Sh. D.V Subramanyam, Administrative Officer, CFSL Hyderabad.
6. PS to CFS, DFSS, MHA.
7. Web Desk, DFSS HQ for uploading the same of DFSS Website.

(Dr. S.K Jain)

Chief Forensic Scientist, DFSS, MHA



No. DFSS/4/44/2016/ 1009  
Government of India  
Ministry of Home Affairs  
Directorate of Forensic Science Services

Block No. 9, 8<sup>th</sup> Floor,  
CGO Complex, Lodhi Road,  
New Delhi – 110003.  
Date: May, 2023

30 MAY 2023

**OFFICE ORDER**

**Sub: Constitution of Internal Complaint Committee for the prevention of Sexual Harassment of women at Workplace – reg.**

In pursuance to judgement of the Hon'ble Supreme Court in the Vishaka case and as per Section 4(1) of Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, an Internal Complaint Committee comprising of the following officers/officials in hereby constituted for **Central Forensic Science Laboratory, Bhopal** with immediate effect.

1	Smt K.B Jena, Director, CFSL Kolkata	Chairperson
2	Ms. Bharti Arya, Deputy Director (Chemistry), CFSL Bhopal	Member
3	Administrative Officer, CFSL Bhopal	Member
4	One Member from NGO or Association committed to the cause of women or a person familiar with the issues relating to Sexual Harassment	Member

2. To prevent the possibility of any undue pressure or influence from senior levels, such Complain committee should associate one member, either an NGO or some another body which is familiar with the issue of sexual harassment. To fulfil this provision, **it has been decided that the third party will be involved before the conduction of inquiry for the complaints of sexual harassment.**

**Definition of Sexual Harassment**

- K) Unwelcome sexually determined behaviour, whether directly or by implication, such as:-
- xxvi. Physical contact or advances: or
  - xxvii. A demand or request for sexual favours: or
  - xxviii. Sexually coloured remarks: or
  - xxix. Showing pornography: or
  - xxx. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- L) The following circumstances, among other circumstances, in relation to or connected with any act or behaviour of Sexual harassment any amount to Sexual harassment:
- xxvi. Implied or explicit promise of preferential treatment in their employment
  - xxvii. Implied or explicit threat or detrimental treatment in her employment
  - xxviii. Implied or explicit threat about her present or future employment status
  - xxix. Interference with her work or creating an intimidating or offensive or hostile work environment for her: or
  - xxx. Humiliating treatment likely to affect her health or safety.
3. The Complaint Committee inquiring into such complaints shall be deemed to be Inquiring Authority appointed by the Disciplinary Authority and shall hold the inquiry as far as practicable in accordance with the procedure laid down in the Rule 14 of CCS (CCA) Rules 1965. The complaint Committee would normally be involved at two stages. **The first stage is investigation. The second**

stage is, when they act as Inquiry Authority. It is necessary that the inquiry is conducted as far as practicable as per Rule 14 of CCS (CCA) Rules 1965.

4. All women working at **Central Forensic Science Laboratory, Bhopal**, whether she is regular, temporary, ad-hoc, or on contract/daily wager may submit her complaint in writing to the chairperson of the committee and in case chairperson is on leave, complaint can be submitted to any member of the committee or the concerned employer. As per Section 9(1) of the Act, the aggrieved women or complainant is required to make a complaint within three months of the last incident and in case of series of incident within a period of three months from the date of last month. Chairperson or the committee member as the case may be, put complaint in the knowledge of CFS/HOO as early as possible so that the complaint may be processed in accordance with the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

5. The complaint committee should also remember that as per Section 16 of the Act, now withstanding the RTI Act, 2005, information as regards indemnity and addresses of the aggrieved women, respondent and witnesses, inquiry proceedings, recommendations of the committee, shall not be published or communicated or made known to public, press or media in any manner. Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved women and witness.

6. Members of the committee/HOO are also requested to call upon those women who are unable to understand the contents of this order due to unfamiliar with the English/Hindi knowledge and get them familiar to the contents of this order for their knowledge.

7. It has also been decided that a copy of this order will be provided to every women including women hired on contractual basis.

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(Dr. S.K Jain)  
Chief Forensic Scientist, DFSS, MHA

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Copy for information to:-

1. The Under Secretary, Women Safety Division, MHA.
2. The Director, CFSL Bhopal.
3. Smt. K.B. Jena, Director & Scientist 'E', CFSL Kolkata.
4. Ms. Bharti Arya, Deputy Director, CFSL Bhopal.
5. Administrative Officer, CFSL Bhopal.
6. PS to CFS, DFSS, MHA.
7. Web Desk, DFSS HQ for uploading the same of DFSS Website.

(Dr. S.K Jain)  
Chief Forensic Scientist, DFSS, MHA

No. DFSS/4/44/2016/ 1017  
Government of India  
Ministry of Home Affairs  
Directorate of Forensic Science Services

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Date: May, 2023

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In pursuance to judgement of the Hon'ble Supreme Court in the Vishaka case and as per Section 4(1) of Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, an Internal Complaint Committee comprising of the following officers/officials in hereby constituted for **Central Forensic Science Laboratory, (Kamrup) Assam** with immediate effect.

1	Smt K.B Jena, Director, CFSL Kolkata	Chairperson
2	Ms. Sakshi Sharma, Scientist 'B' CFSL (Kamrup), Assam	Member
3	Sh. Chandan Das, Administrative Officer, CFSL (Kamrup), Assam	Member
4	One Member from NGO or Association committed to the cause of women or a person familiar with the issues relating to Sexual Harassment	Member

2. To prevent the possibility of any undue pressure or influence from senior levels, such Complain committee should associate one member, either an NGO or some another body which is familiar with the issue of sexual harassment. To fulfil this provision, **it has been decided that the third party will be involved before the conduction of inquiry for the complaints of sexual harassment.**

Definition of Sexual Harassment

G) Unwelcome sexually determined behaviour, whether directly or by implication, such as:-

- xvi. Physical contact or advances: or
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H) The following circumstances, among other circumstances, in relation to or connected with any act or behaviour of Sexual harassment any amount to Sexual harassment:

- xvi. Implied or explicit promise of preferential treatment in their employment
- xvii. Implied or explicit threat or detrimental treatment in her employment
- xviii. Implied or explicit threat about her present or future employment status
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- xx. Humiliating treatment likely to affect her health or safety.

3. The Complaint Committee inquiring into such complaints shall be deemed to be Inquiring Authority appointed by the Disciplinary Authority and shall hold the inquiry as far as practicable in accordance with the procedure laid down in the Rule 14 of CCS (CCA) Rules 1965. The complaint Committee would normally be involved at two stages. **The first stage is investigation. The second**

stage is, when they act as Inquiry Authority. It is necessary that the inquiry is conducted as far as practicable as per Rule 14 of CCS (CCA) Rules 1965.

4. All women working at **Central Forensic Science Laboratory, (Kamrup), Assam**, whether she is regular, temporary, ad-hoc, or on contract/daily wager may submit her complaint in writing to the chairperson of the committee and in case chairperson is on leave, complaint can be submitted to any member of the committee or the concerned employer. As per Section 9(1) of the Act, the aggrieved women or complainant is required to make a complaint within three months of the last incident and in case of series of incident within a period of three months from the date of last month. Chairperson or the committee member as the case may be, put complaint in the knowledge of CFS/HOO as early as possible so that the complaint may be processed in accordance with the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
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OFFICE ORDER

30 MAY 2023

**Sub: Constitution of Internal Complaint Committee for the prevention of Sexual Harassment of women at Workplace – reg.**

In pursuance to judgement of the Hon'ble Supreme Court in the Vishaka case and as per Section 4(1) of Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, an Internal Complaint Committee comprising of the following officers/officials in hereby constituted for **Central Forensic Science Laboratory, Pune** with immediate effect.

1	Smt K.B Jena, Director, CFSL Kolkata	Chairperson
2	Smt. Maya S. Nair, Scientist 'B' CFSL Pune	Member
3	Sh. Sylvanus Kullu, Administrative Officer, CFSL Pune	Member
4	One Member from NGO or Association committed to the cause of women or a person familiar with the issues relating to Sexual Harassment	Member

2. To prevent the possibility of any undue pressure or influence from senior levels, such Complain committee should associate one member, either an NGO or some another body which is familiar with the issue of sexual harassment. To fulfil this provision, **it has been decided that the third party will be involved before the conduction of inquiry for the complaints of sexual harassment.**

**Definition of Sexual Harassment**

- I) Unwelcome sexually determined behaviour, whether directly or by implication, such as:-
- xxi. Physical contact or advances: or
  - xxii. A demand or request for sexual favours: or
  - xxiii. Sexually coloured remarks: or
  - xxiv. Showing pornography: or
  - xxv. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- J) The following circumstances, among other circumstances, in relation to or connected with any act or behaviour of Sexual harassment any amount to Sexual harassment:
- xxi. Implied or explicit promise of preferential treatment in their employment
  - xxii. Implied or explicit threat or detrimental treatment in her employment
  - xxiii. Implied or explicit threat about her present or future employment status
  - xxiv. Interference with her work or creating an intimidating or offensive or hostile work environment for her: or
  - xxv. Humiliating treatment likely to affect her health or safety.

3. The Complaint Committee inquiring into such complaints shall be deemed to be Inquiring Authority appointed by the Disciplinary Authority and shall hold the inquiry as far as practicable in accordance with the procedure laid down in the Rule 14 of CCS (CCA) Rules 1965. The complaint Committee would normally be involved at two stages. **The first stage is investigation. The second**

stage is, when they act as Inquiry Authority. It is necessary that the inquiry is conducted as far as practicable as per Rule 14 of CCS (CCA) Rules 1965.

4. All women working at **Central Forensic Science Laboratory, Pune**, whether she is regular, temporary, ad-hoc, or on contract/daily wagger may submit her complaint in writing to the chairperson of the committee and in case chairperson is on leave, complaint can be submitted to any member of the committee or the concerned employer. As per Section 9(1) of the Act, the aggrieved women or complainant is required to make a complaint within three months of the last incident and in case of series of incident within a period of three months from the date of last month. Chairperson or the committee member as the case may be, put complaint in the knowledge of CFS/HOO as early as possible so that the complaint may be processed in accordance with the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

5. The complaint committee should also remember that as per Section 16 of the Act, now withstanding the RTI Act, 2005, information as regards indemnity and addresses of the aggrieved women, respondent and witnesses, inquiry proceedings, recommendations of the committee, shall not be published or communicated or made known to public, press or media in any manner. Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved women and witness.

6. Members of the committee/HOO are also requested to call upon those women who are unable to understand the contents of this order due to unfamiliar with the English/Hindi knowledge and get them familiar to the contents of this order for their knowledge.

7. It has also been decided that a copy of this order will be provided to every women including women hired on contractual basis.

8. This Office Order will supersede all the previous Office Orders issued in this regard by this directorate.

(Dr. S.K Jain)

Chief Forensic Scientist, DFSS, MHA

Office Order Book.

Copy for information to:-

1. The Under Secretary, Women Safety Division, MHA.
2. The Director, CFSL Pune.
3. Smt. K.B. Jena, Director & Scientist 'E', CFSL Kolkata.
4. Smt Maya S Nair, Scientist 'B', CFSL Pune.
5. Sh. Sylvanus Kullu, Administrative Officer, CFSL Pune.
6. PS to CFS, DFSS, MHA.
7. ✓ Web Desk, DFSS HQ for uploading the same of DFSS Website.

(Dr. S.K Jain)

Chief Forensic Scientist, DFSS, MHA