



केन्द्रीय विद्यालय संगठन  
18, संस्थागत क्षेत्र, शाहीदजीत सिंह मार्ग  
नई दिल्ली-110 016  
Kendriya Vidyalaya Sangathan  
18, Institutional Area, Shaheed Jeet Singh Marg  
New Delhi - 110 016

F.11-55/2000-KVS(Vig.)Pt. 1/22-25

Dated: 05.03.2019

**ORDER**

In supersession to previous orders, the approval of the Commissioner, Kendriya Vidyalaya Sangathan is hereby conveyed to re-constitute the 'Internal Complaints Committee at KVS (Hqrs.), Regional Offices, ZIETs and at Vidyalaya level as per the provisions of the 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' to deal with the complaints regarding sexual harassment of women at workplace, in terms of the provisions of Section 4(2) of the said Act enforced on 9<sup>th</sup> December, 2013.

Accordingly, in order to ensure effective implementation of the 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' and to bring uniformity in the composition of ICC at every unit of KVS, the necessary instructions for composition of the 'Internal Complaint Committee' (ICC) and its jurisdictions as approved by the competent authority is conveyed as under:

1. **KVS (HQ) level** (Composition as notified vide KVS (HQ) order dated 16.11.2018 with the following change in its jurisdiction.)

Sl. No.	Nomenclature	Name of the nominated member	Jurisdiction
1	Presiding Officer	Dr. V. Vijayalakshmi, Jt. Commissioner (Admn.) KVS(HQ)	1. Henceforth, the ICC – KVS HQ level will inquire into the complaints of sexual harassment at workplace at KVS (HQ) and complaints of sexual harassment against all Group 'A' Officers & FO of Regional Offices and Directors of ZIETs.
2	Non-Governmental Organization (NGO) Member (One)	(i) Mrs. Rakesh Dhawan, President, All India Women's Conference PAN India, 7/1 Pitam Road, Dehradun-248001 (Uttarakhand). (ii) Dr. (Mrs.) A. Padmavathi, Chairperson, Humana People to People India, B7/61/1, Safdarjung Enclave, New Delhi-110029.	2. The cases of complaints against Principals/ Vice Principals already referred to KVS HQ ICC, shall now be probed into by the RO level ICC, provided the inquiry by KVS HQ level ICC has not yet started.
3	Female Member (One)	(i) Mrs. Indu Kaushik, Asstt. Commissioner, KVS(HQ) (ii) Mrs. Sona Seth, Asstt. Commissioner, KVS(HQ) (iii) Mrs. Pallavi Sharma, Asstt. Commissioner, KVS, RO, Delhi	
4	Male Member (One)	(i) Shri P.K. Kaul, Dy. Commissioner (Acad./EDP) (ii) Dr. P. Deva Kumar, Dy. Commissioner (Acad.) (iii) Shri Tajuddin Shaik, Asstt. Commissioner (Acad.) (iv) Shri Varun Mitra, Asstt. Commissioner (Estt.I)	

**2. Regional Office level:**

Sl. No.	Nomenclature	Members to be nominated	Jurisdiction
1	Presiding Officer	Lady Assistant Commissioner (In case there is no female AC in the R.O., a female AC from the nearby Region may be nominated)	(1) To inquire into the complaints of sexual harassment at work place against the officials at the Regional Office up to the level of SO (excluding FO) and against Principals, Vice Principals & HMs of the Region concerned.  (2) To inquire into the complaints of sexual harassment at ZIETs (excluding complaints against Director) where both the Regional Office and ZIETs are located at the same station.  (3) In case where the ZIETs are located at a different station than RO, ZIETs will have their own ICC. However, if it is not practically feasible, the ICC of the nearest RO will inquire into such complaints.
2	NGO Member	One member from amongst NGOs committed to the cause of women and familiar with the issues relating to sexual harassment.	
3	Member	Not less than two members from amongst Principals of the KVs in the Region preferably committed to the cause of women or who have had experience in social work or have legal knowledge.	
4	Member		

**3. Vidyalaya level:**

Sl. No.	Nomenclature	Member to be nominated	Jurisdiction
1	Presiding Officer	The Presiding Officer of the ICC of the respective R.O. will act as Presiding Officer of the Vidyalaya level ICC also for all KVs under its jurisdiction.	To inquire into the complaints of sexual harassment in the Vidyalaya except against Principal, Vice Principal and HM.
2	NGO Member	One member from amongst NGOs committed to the cause of women and familiar with the issues relating to sexual harassment. (In case, due to remote location or otherwise, if it is not practicable for any school to nominate an NGO member, the NGO Member nominated in any of the cluster schools or Regional ICC, may be nominated)	
3	Member	Not less than two members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.	
4	Member		
5.	Member	One Representative from the VMC (preferably lady member)	

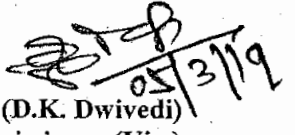
**Note:**

- (1) The composition of ICC at all levels will be subject to the condition that one-half of the total members so nominated shall be women.

- (2) All the members of the ICC including the Presiding Officer shall hold office not exceeding three years from the date of nomination.
- (3) A copy of the Act, as well as a compendium on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is being forwarded to the DCs of all ROs & Directors of all ZIETS for further dissemination to all offices/ units under their administrative control.
- (4) The inquiry into the complaints of sexual harassment at workplace is to be conducted strictly as per the procedure and timelines prescribed in the Act and the guidelines issued from time to time by the Govt. of India.

This is issued with the approval of the competent authority.

Hindi version follows.

  
(D.K. Dwivedi)

Asstt. Commissioner (Vig.)

**Distribution:-**

1. P.S. to Commissioner, KVs for kind information.
2. P.S. to Additional Commissioner (Admn.)/CVO, KVS for kind information.
3. P.S. to Additional Commissioner (Acad.), KVS for kind information.
4. Dr. V. Vijayalakshmi, Jt. Commissioner (Admn.) & Presiding Officer, ICC at KVS(HQ)
5. Dr. (Mrs.) A. Padmavathi, Chairperson, Humana People to People India, B7/61/1, Safdarjung Enclave, New Delhi – 110029.
6. Mrs. Rakesh Dhawan, President, All India Women's Conference PAN India, 7/1 Pitam Road, Dehradun-248001 (Uttarakhand)
7. Mrs. Pallavi Sharma, Asstt. Commissioner, KVS, Regional Office, Delhi
8. All the nominated members concerned in KVS(HQ)
9. The Under Secretary (UT-2), MHRD, Shastri Bhawan, New Delhi for information.
10. The Dy. Commissioners/Directors, All ROs/ZIETs with a request to bring this order to the notice of all the employees of ROs & KVs under their administrative control and also ensure compliance of the guidelines about constitution of the ICC at RO, ZIET and Vidyalaya level as per the composition given above and furnish the compliance report in respect of their Regional Office and KVs under their jurisdiction /ZIET within one month from the date of issue of the letter.
11. All Officers and Section Officers of KVS Hqrs, New Delhi.
12. The Dy. Commissioner (Acad.), EDP Cell with the request to upload the aforesaid order on KVS Website in sub-head 'Vigilance' under "Administration"
13. Guard file.