

**No. MSDE B-12012/1/2020-SDE**  
**Government of India/भारत सरकार**  
**Ministry of Skill Development and Entrepreneurship/कौशल एवं उद्यमिता मंत्रालय**  
**(Establishment Section/स्थापना अनुभाग)**

Room No 328, 3<sup>rd</sup> Floor  
Shram Shakti Bhawan,  
Rafi Marg, New Delhi,  
Dated: 21 /11/2022

**OFFICE MEMORANDUM**

Subject: Re-constitution of the Internal Committee(IC) in Ministry of Skill Development and Entrepreneurship under the Section 5 of the POSH ACT – regarding.

The undersigned is directed to say that Internal Committee (IC) has been reconstituted in M/o Skill Development & Entrepreneurship with the following composition:

- |       |  |   |                  |
|-------|--|---|------------------|
| (i)   | Dr. Suparna S. Pachouri, Joint Secretary | - | Chairperson      |
| (ii)  | Shri J.K. Singh, Deputy Secretary        | - | Member           |
| (iii) | Shri Ashutosh Misra, Under Secretary     | - | Member           |
| (iv)  | Smt. Sunita Dawar, Section Officer       | - | Member           |
| (v)   | Ms. Hazel Siromoni, YWCA                 | - | Member(external) |

2. The terms of reference of the Committee shall be as under:

(i) The Internal Committee shall look into all complaints of sexual harassment at workplace in Ministry of Skill Development and Entrepreneurship (MSDE) and devise effective measures to ensure a better environment for women at workplace. It would also welcome complaints, grievances or suggestions, if any, in this regard to ensure a congenial atmosphere to the working of men and women.

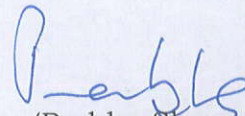
(ii) The Chairperson and every Member of the Internal Committee shall hold office for a period of three years or till further orders, whichever is earlier.

(iii) The Committee shall be effective and functional at all times. It will meet once a quarter even if there is no live case.

(iv) The Committee shall in each calendar year prepare a report for inclusion in the Annual report of the Ministry.

(v) The Committee shall furnish an annual return (as on 31<sup>st</sup> March) in the prescribed proforma to DOPT by 30<sup>th</sup> April every year.

3. This issues with the approval of Competent Authority.

  
(Prabha Sharma)

Under Secretary to the Government of India  
Tel: 23450836

To

1. Dr. Suparna S. Pachouri, Joint Secretary, MSDE
2. Shri J.K. Singh, Deputy Secretary
3. Shri Ashutosh Misra, Under Secretary
4. Smt. Sunita Dawar, Section Officer
5. Ms Hazel Siromoni, Board Member, YWCA.



Copy for information to:

1. Director, Ministry of Women & Child Development Shasrti Bhawan, New Delhi
2. DGT/NSDA/NIESBUD/NCVET/NSDC/IIE
3. All Officers and staff of MSDE
4. NIC for uploading of MSDE website