



NATIONAL SCHEDULED TRIBES FINANCE AND DEVELOPMENT CORPORATION, NEW DELHI

Procedure prescribed for submitting complaint against sexual harassment:

Any aggrieved women may make in writing a complaint of sexual harassment at workplace to any member of Internal committee within 3 months from the date of incident or the date of the last incident in case of a series of incidents. The Internal Committee can extend the time limit not exceeding another 3 months if it is satisfied that the circumstances were such which prevented the woman from filing the complaint within the said period.

In case the women cannot write, the Presiding officer/ any member of Internal Committee shall render all reasonable assistance. If the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death, her legal heirs or such other person as may be prescribed may do so.

Where both the parties are employees, the parties during the course of the inquiry be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

The inquiry should be completed within a period of 90 days.

Before initiating an inquiry, the ICC may and at the request of the aggrieved woman, take steps to arrive at a settlement between the parties. However, no monetary settlement can be made as the basis of such conciliation. Where such a settlement has been arrived at, the ICC, record the settlement and forward the same to the employer or the District officer to take action as specified in the recommendation. The ICC shall provide copies of the settlement to the aggrieved woman and the respondent.

On completion of inquiry the ICC will provide a report of the findings to the employer or the District Officer within 10 days from the date of completion of the inquiry and such report will be made available to the concerned parties.

Where a settlement is arrived at, no further inquiry shall be conducted by the ICC. However, if the aggrieved woman informs the ICC that any term or condition of the settlement has not been complied with by the respondent, the ICC shall proceed to make an inquiry into the complaint or forward the complaint to the police.

If the ICC arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer to take action against the woman or the person who has made the complaint in accordance with the provisions of the service rules.

Appeal by either party has to be done within a period of 90 days.

Composition and contact details of Internal Complaint Committee (ICC):

1. Mrs. Madhu D. Shahani - Presiding Officer

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2. Dr. Jyoti Singhal- Member

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4. Ms. Preeti Chauhan- External Member

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