



भारत सरकार  
लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी, मसूरी - 248179  
(कार्मिक, लोक शिकायत एवं पेंशन मंत्रालय,  
(कार्मिक एवं प्रशिक्षण विभाग))

File No. B-12013/1/2012-ADM

Date: 15.06.2026

**OFFICE ORDER - 154**

**Subject: Re-constitution of Internal Complaint Committee in LBSNAA for Prevention, Prohibition and Redressal of Sexual Harassment of women at Workplace - reg.**

In suppression of all previous office orders for POSH Committee, in exercise of the power contained in section 4(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, an Internal Complaint Committee of LBSNAA for prevention, prohibition and redressal of complaints or issues of sexual harassment of woman at workplace is re-constituted with the following composition.

Sl.	Position in the Committee	Name and designation of officer
1.	Presiding Officer	Ms. Deep Jagdip Contractor, Deputy Director (Sr.)
2.	Member-Secretary	Ms. Ankita Dhanda, Assistant Director
3.	Third Party Member (Non-Government Organisation)	Ms. Mamta Manaduli, Prosecuting Officer, Dehradun
4.	Member	Shri Romeo Vincent Tete, Professor Ms. Bhupinder Kaur, ALIO Shri Govind Sahu, LIA Ms. Preeti Rawat Bhandari, UDC Shri Binay Kumar, MTS Ms. Kanika Saini, MTS
5.	Nodal Officer for SHe-Box	Ms. Aakanksha Kulshreshtha, Assistant Director
Note	1. Ms. Preeti Rawat Bhandari, UDC will be responsible to maintain the records/proceedings of the ICC. 2. Ms. Shalini, Stenographer Grade-II and Shri Jaidayal, Stenographer Grade-II are nominated for secretarial assistance to the Committee.	

2. Internal Complaints Committee [ICC] is meant to safeguard and to promote wellbeing of all women employees of an organization. It takes care of all complaints on sexual harassment of women at workplace and action taken for redressal of complaints. It also takes care of any act or conduct by a person in authority and belonging to one gender which denies equal opportunity in pursuit of career development or making the environment at workplace hostile or intimidating to a person belonging to other gender, only on the ground of gender.

3. Member of the Non-Government Organisation of the Committee (External member) shall be paid fees for allowance per day (as may be prescribed from time to time) and will also be reimbursed travel cost as per the Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013 for holding the proceedings of the Committee.

P.T.O.

4. The tenure of the chairperson and members constituted for the purpose will be for a period of 03 (three) years from the date of his/her nomination in the committee or until further order, whichever is earlier.

5. Role and responsibility of Internal Complaint Committee shall be in accordance with the Order/ Guidelines/ Office Memorandum issued by Government of India from time to time following the Supreme Court Judgement in Vishakha & Ors. Vs State of Rajasthan & Ors [Jr. 1997 (7) SC 383].

6. To investigate reported cases of commission of acts of sexual harassment of women, if any, and submit its report to the disciplinary authority recommending action to be taken against the accused employees. To review the state of preparedness to deal with complaints and to make all officers fully aware of their responsibilities in this regard, Committee will meet once a quarter even if there is no live case to ensure that the committee is effective and functional at all times.

7. The Internal Complaint Committee shall in each calendar year submit an Annual Report as per section 21 of Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act 2013.

8. This issues with the approval of Competent Authority.

  
(Rajesh Meena)  
Deputy Director (Sr.) &  
I/c (Establishment)

**OFFICE ORDER REGISTER**  
**ALL LBSNAA [Through SARGAM/ Notice Boards]**

Circulation for information and necessary action to:

- i. All Nominated members
- ii. Ms. Mamta Manaduli, Prosecuting Officer, Dehradun
- iii. Rajbhasha Anubhag for Hindi translation
- iv. Computer Centre- for updating information on the website of Academy.