



केन्द्रीय विद्यालय , भारी वाहन निर्माणी, आवडी , चेन्नई - 600054

KENDRIYA VIDYALAYA, H.V.F, AVADI, CHENNAI – 600 054

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F.No.1-40/KV HVF/2023-24/

Date:-19.06.2023

OFFICE ORDER

With reference to KVS, HQ., New Delhi Order No.F.11-55/2000-KVS(Vig.)/Pt.1/1122-25 dated 05.03.2019 and KVS RO Chennai letter no. F.17029/ICC/KVS(CHER)/2023-24/3859 dated 15.06.2023 and as per the provisions of 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the following Internal Complaints committee is reconstituted to deal with the complaints regarding sexual harassment of women at workplace at the Vidyalaya level with immediate effect, in terms of the provisions of Section 4(2) of the said Act enforced on 9th December 2013:-

S. No	Name of the Member	Designation of the Member	Office of the member of the Committee	Nomenclature	Jurisdiction
1	Mrs. Mini Mullath	Assistant Commissioner	KVS,RO, Chennai	Presiding Officer	To inquire into the complaints of sexual harassment at work place against the officials at the Vidyalaya except the Principal, Vice-Principal and HM
2	Ms.Jennifer Maria A	Co-ordinator (Core Team)	Care and Welfare Foundation, Vanagaram,Chennai-95	NGO Member	
3	Mrs.S.Valli	PGT (Com)	KV HVF Avadi	Member	
4	Dr. K.Ravichandran	VMC Member	KV HVF Avadi	Member	

The Presiding Officer and the members of the above committee will hold office for a period of not exceeding three years from the date of issue of this order. The Presiding Officer of the committee will ensure the following:-

- 1.Co-ordinate with the NGO member, other members and respective Deputy Commissioner/ Principal of the Vidyalaya to fix date and time for conduct of inquiry
- 2.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,
- 3.It is mandatory to have one NGO member while investing the case of sexual harassment of women employees.
- 4.Submission of Inquiry Report with specific findings and supporting documents along with her comments/recommendation within a period of one month from the date of such receipt of a complaint.

(S.ARUMUGAM)

प्राचार्य/ PRINCIPAL

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केन्द्रीय विद्यालय / KENDRIYA VIDYALAYA

भा वा नि, आवडी / H.V.F, Avadi,

चेन्नई - 600 054. / Chennai - 600 054.

Distribution:-

- 1.All the Committee members
- 2.The Deputy Commissioner, KVS RO, Chennai-For information
- 3.The Chairman, VMC, KV HVF Avadi--For information
- 4.Office of the Vidyalaya-To circulate among all the staff members of the Vidyalaya
- 5.Office file-For information
6. Website of the Vidyalaya-For information