

**F. No. 43011/3/2021 Admn I**  
Government of India  
Ministry of Fisheries, Animal Husbandry and Dairying  
Department of Fisheries

1st Floor, Chander Lok Building  
36 Janpath, New Delhi  
Dated the 21 January, 2021

**OFFICE MEMORANDUM**

**Subject: Constitution of the Internal Complaints Committee in the Department of Fisheries to look into complaints of sexual harassment of women at workplace-Reg**

In exercise of powers conferred under Section 4 of the Sexual Harassment of Women at Workplace(Prevention, Prohibition and Redressal) Act, 2013, an Internal Complaints Committee is hereby constituted in the Department of Fisheries with the following composition :-

- |      |   |   |                   |
|------|---|---|-------------------|
| I.   | Ms. Sheema Chakraborty, Under Secretary | : | Presiding Officer |
| II.  | Ms. Suman Sukheja, PS                   | : | Member            |
| III. | Dr. Prathvi Rani, STA (Fy)              | : | Member            |
| IV.  | Ms. Manasi Mishra, CSR (An NGO)         | : | Member            |
| V.   | Sh. Kham Khan Suan, Under Secretary     | : | Member Secretary  |

2. The Internal Complaints Committee shall look into all complaints of sexual harassment at workplace in the Department of Fisheries 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.

3. The Committee should make an Annual Report of the complaints and the action taken by them to be submitted to the Department of fisheries.

4. The Non-official (Sl. No. IV above) Member shall be paid TA/DA and Honorarium for attending the meeting of the Committee as per rules.

5. This issues with the approval of Secretary (Fisheries).



(S.K.Jha)

Deputy Secretary to the Government of India

Tel. No. 23310338

E-mail- sk.jha65@gov.in

To,  
The Presiding Officer / Members of the Committee

Copy for information to:-

- i. All officers and Sections of Department of Fisheries (through e-office).
- ii. NIC, DoF – with a request to upload the same on DoF website.