

F.No.O.21030/15/2010-SO(Coord)

Ministry of Finance

Department of Revenue

Coord Section

New Delhi the 17th June, 2010

Circular

Subject: Reconstitution of the Complaint Cell in the Deptt. of Revenue (Hqrs) in pursuance of Supreme Court's order on laying down guidelines to be followed in tackling sexual harassment of Women.

The Complaint Cell set up in the Deptt. of Revenue (Hqrs) vide this Departments' Circular F.No. 7/22/97-Coord dated 27.7.98 was last reconstituted vide Circular no. 7/25/2005-Coord dated 20.9.2007. As Ms. Anita Kapur, JS(FT&T) has completed her tenure and Smt. Shyamala Mohan, Under Secretary (Ad.I&Vig) has been transferred to other Ministry, it has been decided with the approval of JS(Revenue) to nominate Ms Nishi Singh, Commissioner (Vig), CBDT as Chairperson and Ms Sharda Sharma, Under Secretary (TC) as Member Secretary of the Complaint Cell.

2. The Office Address of the Chairperson and Members of the Cell are as follows:

1. Ms. Nishi Singh, -Chairman

Commissioner (Vig), CBDT

Room no. 245 B, North Block

New Delhi

Tel. No. 23092174

2. Smt Madhu Sharma, Director (OL) -Member

Room no. 264-A,

Deptt. of Revenue, North Block,

New Delhi, Tel. no. 23092499

3. Smt. Sharda Sharma, Under Secretary (TC) -Member Secretary

Room no.252 C, Deptt. of Revenue, North Block

T.No.2309548

4. Ms. Gomathi Nair, President, -Member

All India Women's Conference

Sarojini House, 6, Bhagwandas Road,

New Delhi – 110001

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2. As per the directions issued by Cabinet Secretariat vide letter no. 1/109/7/2009-TS, dated 7th August, 2009, the Complaint Review Cell is requested to hold quarterly meetings of the complaints even if there are no complaints and review the state of preparedness to deal with such complaints reviewed as also measures to be taken to make all officers fully aware of their responsibilities in this regard.

3. All the concerned are advised to contact the Chairperson/Members of the Complaint Cell, for redressal of their grievances, if any.

4. Hindi version will follow.

Sd/-

(Nityananda Ray)

Under Secretary to the Govt. of India

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All Officers and Section in the Department of Revenue