

Consulate General of India  
Jeddah  
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3<sup>rd</sup>  
June, 2021

No. JED/E/551/02/2021

**OFFICE ORDER**

Subject:- Constitution of Internal Complaints Committee under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal), Act, 2013.

To provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment, an Act, "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal), Act, 2013" has been enacted by the Government.

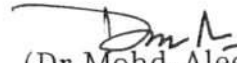
2. Where as subsection (1) of section 4 of the Act requires every employer to constitute a committee to be known as Internal Complaints Committee.

3. Accordingly, Internal Complaints Committee in respect of this Post is constituted with the following composition:-

Sl. No.	Member	Name and Designation
1.	Presiding Officer	Ms. Hamna Mariyam, Consul (Comm. & PIC)
2.	Member	Ms. Malti Gupta, Vice Consul (Admin)
3.	Member	Ms. Jayashree Suresh Babu, Locally-recruited Clerk

4. The members shall hold office for a period not exceeding three years with effect from the date of their nomination for effective implementation of the Act.

5. The Internal Complaints Committee will function in accordance with the provisions laid down in the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal), Act, 2013".

  
(Dr. Mohd. Aleem)  
Consul (CW) & HOC

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1. Consul General – for kind information
2. Individual members concerned
3. All officers/officials
4. ✓ Computer Cell - for uploading on the website