

F.No: A-72014/1/2023-HQ-Estt
Government of India
Ministry of Labour & Employment
Directorate General Factory Advice Service and Labour Institute

N. S. Mankikar Marg, Sion (East),
Mumbai, the October 2025

OFFICE ORDER

Subject: Constitution of the Internal Complaints Committee (ICC) for offices of DGFASLI in Mumbai to deal with complaints of Sexual Harassment of women employees- regarding.

In supersession of this Directorate's Office Order No. A-72014/1/2023-HQ-Estt dated 29.05.2025, and in exercise of the powers conferred under Section 4(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaints Committee (ICC) for all offices of the DGFASLI Organization located in Mumbai is re-constituted with the following composition:

Sl. No.	Name with Designation	Designated as
(i)	Smt. Seema Lakdawala, Senior Scientific Assistant, Central Labour Institute, Mumbai	Presiding Officer
(ii)	Shri K. P. Sreekumar, AAD DGFASLI (HQ)	Member
(iii)	Smt. Kumari Jyoti Bhushan, Senior Statistical Officer, DGFASLI (HQ)	Member
(iv)	Smt. Preetha T.P., Assistant Section Officer, DGFASLI(HQ), Mumbai	Member
(v)	Ms. Vidya G. Ranade, Vanvasi Kalyan Ashram (NGO), Ghatkopar Region, Mumbai	Member (NGO Representative)

2. The Member of Non-Government Organization of the Committee shall be paid fees or allowances as per Rule 3 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 for holding the proceedings of the Committee.

3. The term of office of the Presiding Officer and every member of the Committee shall be three (03) years from the date of their nomination.

4. The Internal Complaints Committee shall submit an annual report to the employer in each calendar year and other reports, as per Section 21 of the Act.

5. The Committee will deal with complaints received, if any, of sexual harassment of women employees of:

- (a) DGFASLI (HQ), Mumbai
- (b) Central Labour Institute, Mumbai
- (c) Inspectorate of Dock Safety, JNPT
- (d) Inspectorate of Dock Safety, Mumbai

6. This issues with the approval of the Head of Department, i.e. the Director General, DGFASLI, Mumbai.

Signed by Sudhir Agarwal

Date: 10-10-2025 12:41:05

(Sudhir Agarwal)

Under Secretary to Govt. of India
DGFASLI (HQ), Mumbai

Distribution:

- 1. The Presiding Officer and Members of the Committee as mentioned above.
- 2. PPS to the Director General, DGFASLI, Mumbai
- 3. DDG & HoO (HQ), DGFASLI (HQ), Mumbai
- 4. Deputy Secretary, DGFASLI (HQ), Mumbai
- 5. Under Secretary (Admin.I), Ministry of Labour and Employment, New Delhi-for information
- 6. Head of the Office, CLI/IDS, Mumbai/IDS, JNPT
- 7. Director-In-Charge, Dock Safety Division, DGFASLI (HQ), Mumbai
- 8. MIS Division, DGFASLI for uploading the order in website of DGFASLI.
- 9. All Sections/Divisions in DGFASLI(HQ), Mumbai
- 10. Office Order Folder.