

भारत डायनामिक्स लिमिटेड BHARAT DYNAMICS LIMITED
निगम कार्यालय CORPORATE OFFICE
गच्छी बाउली GACHIBOWLI :: हैदराबाद HYDERABAD

संदर्भ Ref: बीडीएलBDL/04/ नि.-मा.सं.C-HR/2022

दिनांक Date: 06.12.2022

मानव संसाधन HUMAN RESOURCES

कार्यालय आदेश OFFICE ORDER

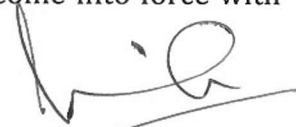
**Sub : Prohibition of Sexual Harassment of women employees at workplace - Re-
Constitution of Internal Complaints Committee - Reg.**

The Internal Complaints Committee for all Units/Corporate Office is re-constituted as under with immediate effect.

2. Smt V Latha, GM (Head-KBU) shall be Presiding Officer for the Internal Complaints Committees of all Units/Corporate Office.

Unit/Office	Members		
	Name (S/Smt./Shri)	Designation	Role
Kanchanbagh & IBU	Yalamanchili Ushasri	AGM (QC)	Member
	D Nirmala Kumari	DGM (LR SAM)	Member
	K Krishna Vardhan	SM-HR (CLM)	Member
	Ambika Misha	Dy. Mgr (HR)	Member Secretary
	P Krishna Kumari	COS - II	Member
	P V Swathi	Tech. - II	Member
Bhanur	D Snehalatha	Sr. Mgr. (Fin.)	Member
	P Nageswara Rao	SM (ER & WEL.)	Member
	P Maya	Mgr. (HR)	Member
	M Shailaja	Mgr. (HR)	Member Secretary
	B Padmalatha	Nurse	Member
	P Uma Devi	Asst. Engr.	Member
Visakhapatnam	K Sowseelya	Mgr.	Member
	Radhakanta Nayak	Mgr. (HR)	Member
	Namburu Hima Silpa	DM	Member Secretary
	S Sarojini	Dip. Engr. - II	Member
	B V Prameela	Dip. Engr. - I	Member
Corporate Office	K B Shalitha	DGM (ITD)	Member
	Ch Anju Chowdary	DGM (C-HR) P&ER	Member
	P Srinivas Rao	SM (TA&OD)	Member
	K Prashanthi	DM (C-HR) Admin & Estt.	Member Secretary
	K Srilakshmi Prasad	Chief Per.Secretary	Member
	S Annapurna	Sr.Office Supdt.III	Member

2. If any case arises, as per the requirement, one external expert from amongst NGOs committed to the cause of women or a person familiar with the issues related to sexual harassment shall be co-opted on need basis.
3. Terms of reference to the Committee are:
 - a) The Committee will receive all the complaints in connection with sexual harassment, examine whether or not, prima facie, such conduct constitutes an offence under the law or a breach of the service rules.
 - b) To conduct inquiry for cases of sexual harassment of women at work place and submit its findings to Disciplinary Authority / Management.
 - c) To conduct special drive to review the pending cases and appropriate action to be taken before 9th December, 2022.
 - d) The Committee shall make an annual report of the complaints indicating the action taken by them and submit to Head-HR for further action.
4. Women employees are requested to forward their complaints on sexual harassment, if any, in a CONFIDENTIAL cover to the Presiding Officer of the Complaints Committee.
5. This issues with the approval of Competent Authority and will come into force with immediate effect.



(Biplab Sinha)
DGM (C-HR)

Distribution:

- All concerned
- All Unit Heads/EDs/GMs/HoDs

Copy for information to:

- D (P), D (F), CVO
- EA to CMD - for information of CMD