



**ONGC VIDESH LIMITED**  
**5th Floor, Tower B,**  
**PDD, Urja Bhawan**  
**5-A Nelson Mandela Marg,**  
**Vasant Kunj, New Delhi -110070**

No. OVL/DLH/SH/2017

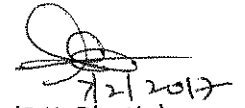
Dated : 07.02.2017

**OFFICE ORDER**

As per the Sexual harassment of women at workplace (Prevention, prohibition and redressal) Act, 2013, every employer of a workplace, shall, by an order in writing, constitute a Committee to be known as the "**Internal Complaints Committee**" for dealing with the complaints related to sexual harassment at work place. In compliance thereof, the Executive Committee, ONGC Videsh has approved the constitution of an Internal Complaints Committee consisting of following members to deal with complaints related to sexual harassment at work place:

- a) Ms Vasudha Nanawati, DGM (Chemistry) as the Presiding Officer
- b) Mr Balbir Singh, GM (Geophy) as a member
- c) Ms Aparajita Das Kaul, M(HR) as a member
- d) Ms Manorama Dubey, NGO representative from 'Divine Light'

The committee on receipt of any such complaint shall hold an preliminary investigation/enquiry to be completed within 90 days of receipt of the complaint and submit a detailed report to Director (O) directly within 10 days of completion of the enquiry. Also, the committee shall have to submit a quarterly report on number of cases received and settled by the committee to Director (O).

  
7/2/2017  
(S.K. Bhatia)

DGM(HR)-I/c HR-ER

Copy To:

- All Committee Members
- EA to MD/D(O)/D (E)/D(F)
- All Regional Presidents
- All Sectional heads