

GOA SHIPYARD LIMITED
HUMAN RESOURCES & ADMINISTRATION DEPARTMENT

HOD (HR & A)'s Memo No 141
Date: 28.11.2025

**INTERNAL COMMITTEE UNDER "THE SEXUAL HARASSMENT OF
WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND
REDRESSAL) ACT, 2013"**

Further to HOD (HR & A)'s Memo No: 18 dtd 01st Feb 2025, the internal committee is hereby reconstituted as under. The guidelines with regards to the mechanism for dealing with complaints about the sexual harassment in workplace issued vide above memo remain unchanged.

Sl No	Name		Contact Telephone number
1	Ms Chhaya Jain Addl General Manager (CS)	Chairman	EPBX Extn: 2403
2	Ms Rani Ashok Kamat Dy. General Manger (Purchase)	Member Secretary	EPBX Extn: 4574
3	Mr Vikas AM (HR)	Member	EPBX Extn : 4676
4	Ms Supriya Sadanand Bhandari Emp No: 72918	Member	EPBX Extn : 4463
5	Mr Gopinath Vijay Naik Emp No: 2680	Member	EPBX Extn: 2102
6	Ms Farzana Begum Mulla Emp No: 2847	Member	EPBX Extn: 2228
7	Ms Juliana Lohar Anyay Rahit Zindagi (ARZ) Vasco	Member	Mobile No: 9850962390


HEAD OF DEPARTMENT (HR & ADMN)

Dist D-4

GOA SHIPYARD LIMITED
HUMAN RESOURCES & ADMINISTRATION DEPARTMENT

HOD (HR & A)'s Memo No. 18
Date: 01.02.2025

Reconstitution of Internal Committee under "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013"

Pursuant to the guidelines issued by the Ministry of Defence, Dept of Defence Production vide Letter No: 23(81)2015/D(NS-I) dated 14 Aug 2015 and in terms of provisions of 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' (the Act) and rules made thereunder, the Internal Committee is hereby reconstituted with following members w.e.f. 29 Jan 2025:

Sl. No.	Name		Contact Telephone number
1	Ms Chhaya Jain Addl General Manager (CS)	Chairman	EPBX Extn: 2403
2	Ms Rani Ashok Kamat Dy. General Manager (Purchase)	Member Secretary	EPBX Extn: 4574
3	Mr Shridher Tripathi AM (Legal)	Member	EPBX Extn: 4106
4	Ms Supriya Sadanand Bhandari Emp No: 72918	Member	EPBX Extn: 4463
5	Mr Gopinath Vijay Naik Emp No: 2680	Member	EPBX Extn: 2102
6	Ms Farzana Begum Mulla Emp No: 2847	Member	EPBX Extn: 2228
7	Ms Juliana Lohar Anyay Rahit Zindagi (ARZ) Vasco	Member	Mobile No: 9850962390

2. The Committee is to be guided by the provisions of the Act and rules made thereunder for its functioning.
3. As per the sub-section (5) of section 4 of the Act, following is to be implemented.

Where the presiding Officer or any Member of the Internal Committee,

- (a) Contravenes the provisions of section 16 of the Act: or
- (b) Has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him: or
- (c) Has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him: or
- (d) Has so abused his position as to render his continuance in office prejudicial to the public interest.

Such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

4. GSL is to ensure the following as per Chapter VI of the Act:
- (a) Provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace.
 - (b) Display at any conspicuous place in the workplace, the penal consequences of sexual harassment: and the order constituting, the Internal Committee under sub-section (1) of section 4 of the Act.
 - (c) Organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed.
 - (d) Provide necessary facilities to the Internal Committee for dealing with the complaint and conducting an inquiry.
 - (e) Assist in securing the attendance of respondent and witnesses before the Internal Committee.
 - (f) Make available such information to the Internal Committee, as it may require having regard to the complaint made under sub-section (1) of section 9 of the Act.
 - (g) Provide assistance to the women if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force.
 - (h) Cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place.
 - (i) Treat sexual harassment as misconduct under the service rules and initiate action for such misconduct.
 - (j) Monitor the timely submission of reports by the Internal Committee.

5. The Committee constituted as per the para 1 above shall hold office for a period not exceeding three years from the date of their nomination. All representatives will attend the meeting as scheduled. Member Secretary will ensure quarterly meetings. Minutes of the meeting will be promulgated. Chairman may convene early meeting, in case of an emergent need. On resignation / retirement of the members, they are to intimate to their HODs, who are to nominate suitable reliefs. Member Secretary to co-ordinate and get the memo amended on time.

6. The complaints committee will ensure that the enquiries are kept confidential and that no bias or prejudice is caused to any of the persons involved.

7. On conclusion of the enquiry, which should be expeditious, and in any case not later than 15 days from the date of the first meeting, the Committee is to render its report to the HoD (HR & Admin) in a sealed envelope marked 'Confidential'. The report shall state whether, in the opinion of the Committee, any prima facie case exists in the complaint.

8. Thereafter, the HR & Admin Department will forward the report along with its comments to the Disciplinary Authority, at the earliest, but not later than 5 working days of receipt of the report. The Disciplinary Authority will then decide the further course of action to be followed under the Company's rules applicable to officers/workmen/staff.

9. The HR & Admin Department will ensure that appropriate action is taken based on the report and that it is followed up to its logical conclusion.

10. The Committee should meet every quarter even if no live cases are available, to review the preparedness and fulfil the requirements of the Apex Court judgement in Vishakha case.

11. The member appointed from the NGO shall be paid fees and allowance, as approved by the Competent Authority from time to time.

12. The Committee is required to make an annual report to the Ministry of Defence, Dept of Defence Production & Supplies, New Delhi - 110 011, regarding the complaint/s received and action taken by them. The HR & Admin Department will ensure that the complaints committee submits the annual report to the Ministry.

13. This Memo supersedes earlier Memos issued in this regard.

14. This Memo is issued with the approval of Competent Authority.


Head of Department (HR & ADMN)

Dist: D-4