



Apparel Training & Design Centre

THE APPAREL TRAINING & DESIGN CENTRE

द अपैरल ट्रेनिंग एंड डिजाइन सेंटर

GST No. : 06AAAAT0265D1ZY

ATDC/NHO/HR/2026/387

17th July, 2026

ORDER No. 122 /2026

Sub: Constitution of Internal Complaints Committee (ICC) in respect of the female ATDC employees under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 - reg.

To provide protection against sexual harassment of women at workplace and for prevention and redressal of complaints of sexual harassment and matters connected therewith or incidental thereto has been enacted by the Parliament of India as per Act, 2013 (No. 14 of 2013)

ATDC is committed to ensuring the welfare, dignity and right of equality of its women employees at the workplace. In accordance with the provisions of Chapter II of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, the Internal Complaints Committee (ICC) was constituted in June 2023. As the Committee has completed its tenure, a new Internal Complaints Committee is hereby constituted. This order supersedes all previous orders issued in this regard.

The following new centralized Internal Complaints Committee (ICC) at ATDC NHO (Gurgaon) has been constituted for the next three years till June, 2029.

- | | |
|--|---------------------|
| 1. Dr. Gurpreet Kaur, Director (9811505871) | (Presiding Officer) |
| 2. Dr. Neera Singh Parihar, Director (9911675322) | Member |
| 3. Dr. Roopali Shukla, Director (9717483626) | Member |
| 4. Mr. Naveen Gopal, CFA / Head HR (7838391849) | Member |
| 4. Mrs. Poonam Malhotra, Director, Rajan Gulati and
Mohan Singh Chatwal Charitable Trust (9818024153) | External Member |
| 5. Mr. Purshotam, Administrative Officer (7838127305) | Member Secretary |

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The Committee on receipt of a complaint shall conduct necessary enquiries in accordance with the 'Sexual Harassment' of Women at Workplace (Prevention, Prohibition and Redressal) Act' ('the Act') to ascertain the truth of the allegations by collecting documentary evidence and recording statements of possible witnesses including the complainant.

The ICC shall then submit within 7-10 days the preliminary inquiry report to the Competent Disciplinary Authority along with all the original documents produced during the preliminary enquiry proceedings, In case the allegations do not appear to be in the nature of sexual harassment, the ICC may refer the matter to the DG & CEO, ATDC NHO (Gurgaon) for appropriate action.

In case a complaint is related to a member (s) of the above Committee, the said ICC member shall not participate in that specific enquiry. In such a case another member shall be nominated by the DG & CEO, ATDC.

The Administration Department has affixed a '**Complaint Box**' with a lock near to the notice board which will be opened by Member Secretary of Internal Complaint Committee on regular intervals.

Roopak Vasishtha
17/7/26
DR. ROOPAK VASISHTHA
DG & CEO

Distribution:

- Concerned Officials
- All HODs at ATDC-NHO
- All ATDC Officials, ATDC NHO
- All RMs/ Principals, ATDC Centres
- ATDC Website