

Government of India  
Ministry of Skill Development & Entrepreneurship  
Directorate General of Training  
**Regional Directorate of Skill Development & Entrepreneurship (RDSDE)**  
**Vijayawada, Andhra Pradesh-520013**  
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File No: RDSDEV/ADM/1/2026/2569/

Date: 1.06.2026.

**OFFICE ORDER**

In pursuance of the provisions contained in the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013** and the rules/guidelines issued by the Government of India from time to time, the competent authority is pleased to constitute the **Internal Committee (IC)** for the offices under the Regional Directorate of Skill Development & Entrepreneurship (RDSDE), Vijayawada, Andhra Pradesh, for prevention, prohibition and redressal of complaints relating to sexual harassment of women at the workplace.

The Committee shall comprise the following members:

Sl. No.	Name & Designation	Position in IC
1	<b>Smt. D. Shanthi, Joint Director</b>	Presiding Officer (Chairperson) up to 30.06.2026
2	<b>Shri V. Babu, Regional Director</b>	Member
3	<b>Shri P. Mouli, Deputy Director</b>	Member
4	<b>Smt. Tulasi, Assistant Director, DET, Andhra Pradesh</b>	External Member

**Terms of Reference**

1. The Internal Committee shall function in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and rules framed thereunder.
2. The Committee shall receive, inquire into, and recommend appropriate action on complaints of sexual harassment received from women employees, trainees, apprentices, as per the provisions of the Act.
3. The Committee shall maintain strict confidentiality in all proceedings and records relating to complaints and inquiries.
4. The Committee shall conduct awareness and sensitization activities regarding prevention of sexual harassment at the workplace.
5. The Committee shall submit reports and recommendations to the Competent Authority as required under the Act and applicable Government instructions.
6. The tenure of the Committee shall be **three years from the date of issue of this order or until further orders, whichever is earlier**, subject to the provisions of the Act.
7. Ensuring updating of members details and providing of SHE Box on WEB Portal

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Head of the Department,

RDSDE, Vijayawada, A.P.

**Copy to:**

1. All officers and staff of RDSDE, Vijayawada.
2. The Members concerned.
3. Office Notice Board/Website.
4. Guard File.