

No. Q/Vig/551/01/2004
Government of India
Ministry of External Affairs
(Vigilance Unit)

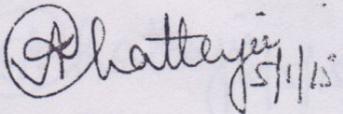
5 January, 2015

Subject: Contact details of the Chairperson of the Complaints Committee to enquire into complaints of sexual harassment.

This is with reference to circular of even no. dated 24th October, 2014, communicating the appointment of Smt. Pooja Kapur, Joint Secretary (Coordination), as the Chairperson of the Complaints Committee.

2. Smt. Pooja Kapur has now been designated as Joint Secretary (ASEAN-ML). Her contact details are given below :-

Smt. Pooja Kapur
Joint Secretary (ASEAN-ML) &
Chairperson of the Complaints Committee
ASEAN Multilateral Division
Room No. 3013
Jawaharlal Nehru Bhavan
Ministry of External Affairs
New Delhi-110011
Tel No.: +91-11-49015212
Fax No.: +91-11-49015213
e-mail: jsasean@mea.gov.in



[Arun K. Chatterjee]
Joint Secretary [CNV&I] &
Chief Vigilance Officer.

Copy to:

1. Office of Minister of External Affairs – for information
2. Office of Minister of State for External Affairs – for information
3. Foreign Secretary's Office
4. Offices of Secretaries/Dean FSI/Special Secretaries/Additional Secretaries at Headquarters.
5. Smt. Pooja Kapur, Joint Secretary (ASEAN-ML) & Chairperson of Complaints Committee.
6. Members of the Complaints Committee.
7. All Heads of the Divisions, with a request to bring this to the notice of members of their Division.
8. All Heads of Missions/Posts, with a request to bring this to the notice of members of their Missions/Posts.
9. XP Division, MEA - with a request to suitably display the particulars on the website of the Ministry.
10. Notice boards in MEA (South Block, Jawaharlal Nehru Bhawan, Patiala House, ISIL Building, Shastri Bhawan).