

**POLICY ON PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL
HARASSMENT AT WORKPLACE**

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1. POLICY STATEMENT

The Indo-French Chamber of Commerce & Industry (IFCCI), being a Section 8 public company limited by guarantee incorporated under the Companies Act, 2013, is committed to ensuring a workplace environment that is safe and free from sexual harassment of women.

Sexual harassment of women at the workplace is a serious misconduct and is expressly prohibited under the provisions of the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013* (“POSH Act”). Such conduct undermines professional standards and is unacceptable in any form within IFCCI.

IFCCI adopts a zero-tolerance approach towards sexual harassment of women and is committed to preventing, prohibiting, and redressing any act of sexual harassment at its workplace. This Policy has been framed in strict compliance with the POSH Act and the Rules made thereunder.

IFCCI shall:

- Provide a mechanism for prevention and prohibition of sexual harassment of women at the workplace;
- Encourage reporting of complaints by Aggrieved Women in accordance with the POSH Act;
- Ensure prompt, fair, confidential, and impartial inquiry of complaints through a duly constituted Internal Complaints Committee (ICC);
- Provide necessary assistance and support to the Aggrieved Woman during the inquiry process; and
- Take appropriate action against the Respondent in accordance with the findings of the ICC and applicable law.

Any act of sexual harassment of a woman at the workplace shall be treated as misconduct and shall invite disciplinary action in accordance with the POSH Act and the service rules, regulations, or contractual terms applicable within IFCCI.

IFCCI affirms its commitment to full compliance with the POSH Act and to maintaining a work environment free from sexual harassment of women.

2. SCOPE AND APPLICABILITY

This Policy is framed in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Rules made thereunder (“POSH Act”).

In terms of the POSH Act, this Policy applies to all women employed at or visiting the workplace of the Indo-French Chamber of Commerce & Industry (“IFCCI”), whether employed directly or through an agent, including permanent, temporary, ad hoc or daily wage employees, trainees, interns (paid or unpaid), volunteers, consultants, retainers, contractual personnel, and any person engaged for any work on regular, temporary, part-time or full-time basis.

The Policy extends to all workplaces of IFCCI, including its offices, branches, units, and any place visited by an employee arising out of or during the course of employment, including transportation provided by IFCCI for undertaking such journey.

Without prejudice to the provisions of the POSH Act, IFCCI, as a matter of policy, extends the protection under this Policy to the woman associated with IFCCI, consultants, contractors, visitors, members, vendors, and woman availing or sharing IFCCI infrastructure and facilities.

Where any Aggrieved Woman is subjected to sexual harassment as a result of an act or omission by a third party or outsider while in the course of employment or official duty, IFCCI shall take all necessary and reasonable steps to provide support and assistance to the Aggrieved Woman and to initiate appropriate preventive and remedial action in accordance with law.

3. DEFINITIONS

3.1. “Act” means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013).

3.2. “Aggrieved Woman” means, in relation to a workplace, a woman of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the Respondent at such workplace, and includes a woman employed at IFCCI, whether directly or through an agent, on a regular, temporary, ad hoc, daily wage, contractual, part-time or full-time basis, including trainees, interns (paid or unpaid), volunteers, consultants, members, visitors, or any woman present at or visiting the workplace in connection with the activities of IFCCI.

3.3. “Chamber” means the Indo-French Chamber of Commerce and Industry

3.4. “Complainant” shall mean any woman alleging an incident of sexual harassment or on whose behalf such complaint has been filed.

3.5. “Competent Authority” means the Board of Directors of the Chamber.

3.6. “Employee” as defined under the act and means a person employed at the workplace for any work on regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co- worker, a contract worker, probationer, trainee, apprentice or called by any other such name.

3.7. “Employer” means Board of Directors and the Governing Council Members of the Chamber.

3.8. “External Member” means the member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment or a legal expert from outside the Internal Complaint Committee.

3.9. “Internal Complaints Committee or ICC” is the Committee constituted by the Competent Authority to look into the incidents of sexual harassment at the New Delhi and Mumbai Offices.

3.10. “Member” means the member of the Internal Complaints Committee.

3.11. “Respondent” shall mean any person against whom a complaint of sexual harassment has been filed.

3.12. “Rules” means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules 2013.

3.13. “Victimisation” means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour.

3.14. “Workplace” means, in addition to the place of work, any place visited by the Aggrieved Woman Employee arising out of or in the course of employment and includes transportation provided by the IFCCI employer for undertaking such journey.

4. WHAT IS SEXUAL HARASSMENT?

Sexual Harassment means behavior that is unwelcome, personally offensive and that debilitates morale and, therefore, interferes with work effectiveness. It is a form of assault that can manifest itself in terms of physical or psychological acts.

A. Sexual Harassment includes the following:

1. Physical contact and advances or a demand/request for sexual favours or making sexually coloured remarks/jokes or sexist remarks or showing pornography or any other unwelcome physical, verbal or non-verbal (through gestures, textual, graphic, electronic) conduct of sexual nature. This includes the following:
 - (i) Obnoxious comments or utterances, innuendos and taunts that cause/are likely to cause embarrassment or awkwardness.
 - (ii) Leering, touching or brushing against any part of the body and any such unwelcome contact.
 - (iii) Stalking, making sounds or display of a nature with sexual overtures and communicating sexual remarks/jokes via telephone calls, letters, SMS, emails, and the like.
 - (iv) Forcible physical touch or molestation.
 - (v) A demand/request for sexual favours in return for a promise of work-related favours such as performance appraisals, promotions, transfers, salary increases and employment or any other form of reward or recognition. A demand/request for sexual favours with a threat of detrimental treatment in present /future employment status.
 - (vi) Acts of a sexual behaviour which may arise out of coercion.

- (vii) Physical confinement against one's will and any other act likely to affect one's privacy. This includes any act or conduct by a person in authority and belonging to one sex which denies/would deny equal opportunity in pursuit of career development or otherwise make the environment at the workplace hostile/intimidating to a person, who belongs to the other sex, only on the ground of sex.
 - (viii) Intrusion into the private lives, etc. or that which may lead to hostile working conditions.
 - (ix) Any other acts or behaviours that outrage the modesty of a Aggrieved Person irrespective of their gender .
- B. The following circumstances may constitute sexual harassment if it occurs or is present in relation to or connected with an act or behavior of sexual harassment:
- (i) Implied or explicit promise of preferential treatment in employment;
 - (ii) Implied or explicit threat of detrimental treatment in employment;
 - (iii) Implied or explicit threat about present or future employment status;
 - (iv) Interferes with work or creating an intimidating or offensive or hostile work environment;
 - (v) Humiliating treatment likely to affect the health or safety.

5. CONSTITUTION OF INTERNAL COMPLAINT COMMITTEE

The Competent Authority shall, by an order in writing, constitute a Committee to be called as Internal Complaints Committee (hereinafter referred to as "ICC").

- (a) The ICC shall consist of the following members to be nominated by the Competent Authority:
- i. a Presiding Officer/ Chairperson who shall be a woman at a senior level at workplace among the employees.

Provided that in case a senior level woman employee is not available, the Presiding Officer/ Chairperson shall be nominated from other offices or administrative units of the workplace.

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer/ Chairperson shall be nominated from any other workplace of the same employer or other department or organization.

- ii. two members from amongst the employees preferably committed to the cause of women or who have legal knowledge or expertise in the subject.

- iii. one or two external member(s) familiar with the issues of sexual harassment from governmental/ semi-governmental or non-governmental organization or a legal expert.

Provided that at least one-half of the total members so nominated shall be women.

The ICC members will be appointed for a fixed tenure (e.g. three years) and will receive orientation training. Changes to the ICC composition should be promptly notified and the committee's details (names, contact information) will be displayed on notice boards and the company website. The ICC will meet at least quarterly (even if no cases are pending) to ensure readiness. The Board will review ICC functioning annually.

Accordingly, in compliance with the Act, IFCCI has constituted an Internal Committee at its Mumbai

and New Delhi office which shall act as nodal committee to address any complaints by Aggrieved Person at any of IFCCI offices at Bangalore, Chennai, Hyderabad and Pune. The details of the members of the internal complaint committee at New Delhi and Mumbai office are annexed as Annexure 1 to this policy.

6. SELECTION PROCEDURE

- (a) First members of the ICC shall be nominated by the employer i.e. the Board of directors or the Governing Council Members of the Chamber.
- (b) Once all internal membership of the ICC has been filled up, they will nominate an External Expert.
- (c) Subsequent filling up of any membership in ICC shall be made by way of nomination by the employer.

7. TENURE

- (a) The Presiding Officer/ Chairperson and every Member of the ICC shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.
- (b) However, if a vacancy arises in ICC owing to the absence of a member due to resignation of a member, or disqualification of a member, the vacancy will be filled by the Board of directors of the chamber by passing appropriate resolution at their meeting.
- (c) An ICC Member shall be suspended from the ICC if a complaint is filed against him for the duration of the inquiry. If a complaint is found to be true, the Respondent to the case shall be disqualified from being a member of ICC.

8. REMOVAL OF ICC MEMBERS

ICC members will be removed if:

A Member acts in contravention to section 16 of the Act, and discloses the parties to, or details of a case, or information that may lead to the identification of any of the parties; or

- a) A Member is found to have caused an offence or injury under any law for the time being in force, and action is pending against them, or
- b) A Member has been found guilty in any disciplinary proceedings; or
- c) A Member has abused their position to render their continuance in office prejudicial to the public interest.

9. MANDATE OF ICC

- (a) ICC shall raise awareness about sexual harassment of women within the workplace as an unacceptable form of conduct. The ICC will encourage a workplace culture that is supportive and accommodating of diversity. The ICC will respond to complaints of sexual harassment and provide recommendations to the HR department for consideration.
- (b) Members of ICC shall be sensitive to the issue of sexual harassment and shall not let personal biases and prejudices (whether based on gender, caste, class, gender identity, religion, sexuality) and stereotypes (e.g., pre-determined notions of how a “victim” or “accused” should dress or behave) affect their functioning as members.

(c) ICC shall have the following two functions:

i Gender sensitization and awareness generation.

ii Responding to complaints of sexual harassment, including receipt of complaints, screening, informal mediation, conducting formal conciliation/inquiry procedures and redressal.

10. MEETINGS:

In order to carry out the above functions, ICC shall follow the rules mentioned below:

i. ICC shall meet twice a year. Additional meetings could be held as necessary to deal with issues or complaints that may arise.

ii. Members shall be intimated of meetings in writing or by electronic communication.

iii. Any member of ICC may request the Presiding Officer/ Chairperson to call an Emergency Meeting.

iv. The quorum for all meetings shall be more than half of the existing members of ICC. Motions shall be carried by a simple majority of those present and voting. The procedure for voting will be a secret ballot conducted by the Presiding Officer/ Chairperson.

x. If the required quorum is not present at any meeting, such a meeting may continue if reasonable circumstances exist and during these situations, it is desirable that at least half of the ICC Members are present. If fewer than half of the Members are present, the meeting may be adjourned. For an adjourned meeting, the required quorum shall be the same as in a regular meeting except in the case of an Emergency Meeting where there shall be no requirement of quorum.

xi. Minutes of all meetings shall be recorded in writing, confirmed, and adopted.

11. NODAL OFFICER — APPOINTMENT, ROLE AND FUNCTIONS

11.1. APPOINTMENT OF NODAL OFFICER

The Company shall designate a Nodal Officer for the purposes of implementation and operational coordination of this Policy, internal compliance and related statutory reporting obligations (“Nodal Officer”). The Nodal Officer shall report administratively to the Board or Senior Management and shall act as the authorised representative of the Company in all matters relating to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (“POSH Act”), its Rules and related compliance mechanisms, including the SHe-Box online portal.

11.2. OBJECTIVE OF THE NODAL OFFICER

The Nodal Officer’s primary objective is to ensure administrative coordination, regulatory compliance and liaison with statutory authorities, including but not limited to registration and updating of organisation details (including Internal Complaints Committee information) on the SHe-Box portal or other government platforms, where required.

11.3. DUTIES AND FUNCTIONS OF THE NODAL OFFICER

a. Registration and Portal Compliance:

Ensure registration and periodic updating of the Company and the Internal Complaints Committee (ICC) on the SHe-Box portal or any other government-mandated platform, including uploading required details and documents.

b. Statutory Liaison:

Act as the official point of contact with the District Officer, government authorities, or other statutory bodies in matters relating to compliance under the POSH Act and Rules.

c. Compliance Coordination:

Maintain and update statutory information relating to the constitution of the ICC, policy implementation, and related compliance requirements.

d. Record Maintenance:

Maintain records of complaints received through SHe-Box or otherwise, statutory filings, correspondence with authorities, and annual reports, subject to confidentiality obligations under the Act.

e. Monitoring and Forwarding of Complaints:

Track complaints received through statutory platforms and ensure timely forwarding to the ICC or appropriate authority in accordance with prescribed timelines.

f. Awareness Support:

Facilitate awareness and training initiatives relating to POSH compliance, as required.

g. Other Functions:

Perform such additional compliance-related duties as may be assigned by the Board or required under applicable law.

12. FILING OF COMPLAINT

12.1 Mode of Filing Complaint

An Aggrieved Woman may make a complaint of sexual harassment at the workplace:

- (a) In writing, addressed to the Internal Complaints Committee (“ICC”); or
- (b) Electronically through the Government of India’s SHe-Box (Sexual Harassment Electronic Box) Portal, which shall be treated as a complaint under Section 9 of the POSH Act.

Any complaint received through the SHe-Box portal shall be deemed to be a valid complaint under the Act and shall be processed by the ICC in accordance with the statutory procedure and timelines prescribed under the POSH Act and Rules.

12.2 Time Limit for Filing Complaint

The complaint shall be made within three (3) months from the date of the incident and, in case of a series of incidents, within three (3) months from the date of the last incident.

The ICC may, for reasons recorded in writing, extend the time limit by a further period of three (3) months, if satisfied that circumstances prevented the Aggrieved Woman from filing the complaint within the prescribed period.

12.3 Assistance in Filing Complaint

Where the Aggrieved Woman is unable to make a written complaint, the ICC shall provide reasonable assistance to reduce the complaint into writing.

Where the Aggrieved Woman is unable to file the complaint due to physical or mental incapacity, a complaint may be made on her behalf by a person as permitted under Rule 6 of the POSH Rules. In the event of the death of the Aggrieved Woman, her legal heir or such other person as prescribed under the Rules may file the complaint.

12.4 Processing of SHe-Box Complaints

Where a complaint is received through the SHe-Box portal:

- The designated Nodal Officer shall monitor and acknowledge the complaint;
- The complaint shall be forwarded to the ICC for inquiry;
- The ICC shall proceed with the inquiry in accordance with the Act;
- Status updates shall be uploaded on the SHe-Box portal as required.

All complaints received through SHe-Box shall be subject to the same procedure, confidentiality obligations, timelines, and statutory safeguards as complaints received directly by the ICC.

12.5 Confidentiality

The identity of the Aggrieved Woman, Respondent, witnesses, and details of the proceedings shall be kept confidential in accordance with Section 16 of the POSH Act.

13. CONCILIATION

(i) A conciliation procedure is when a grievance of sexual harassment at IFCCI may be articulated between a Complainant and a Respondent(s) in a non-punitive and supervised forum. The aim of conciliation is for a Complainant to address the inappropriate conduct and reach a common understanding with the Respondent about what they would like to stop from happening and why they feel it is inappropriate and for the Respondent to better understand how their actions may be interpreted. Once the form of inappropriate conduct has been identified, an agreement of future workplace conduct will be agreed upon between the parties and recorded by members of the ICC.

(ii) A conciliation process shall only be initiated when the Complainant consents to this procedure.

(iii) A conciliation process shall be initiated within ten working days of a Complainant requesting the Committee for the process.

(iv) No monetary settlement shall be made as a basis of conciliation.

(v) Where a settlement has been arrived at, the ICC shall record the agreement so arrived at.

(vi) The ICC shall provide copies of the settlement to the Competent Authority, the Complainant, and the Respondent.

(vii) Where a settlement is arrived at, no further inquiry shall be conducted by the ICC, except when Respondent is found in breach of the agreed settlement. If the Respondent to a conciliation procedure act in violation of the agreement, an immediate inquiry procedure or disciplinary action may be taken.

(viii) If a separate complaint is brought against the Respondent or if the ICC has grounds to believe the Respondent has breached the agreement, an inquiry may be initiated against Respondent.

14. INQUIRY PROCESS

14.1 Initiation of Inquiry

Upon receipt of a complaint (including via SHe-Box), the ICC shall:

- Forward a copy of the complaint to the Respondent within **7 (seven) working days**;
- Require the Respondent to submit a written reply within **10 (ten) days** along with supporting documents and witness details.

14.2 Conduct of Inquiry

The inquiry shall be conducted in accordance with Section 11 of the Act and applicable service rules.

The ICC shall have powers equivalent to those of a civil court for:

- Summoning and enforcing attendance;
- Examining persons on oath;
- Requiring production of documents.

A minimum of **three (3) members including the Presiding Officer** shall be present during the inquiry proceedings.

Neither party shall be represented by a legal practitioner.

Both parties shall be given reasonable opportunity to present their case.

14.3 Timeline

The inquiry shall be completed within **90 (ninety) days** from receipt of the complaint.

The ICC shall submit its report with findings to IFCCI and the parties within **10 (ten) days** of completion of the inquiry.

15. INTERIM RELIEF (During Pendency of Inquiry)

During the pendency of the inquiry, upon written request of the Aggrieved Woman, the ICC may recommend to IFCCI:

- Transfer of the Aggrieved Woman or the Respondent;
- Grant of leave up to **3 (three) months** (in addition to regular leave);
- Restraining the Respondent from reporting on work performance of the Aggrieved Woman;
- Any other appropriate relief under Section 12 of the Act.

IFCCI shall implement such recommendations.

16. ACTION AFTER INQUIRY

16.1 If Allegation is Not Proved

No action shall be taken against the Respondent.

16.2 If Allegation is Proved

IFCCI shall act upon the recommendations of the ICC within **60 (sixty) days** and may impose disciplinary action in accordance with service rules, including:

- Written apology;
- Warning or reprimand;
- Withholding promotion or increments;
- Termination;
- Counselling;
- Deduction from salary
- Any other action that may be necessary

16.4 False or Malicious Complaint

If the complaint is found to be malicious or false in accordance with Section 14 of the Act, appropriate action may be taken.

However, mere inability to substantiate a complaint shall not attract action.

16.5 Appeal

Any person aggrieved by the recommendations of the ICC may prefer an appeal to the appropriate authority within **90 (ninety) days** in accordance with Section 18 of the Act.

17. REDRESSAL

Guiding Principles

(a) The guiding principle of the redressal mechanism of complaints related to sexual harassment cases is to ensure the safety and well-being of IFCCI. There will be provisions for punishment for the Respondent once a violation of the policy has been established. There will be measures during the conciliation or inquiry procedure to encourage a practice of reflection and reform to achieve lasting gender equality and safety within the workforce and beyond.

(b) Redressal shall involve supportive measures for the Complainant and protection against victimization. Filing of a grievance or complaint shall under no circumstances adversely affect the Complainant's status, employment, promotion etc.

(c) As a general principle, everyone who is associated with redressal of sexual harassment needs to be sensitive towards both the Respondent and the Complainant. To this end, it is advisable that they undergo periodic orientation and training.

18. FALSE COMPLAINTS AND DISPOSITIONS

If the Internal Complaints Committee ("ICC"), upon completion of inquiry in accordance with the provisions of the POSH Act, arrives at a conclusion that:

- the allegation against the Respondent is malicious; or
- the Aggrieved Woman has made the complaint knowing it to be false; or
- the Aggrieved Woman has produced any forged or misleading document or evidence,

the ICC may recommend to IFCCI to take appropriate action against the Aggrieved Woman in accordance with the service rules applicable to her, or where no such service rules exist, in such manner as may be prescribed under the Act.

Provided that a mere inability to substantiate a complaint or provide adequate proof shall not attract action against the Aggrieved Woman under this clause.

Where the ICC arrives at a conclusion that any witness has knowingly given false evidence or produced forged or misleading documents during the inquiry, it may recommend appropriate action against such witness in accordance with applicable service rules or law.

Any action taken under this clause shall be proportionate and in compliance with the principles of natural justice and the provisions of the POSH Act.

19. PROTECTION AGAINST VICTIMISATION OR RETALIATION

- a) IFCCI is committed to ensuring that no Aggrieved Woman who, in good faith, reports or participates in proceedings relating to a complaint of sexual harassment is subjected to

victimisation, retaliation, or any form of adverse treatment.

- b) No employee or associated person shall intimidate, threaten, coerce, discriminate against, or otherwise prejudice the Aggrieved Woman, the Respondent, or any witness on account of their involvement in a complaint, inquiry, or related proceedings under this Policy.
- c) Victimisation includes, but is not limited to, termination, demotion, denial of promotion, adverse performance appraisal, transfer without justification, harassment, exclusion, or any other form of detrimental treatment arising out of or connected with the filing or investigation of a complaint.
- d) IFCCI shall take all reasonable steps to ensure that the Aggrieved Woman and witnesses are protected during and after the inquiry process and that their participation in the proceedings does not adversely affect their employment or professional standing.
- e) Any act of retaliation or victimisation in violation of this clause shall be treated as misconduct and shall attract appropriate disciplinary action in accordance with the applicable service rules and the provisions of law.
- f) Nothing in this clause shall prevent IFCCI from taking action in accordance with Section 14 of the POSH Act where a complaint is found to be malicious or false after due inquiry.

20. CONFIDENTIALITY OF PROCEEDINGS

(a) The ICC, as well as the chamber, shall take appropriate measures to maintain the confidentiality of the identity of both the parties.

(b) To ensure confidentiality of proceedings of the complaint, if any member is a witness/ related of either party, he/ she shall recuse from the inquiry.

(c) The identity of the Complainant, Respondent, witnesses and proceedings of ICC and its recommendations and the action taken by Chamber shall not be published, communicated, or made known to the public, press or media in any manner, and it will be outside the purview of the Right to Information Act, 2005.

(d) No legal practitioner will be allowed to represent either the Complainant or the Respondent in proceedings before the ICC.

(e) No decision under this Policy, except the final decision in the form of Report of the Internal Complaint Committee, shall be made public.

21. ANNUAL REPORTS

The ICC shall prepare an Annual Report giving an account of the cases filed, if any and their disposal etc., and forward a copy thereof to the Competent Authority.

22. AMENDMENTS

This Policy shall be subject to review and may be amended, modified, or revised by IFCCI from time to time to ensure compliance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Rules framed thereunder, and any statutory amendments, notifications, circulars, or judicial pronouncements issued by competent authorities. Any such amendments shall be approved by the competent authority of IFCCI and shall take effect from the date of such approval or as otherwise specified.

S/D
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