

Government of West Bengal
Office of the District Magistrate, North 24 Parganas
District Social Welfare Section, Barasat
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Ph : 033 2584 6278

Memo No. 1278 SW(DN)

Date 14/11/18

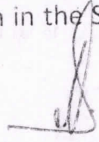
NOTIFICATION

In order to provide protection against sexual harassment of the women at work place and for the prevention and redressal of complaints of sexual harassment and matter connected herewith and incidental thereto as per the Sexual Harassment at Work Place (Prevention, Prohibition and Redressal) Act 2013, the **Internal Complaints Committee (ICC)** covering collectorate establishment of the District Magistrate, North 24 Parganas is hereby constituted under section 4 of Chapter – II of the Act as give herewith below:

SL No.	Name & Designation.	ICC Designation	Contact No.
1.	Smt Mahua Das, P.O. BCW, North 24 Parganas	Presiding Officer	Ph : 8335060595
2.	Sri Sunayan Das, DSWO, North 24 Parganas	Member	Ph : 9674189533
3.	Smt. Banani Talukder, SHC, Treasury II, North 24 Parganas	Member	Ph : 9903008404
4.	Smt. Sirsha Gupta, Programme Officer, Sanhita, an NGO.	Member	Ph : 9674540010

1. The Internal Complaints Committee will hold office for 3 (three) years w.e.f 01.11.2018 under Section 4 of the said Act.
2. The Committee will receive Complaints in writing of Sexual Harassment from the aggrieved women.
3. The Committee shall hold a meeting once in a month in order to review the disposal of the existing Complaints. In the event of exigencies, the same could be convened as and when required.
4. The Committee shall work within the scope and extent of the provisions laid down in Section 9,10,11,12,13,14,15 and 16 of the said Act.
5. The member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer as may be prescribed.

6. The Presiding Officer and Members, as the case may be, may be removed from the Committee under Section 4 (5) of the said Act.
7. The Committee shall be responsible for submitting the Annual report to the District Magistrate, North 24 Parganas under Section 21 (1) of the said Act.
8. The Committee shall perform its function and objectives as laid down in the Sexual Harassment at Work Place (Prevention, Prohibition and Redressal) Act 2013.


District Magistrate


North 24 Parganas, Barasat.

Memo No 1278/10 /SW(DN)

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Copy forwarded for kind information to:-

- 1) The Secretary, Women and Child Development and Social Welfare Department, Government of West Bengal, 10th Floor, Bikash Bhavan, Salt Lake, Kolkata- 700091.
- 2) The Joint Secretary (SW), Women and Child Development and Social Welfare Department, Government of West Bengal, 10th Floor, Bikash Bhavan, Salt Lake, Kolkata- 700091.
- 3) The Additional District Magistrate (Treasury)/ (General)/ (Development)/(LR), North 24 Parganas.
- 4) The Chairperson, Local Complaints Committee, North 24 Parganas
- 5) Smt Mahua Das, PO BCW & Presiding Officer ICC District Collectorate, North 24 Parganas
- 6) Sri Sunayan Das, DSWO, North 24 Parganas & Member ICC District Collectorate, North 24 Parganas
- 7) Smt. Banani Talukder, SHC, Treasury II, North 24 Parganas & Member ICC District Collectorate, North 24 Parganas
- 8) Smt. Sirsha Gupta, Programme Officer, Sanhita NGO & Member ICC District Collectorate, North 24 Parganas
- 9) Officer in Charge _____ (All) District Collectorate, North 24 Parganas
- 10) The Sub Divisional Officer (All) & Block Development Officer (All), with a request to constitute similar committees in their establishment with a intimation to this office


District Magistrate

North 24 Parganas, Barasat