



OFFICE OF THE PRINCIPAL & SECRETARY

CHILARAI COLLEGE, GOLAKGANJ

Affiliated to GU and Accredited by NAAC with 'B' Grade (Second Cycle)

www.chilaraicollege.co.in

Dr. Bharat Bhusan Mohanty, M.A., Ph.D.
Principal

No. CRC/Misc/2023/20-445

Date : 24/06/2023

To
The Additional Deputy Commissioner, Dhubri

Sub: Information regarding formation of Internal Committee under Sexual Harassment of Women at Workplace (PoSH) Act 2013.

Ref. No.DPD 33/2018/33 dated the Dhubri 21st June 2023

Dear Sir/ Madam,

With reference to the subject cited above I would like to inform you that the Internal Committee under Sexual Harassment of Women has been formed in our college w.e.f from 24th June 2023. That Sir, I am submitting herewith the list of Presiding Officer and members of Internal Committee under Sexual Harassment of Women to your esteemed office.

This is for your kind information and necessary action.

Thanking you.

Enclosure:

1. List of Internal Committee under Sexual Harassment of Women.

 24.6.23

Principal
Chilarai College, Golakganj

Principal
Chilarai College, Golakganj



INTERNAL COMPLAINTS COMMITTEE CHILARAI COLLEGE, GOLAKGANJ

AS PER PROVISION OF SEXUAL HARASSMENT OF WOMEN AT WORK PLACE
(PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013

Coordinator: Ms. Krishna Bhowmik, M.A., MPhil,

Asstt. Professor & Head, Deptt. Of History

Mobile No: 9365061134

Email: bhowmikkrishna42@gmail.com

Members:

1. Mr. Nitai Ch. Roy, Associate Professor & Head, Deptt. Of Assamese.
2. Mr. T. K. Bisaws, Associate Professor & Head, Deptt. Of Education.
3. Mr. K. Ali Sk, Associate Professor & Head, Deptt. Of Philosophy.
4. Ms Jannatul Jahanara Sarkar, Asstt. Professor, Deptt. Of Education.
5. Ms Nirmala Roy, Asstt. Professor, Deptt. Assamese.
6. Ms. Beauti Roy, Lib. Asstt.

Functions:

- a. Regular monitoring of the progress of Action on the grievances under this act
- b. Training, sensitization and awareness exercises for all stakeholders
- c. Display in workplaces of the penal consequences of sexual harassment of women.

Principal
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Chilarai College, Golakganj

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P.D. 23/6/23

GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER: DHUBRI
(Social Welfare Branch)

NO. DPD 33/2018/33

Dated the Dhubri 21st June 2023

To:

The principal Chilarai college, Godaxguri

Sub: Regarding formation of Internal Committee under Sexual Harassment of Women at Workplace (PoSH) Act 2013 in your office.

Ref No: DSWO(G)260/2010/274 dtd 13.06.2023.

Sir/ Madam

With reference to the subject cited above, I am forwarding herewith a copy of letter via under reference received from Director, Department of Women & Child Development regarding formation of Internal Committee under the Sexual Harassment of Women at Workplace (PoSH) Act 2013, as directed by the Hon'ble Supreme Court vide letter under reference.

In this regard, you are hereby requested to form the committee and submit the report as per format enclosed with the letter to the undersigned by 26th June 2023 without fail for further necessary action.

For further reference, the copy of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 is available on the following website - <https://wcd.nic.in/sites/default/files/Sexual-Harassment-at-Workplace-Act.pdf>.

Yours faithfully

Encl: As stated above.



Addl. Deputy Commissioner,
Dhubri

Dated the Dhubri 21st June 2023.

Memo no:

Copy to:

1. The Principal Secretary of Women & Child Development, Assam, Guwahati for favour of kind information.
2. The Director of Women & Child Development, Assam, Guwahati for favour of kind information.
3. All Addl. Deputy Commissioner, Dhubri for information and necessary instruction.
4. P.A. to D.C. for kind appraisal of Deputy Commissioner, Dhubri.


Addl. Deputy Commissioner,
Dhubri.



GOVERNMENT OF ASSAM
Office of The Directorate of Women & Child Development
M.G road Uzanbazar, Guwahati-1

No. DSWO(G) 260/2010/274

Dated Guwahati 13th June 2023

From: The Director,
Women & Child Development, Assam

To: 1. Principal Secretaries, KAAC, NCHAC, BTC
2. Deputy Commissioners, All Districts

Sub: **Information regarding the implementation of Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013.**

Ref: **Hon'ble Supreme Court order in Civil Appeal No 2482/2014 (in re Aureliano Fernandes vs State of Goa & Others)**

Sir/Madam,

In inviting a reference to the above, I am directed to inform you that the Chief Secretary, Assam had convened a meeting on 02.06.2023 to discuss issues relating to compliance of the Judgment passed by the Hon'ble Supreme Court of India in the instant matter. The matter relates to implementation of the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 (in brief, POSH Act).

In this context, the directions issued by the Hon'ble Supreme Court are as follows: -

- (i) All State Governments are directed to undertake a time bound exercise to verify as to whether all the concerned Government organizations, authorities, institutions, bodies, etc., have constituted Internal Complaints Committee, and that the composition of the said Committees are strictly in terms of the provisions of the POSH Act.
- (ii) It shall be ensured that necessary information regarding the constitution and composition of the Internal Complaints Committee, details of the e-mail IDs and contact numbers of the designated person(s), the procedure prescribed for submitting an online complaint, as also the relevant rules, regulations and internal policies are made readily available on the website of the concerned

Authority/ Functionary /Organization/ Institution/ Body, as the case may be. The information furnished shall also be updated from time to time.

- (iii) A similar exercise shall be undertaken by all the Statutory bodies of professionals at the State level (including those regulating Training Centres and educational institutions).
- (iv) Immediate and effective steps shall be taken by the authorities/ managements/ employers to familiarize members of the Internal Complaints Committee with their duties and the manner in which an inquiry ought to be conducted on receiving a complaint of sexual harassment at the workplace, from the point when the complaint is received, till the inquiry is finally concluded and the Report submitted.
- (v) The authorities/management/ employers shall regularly conduct orientation programmes, workshops, seminars and awareness programmes to up skill members of the Internal Complaints Committee and to educate women employees and women's groups about the provisions of the Act, the Rules and relevant regulations.

Accordingly, the directions issued by the Hon'ble Supreme Court have been captured in a format which is enclosed herewith. The said format is to be circulated to each and every office under your administrative control including line departments, Boards, Corporations, Councils, Societies, Trusts, Statutory Bodies, Educational Institutions, etc. The said information may be arranged to be collected and compiled at the district level through DSWOs and thereafter, a report as per **Format** enclosed may be submitted to the office of the undersigned latest by **26.06.2023**.

In case, the Internal Complaints Committee have not been constituted so far, the same may be constituted on a priority basis and trainings imparted. The updated information may also be uploaded on to the district websites immediately.

For your ready reference, the copy of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 is available on the website - <https://wcd.nic.in/sites/default/files/Sexual-Harassment-at-Workplace-Act.pdf>. The Ministry of Women and Child Development has brought out a Handbook on the said Act and the same is available for download from the website of the Ministry of Women & Child Development -



GOVERNMENT OF ASSAM
Office of The Directorate of Women & Child Development
M.G road Uzanbazar, Guwahati-1

No. DSWO(G)-260/2010/274

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In this context, the directions issued by the Hon'ble Supreme Court are as follows: -

- (i) All State Governments are directed to undertake a time bound exercise to verify as to whether all the concerned Government organizations, authorities, institutions, bodies, etc., have constituted Internal Complaints Committee, and that the composition of the said Committees are strictly in terms of the provisions of the POSH Act.
- (ii) It shall be ensured that necessary information regarding the constitution and composition of the Internal Complaints Committee, details of the e-mail IDs and contact numbers of the designated person(s), the procedure prescribed for submitting an online complaint, as also the relevant rules, regulations and internal policies are made readily available on the website of the concerned

FORMAT

1	Name of the Office
2	Whether Internal Complaints Committee (ICC) has been notified as required under Section 4(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 [POSH Act]
3	Whether the ICCs so constituted are strictly in terms of the provisions of the POSH Act
4	Whether necessary information regarding the constitution and composition of the ICCs, details of the e-mail IDs and contact numbers of the designated person(s), the procedure prescribed for submitting an online complaint, as also the relevant rules, regulations and internal policies are made readily available on the website of the concerned Office/ Authority/ Functionary/ Organisation/ Institution/ Body, as the case may be. (The information furnished on the website shall also be updated from time to time.)
5	Whether ICC has been constituted by all the Statutory bodies of professionals at the State level (including those regulating doctors, lawyers, architects, chartered accountants, cost accountants, engineers, bankers and other professionals), by Universities, Colleges, Training Centres and educational institutions and by Government and private hospitals/ nursing homes, falling under the Department

6	<p>Whether immediate and effective steps have been taken by the authorities/ managements/ employers to familiarize members of the ICCs with their duties and the manner in which an inquiry ought to be conducted on receiving a complaint of sexual harassment at the workplace, from the point when the complaint is received, till the inquiry is finally concluded and the Report submitted.</p>	
7	<p>Whether the authorities/management/employers are regularly conducting orientation programmes, workshops, seminars and awareness programmes to upskill members of the ICCs and to educate women employees and women's groups about the provisions of the POSH Act, the Rules and relevant regulations.</p>	
8	<p>Whether Local Complaints Committee have been constituted as required under Chapter III Section 6 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 [POSH Act]</p>	

ORDER

As per provision of the sexual harassment of women (Prevention, Prohibition and Redressal) Act, 2013, under Section 4, the Internal Committee (IC) of the _____ Dhubri has been constituted incorporating the following members:-

Name of officers/ staffs:-

1. _____ Presiding Officer.
2. _____ Convenor Member.
3. _____ Member.
4. _____ Member.
5. _____ Member.
6. _____ Member.
8. _____ Member.
9. _____ Member.
10. _____ External Member (Legal/NGO).

The Committee will take all necessary measures for inquiry, redressal and settlement of the complaints and other functions as per the relevant provision of the Act. The committee has been constituted for a term of 3(three) years w.e.f. _____.



Internal Committee (IC)

Internal Committee is formulated in an organization that has 10 or more employees. IC has the power of the Civil Court; however, the committee can only recommend.

Composition of IC

The IC should have 3 types of members



1 Presiding Officer

This member will be the chairperson of the Internal Committee and should be a senior-level female employee. This is to make the IC more approachable to women complainants.



2 Employee Members

The IC should also include two or more members from the employees, preferably individuals who have decent legal knowledge, experience in social work, or committed to the cause of women.



3 External Member

The IC should include an external member who is not connected to the organization in any manner except as an external member. The person should be familiar with issues relating to sexual harassment, or from a non-governmental organization or association committed to the cause of women.

Responsibilities of IC

- Drafting the Sexual Harassment Policy for the organization
 - Working towards creating a safe and respectful working environment
 - Organize training and awareness programs at regular intervals.
- To conduct meetings:
- When there is a complaint received in writing from any of the women employees,
 - To settle grievances. and
 - To make sure there is appropriate compensation for any case of misconduct and sexual harassment

Published by -

**State Hub for Empowerment of Women (SHEW)
Women and Child Development Dept., Govt. of Assam**

Internal Committee under Sexual Harassment of Women (PoSH) Act 2013

Chilarai College, Golakganj

As per the provision of the sexual harassment of women (Prevention, Prohibition and Redressal Act, 2013, under Section 4, the Internal Committee (IC) of the Chilarai College, Golakganj, Dhubri has been constituted incorporating the following members-

Sl. Nos.	Name of the Officers	Designation	Contact No.
1.	Ms. Krishna Bhowmik	Presiding Officer	9365061134
2.	Ms. Nirmala Roy	Convenor Member	9954420019
3.	Ms. Jahanara Jannatul Sarkar	Member	9707247598
4.	Mr. Nitai Chandra Roy	Member	9577775521
5.	Mr. Keramat Ali Sheikh	Member	8011087883
6.	Mr. Arunava Sen	Member	7002261719
7.	Mr. Sanjib Kumar Roy	Member	9707193824
8.	Mr. Alakesh Chandra Roy	Member	7086843808
9.	Mr. Mrinal Kanti Roy	Member	6001649497
10.	Mr. Pritam Prodhani	External Member (Legal)	8638010014

The Committee will take all necessary measures for inquiry, Redressal and settlement of the complaints and other functions as per the relevant provision of the Act. The Committee has been constituted for a term of 3 (three) years w.e.f 24th June 2023.



[Signature] 24.6.23

Principal

Chilarai College, Golakganj

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Ref. No.DPD 33/2018/33 dated the Dhubri 21st June 2023

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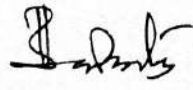
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This is for your kind information and necessary action.

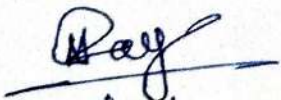
Thanking you.

Enclosure:

1. List of Internal Committee under Sexual Harassment of Women.

 24.6.23

Principal
Chilarai College, Golakganj
Principal
Chilarai College, Golakganj


26/6/2023