

No. 6(3)/2024-Admn.I
Government of India
Ministry of Statistics & P.I.
Data Processing Division
Industrial Statistics Wing,
1, Council House Street,
Kolkata-700 001.

Date; 05/07/2024

OFFICE MEMORANDUM

Subject :- Re-constitution of Complaints Committee against Sexual Harassment of Women at Workplace – reg.

In partial modification of this office's order of even no. dated 19th June, 2024 constituting a Complaints Committee, it has been, decided with the approval of the Competent Authority to reconstitute the Complaints Committee in this office to deal with complaints of sexual harassment of women at workplace with the following composition :

2. The composition of the re-constituted Committee is as under :

Sl. No.	Name & Designation	Post Held
(i)	Ms. Ankita Mondal, Assistant Director, DPD, (I.S.Wing), Kolkata Mobile : 8481058728 Email : ankita.mondal21@mospi.gov.in	Presiding Officer
(ii)	Smt. Shampa Ghosh, Assistant Secretary, Society of Equitable Voluntary Actions, Kolkata Mobile : 6291674963 / 7980447718 Email : shampalahari2012@gmail.com	Outside Member
(iii)	Smt. Rajashri Bhowmick, Sr. Statistical Officer DPD, (I.S.Wing), Kolkata Mobile : 9163373930 Email : rajashri.b@gov.in	Member
(iv)	Shri Soumya Dutta, Sr. Statistical Officer DPD, (I.S.Wing), Kolkata Mobile : 9836445276 Email : soumyadutta.dgsnd@gov.in	Member
(v)	Smt. Anita Rajni Kindo, Lower Division Clerk, DPD, (I.S.Wing), Kolkata Mobile : 9674534760 Email : anita.kindo@gov.in	Member Secretary and Convener

3. The Committee will consider the complaints from women employees of DPD, I.S.Wing, Kolkata relating to sexual harassment only. The word "Sexual Harassment" will include unwelcome sexually determined behavior, whether directly or otherwise such as:

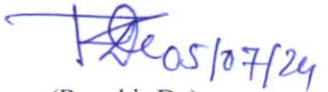
- i) Physical contact and advances;
- ii) Demand or request for sexual favours;
- ii) Sexually coloured remarks;
- iv) Showing any pornography
- v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

4. The Committee will provide, where necessary, special counsellor or other support service including maintenance of confidentiality of the complainant and ensuring time-bound treatment and redressal of the complaints made by women employees.

5. The guidelines of the Hon'ble Supreme Court in this regard as issued vide DoPT's O.M.No.11013/2/2014-Estt.(A.III) dated 27.11.2014 are enclosed for the use of members of the Committee.

6. As per DOPT's O.M. No.11013/32009-Admn.I dated 08.10.2009, the Committee shall meet at least once in every quarter even if no live case is available, to review the preparedness and fulfill the requirements of the Apex Court's Judgments in Vishakha case. Convener of the Committee shall be responsible for appropriate action in this regard.

7. All complaints by the women employees against sexual harassment received in the Office shall be routed through the Convener of the Committee to maintain proper records of such complaints and their disposal.


(Ranabir De)
Deputy Director

To
All the members of the Committee.

Copy to:

1. Web Unit of Computer Center, MoS&P.I., East Block-10, R.K. Puram, New Delhi-11006 with a request to upload on Ministry's website.
2. Hindi Section for Hindi Version.

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