

**OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, KALAHANDI
BHAWANIPATNA-766001(ODISHA)
(Social Welfare Section)**

No. 855 /

Date. 20/03 /2023

To

S.P, Kalahandi/CDMO, Kalahandi/ All District Level Officers of Kalahandi district/ Regional Chief Con. Of Forests/ Sub- Collector, Dharamgarh/ Bhawanipatna/ Project Administrator, ITDA, Th.Rampur, At- Bhawanipatna/ Chief District Vatenary Officer/ SE. Minor Irrigation, Kalahandi/ SE. TPWODL, Kalahandi/ SE. OLIC, Kld/ ACE. RD, Kld Circle (Rao)/ SE. PHD, Kld/ DFO, North/ DFO, South/ Chief Engineer, Tel Basin, Bpt/ Executive Engineer, R&B/ Executive Engineer, R.D, Bpt/ Executive Engineer, R.D, Dh.garh/ Executive Engineer, R.D, Kesinga/ Executive Engineer, NH, Kesinga/ Executive Engineer, RWS &S, kld/ Executive Engineer, PHD, Kld/ Executive Engineer, Irrigation/ Executive Engineer, MI, Kld/ Executive Engineer, OLIC/ Executive Engineer, TPWODL (E)/ Executive Engineer, TPWODL(W)/ general Manager, DIC, Kld/ Chief District Agriculture Officer/ deputy Director, Horticulture/ DPC, SSa DEO/ District education Officer, Kld/ DRCS, Kld/ District Panchayat Officer, Kld/ Deputy Director, (P& S), DPMU/ DI & PRO, Kld/ District labour Officer, kld/ deputy Director, Mines/ Regional Transport Officer, kld/ Chief Civil Supplies Officer/ Superintendent of Excise/ District Small savings Officer/ District Sub- Registrar Officer, Bpt/ District Culture Officer/ District Employment Officer, Kld/ Deputy Director, Fisheries/ District Fisheries Officer/ Executive Officer, Municipality/ Executive Officer, Dhgarh. NAC/ Executive Officer, Kesinga, NAC/ Executive Officer, Junagarh, NAC/ District Sports Officer/ District Tourist Officer/ All Block Development Officers/ All Tahasildar/ Treasury Officer, Kalahandi/ All Sub- Treasury officers/All Child Development Project Officers/ All Principals of Govt. colleges/All Private Colleges/ All NGOs/ Bank Manager, SBI, Kalahandi/ All Banks & Co operatives/ All CHCs &PHCs/ DI of Schools/ EE Right Canal Division.

Sub: Regarding constitution of Internal Complaint Committee under Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act-2013.

Ref: This office letter No.1605/WCD, dtd: 30.06.2022.

Madam/ Sir,

With reference to the subject noted above, I am to say that as per Section 4(1) of the aforesaid Act an Internal Compliant Committee is to be constituted in all workplace consisting of the following members, mainly:

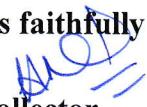
- i. A Presiding officer who shall be a woman employed at a senior level at workplace from amongst the employees.

- ii. Provide that in case a senior level woman employee is not available. The Presiding Officer shall be nominated from other offices or Administrative Units of the workplace referred to in subsection (1).
- iii. Provided further that in case the other offices or Administrative Units of the workplace do not have a senior level women employee, the Presiding officer shall be nominated from any other workplace of the same employer or other Department of Organization;
- iv. Not less than Two members from amongst employees preferably committed to the cause of women or who have experience in social work or have legal knowledge.
- v. One member from amongst Non- Governmental Organizations of Associations committed to the cause of women of a person familiar with the issues relating to Sexual Harassment.
- vi. Provided that at least one half of the total members, so nominated shall be woman.
- vii. The Presiding Officer and every member of the Internal Complaint Committee shall hold office for a period not exceeding Three years, from the date of their nomination.

In this connection you have been intimated to constitute the Internal Complaint Committee vide this office letter reference. But no such report has so far been received yet.

I would therefore request you once again to ensure constituting of Internal Complaint committee as per provisions of “The Sexual Harassment of women at workplace (Prevention, Prohibition, Redressal) Act, 2013 “ in your office as well as all the organizations under your administrative control and create awareness among the employees to follow the provisions of the Act true letter and spirit. A copy of “The Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act-2013” is enclosed herewith for reference. Information of constitution of ICC should be submitted to DSWO, Kalahandi in the following prescribed format.

Sl No.	District	ICC Name	Formation date	Last meeting held	Member name	Gender	Mobile No	Deptt.	Designation

Yours faithfully

Collector
Kalahandi