THE KOLKATA MUNICIPAL CORPORATION
PERSONNEL DEPARTMENT
5, S. N. BANERJEE ROAD, KOLKATA-700 013

Date : 29.07.2021

Chief Manager(Personnel)'s Circular No. 26 /SHRC of 2021-22

Pursuant to the order of the Municipal Commissioner dated 26.07.2021, the following personnel are hereby nominated to the 'Internal Complaints Committee' in accordance with the provisions made in Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013:

Sl. No.	Name	Designation	Department / Office	Will function as
1.	Smt. Sahelie Mukherjee, EID – 37664	Chief Manager	Social Welfare & Urban Poverty Alleviation	Presiding Officer
2.	Smt. Piali Biswas, EID – 66975	Manager	Personnel	Members
3.	Smt. Ruma Kandar, EID – 77062	Dy. CMLO	Law	
4.	Shri Udaysankar Biswas, EID-64524	Manager	Social Welfare & Urban Poverty Alleviation	
5.	Shri Surajit Neogi	Regional Manager	ActionAid Association (NGO)	

Shri Avik Sarkar (EID-76173), Inspector & Smt. Shampa Ghosh (EID-78014), U.D. Assistant of Personnel Deptt. shall provide official assistance to the Committee, viz. opening of files relating to complaints, maintaining of registers, preparation of notes etc. and they shall work under this Committee, as and when required, in addition to their normal duties.

Scope of work of the Committee

- Section 9, 10, 11, 12, 13, 14 & 15 of Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013 elaborately deals with the scope of works of the above Committee.

- The Committee shall enquire into the complaints in a manner provided under Section 11(3) and 11(4) of the above Act and provide specific recommendation based on the enquiry to the competent Authorities of KMC.

- As per Section 16 of the said Act : " **Prohibition of publication or making known contents of complaint and inquiry proceedings** - Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the compliant made under section 9, the identity and address of the aggrieved women, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Provided that information may be disseminated regarding the justice secured to any victim of Sexual Harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved women and witnesses."

The Committee shall convene a monthly meeting on every first week of each month regularly in order to process existing complaints, if any. In the event of exigencies, the same can be convened as and when required.

All the Controlling Officers/HoDs are requested to take immediate action for wide circulation of this Circular.

Sd/- (S. Dasgupta)
Chief Manager (Personnel)

Ch. Manager (Personnel)'s Circular No. 26 /SHRC of 2021-22 **Date: 29.07.2021**

Copy forwarded for information to :

1. All Controlling Officers/Head of the Departments.
2. Smt. Sahelie Mukherjee (EID – 37664), Ch. Manager(SW&UPA)
3. Smt. Piali Biswas (EID – 66975), Addl. Manager (Personnel)
4. Smt. Ruma Kandar (EID – 77062), Dy. CMLO
5. Shri Udaysankar Biswas (EID-64524), Manager(SW&UPA)
6. OSD to Hon'ble Chairperson, BOA, P.A to All Hon'ble Members, BOA
7. P. A. to Municipal Commissioner, K.M.C.
8. PA to Special Municipal Commissioner (General & Development), K.M.C.
9. PA to Special Municipal Commissioner (Revenue & Supply/ (Personnel), K.M.C.
10. P.A. to Chief Manager (Personnel), K.M.C. – for guard file.
11. Personnel Officer/Addl. Personnel Officer/Manager(Personnel) / Addl. Manager(Personnel)
12. Deputy Personnel Officer-SHRC/ Deputy Personnel Officer-II, K.M.C.
13. Shri Avik Sarkar (Eid-76173), Inspector, Personnel Department, KMC
14. Smt. Shampa Ghosh (Eid-78014), U.D.Assistant, Personnel Department, KMC
15. HR – OD Director, ACTIONAID ASSOCIATION, F-5, First Floor, Kailash Colony, New Delhi – 110048.
16. Shri Surajit Neogi, Regional Manager, ACTIONAID ASSOCIATION of 189 Madhya Para, Tiny Town, Bansdroni, Kolkata-700070.
17. Controlling Officer (IT) – with a request to upload the copy of this Circular in the KMC website.

29/7/21

Chief Manager (Personnel)

Ch. Manager(Personnel)'s Circular No. 26 /SHRC of 2021-22 **Date: 29.07.2021**

Copy forwarded for information to:

1. Deputy Commissioner of Police, South Division, 34, Park Street, Kolkata-700016.

29/7/21

Chief Manager (Personnel)