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

Date : 19.06.2018

Chief Manager(Personnel)'s Circular No. 20 /SHC of 2018-19

Pursuant to the order of the Municipal Commissioner, dated 14.06.2018, the 'Internal Complaints Committee' is hereby formed, in accordance with the provision made in Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013.

The name of the Presiding Officer and members of the Committee are as follows:

Sl. No.	Name	Designation	Department/Office	Will function as
1.	Dr. Ranita Sengupta	Deputy Chief Municipal Health Officer	Health	Presiding Officer
2.	Smt. Soma Sengupta	Treasurer, KMC	Treasury	Members
3.	Sri Sanjoy Bhattacharyya	Manager	Social Welfare & Urban Poverty Alleviation	
4.	Smt. Swati Das	Assistant Manager	Law	
5.	Smt. Uma Nag	Assistant Reporter (English)	Municipal Secretary	
6.	Smt. Reshmi Bhattacharyya	Programme Officer	Actionaid Association(NGO)	

Sri Avik Sarkar, Head Assistant & Smt. Shampa Ghosh, Junior 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.

This has the approval of the Hon'ble Mayor dated 18.06.2018.

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 (22 of 2005), the contents of the compliant made under section 9, the identity and address of the aggrieved women, respondent and witness, 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as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner.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 /- B. Ghosh
Chief Manager (Personnel)

Ch. Manager(Personnel)'s Circular No. 20 /SHC of 2018-19 **Date: 19.06.2018**

Copy forwarded for information to :

1. All Controlling Officers/Head of the Departments.
2. Dr. Ranita Sengupta, Deputy Chief Municipal Health Officer[(Presiding Officer)- of the Committee]
3. All Members of this Committee.
4. P.A to Hon'ble Chairperson, K.M.C.
5. P.A to Hon'ble Mayor/ Deputy Mayor/ Chief Whip(TMC)
6. P.A to all Member-Mayor-in-Councils, K.M.C.
7. P. A. to Municipal Commissioner, K.M.C.
8. PA to Special Municipal Commissioner(General & Development)/Personnel/(Revenue & Supply), K.M.C.
9. P.A. to Chief Manager(Personnel), K.M.C. – for guard file.
10. Personnel Officer/Additional Personnel Officer/Manager(Personnel), K.M.C.
11. Deputy Personnel Officer-Sexual Harassment Cell/ Deputy Personnel Officer-II, K.M.C.
12. Sri Chittaranjan Mondal, Regional Manager, ACTIONAID ASSOCIATION of 3A, Dr. Satyananda Roy Road, Flat No. 04, 1st Floor, Kolkata-700029.
13. Smt. Reshmi Bhattacharyya, Programme Officer, ACTIONAID ASSOCIATION of 3A, Dr. Satyananda Roy Road, Flat No. 04, 1st Floor, Kolkata-700029.

Ghosh 19.06.18
Chief Manager(Personnel)

Ch. Manager(Personnel)'s Circular No. 20 /SHC of 2018-19 **Date: 19.06.2018**

Copy forwarded to:

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

Ghosh 19.06.18
Chief Manager(Personnel)