

Tea Board  
14, B T M Sarani  
Kolkata – 700001

Dated : 17.8.2016

OFFICE MEMORANDUM NO. 56/2016

The undersigned is directed to state that as per Office Memorandum No.19.8/2014-WW dated 11<sup>th</sup> February, 2015 issued by the Ministry of Women and Child Welfare, Government of India, Tea Board has constituted an Internal Complaint Committee as per the Provision of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 for its West Bengal zone to redress any complaint of sexual harassment of any woman working in the Tea Board. The Committee shall comprise with the following members :

Sl.	Name of the Committee Member	Designation in the Committee
1.	Ms. Nandini Dutta, Dy. Director of Tea Promotion	Presiding Officer
2.	Ms. Rajanigandha Seal Naskar, Controller of Licensing	Member
3.	Shri Anirban Basu Majumder, Research Officer	Member
4.	Ms. Shyamasree Das, General Secretary Paschim Banga Mahila Samity Kolkata	Member

The tenure of the Committee shall be three years from the date of this notification.

The Committee shall enquire all complaints of sexual harassment alleged by any woman employee/officer of Tea Board within its zone in the manner as set out under Rule 7 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

In case any complaint received by the Committee, it shall submit the report of the inquiry within seven days of receipt of the complaint.



( A Rajan )  
Secretary In-Charge

Distribution :

1.	All the committee members listed above.
2.	All Officers/In-charges of the Board in West Bengal – with the request to bring the contents of this OM amongst the employees working under him/her. (excepting Dy. Chairman/Secretary)
3.	The Director Government of India Ministry of Women and Child Development
4.	Shri M S Banerjee, Under Secretary to the Government of India Ministry of Commerce & Industry, Deptt. of Commerce, New Delhi – 110107.
5.	Secretary to Chairman and Executive Assistants to Dy. Chairman and Secretary
6.	Paschim Banga Mahila Samity, Flat No.203, 162B Acharya Jagadish Chandra Bose Road, Kolkata – 700014.
7.	The Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training
8.	Department of Commerce Women Cell, New Delhi.
9.	Law Officer

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