



TEA BOARD
14, B.T.M. SARANI,
(Brabourne Road)
Kolkata - 700001

Dated: - 16.07.2019

OFFICE MEMORANDUM NO: 62/2019

The undersigned is directed to say that the Competent Authority of the Board, pursuant to section 4 of the Sexual Harassment of Women at Work Place (prevention, Prohibition and Redressal) Act, 2013, has nominated following officers for constitution of an Internal Complaints Committee to redress any complaint of sexual harassment of any woman working in the Board.

1. Smt. Nandini Datta, Deputy Director of Tea Promotion-Presiding Officer;
2. Smt. Rajanigandha Seal Naskar, Controller of Licensing-Member;
3. Shri K. C. Baishya, Deputy Director of Tea Development, Guwahati- Member;

The Presiding Officer shall co-opt a social worker or a member of the Local Committee familiar with issues relating to sexual harassment, as a member, taking into account the nature of allegation.

The Committee shall enquire all complainants of Sexual harassment alleged by any women employee/officer of the Board in the manner as set out under Rule 7 of the Sexual harassment of Women at Work Place (Prevention, Prohibition and Redressal) Rule, 2013.

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

The Committee shall submit the report of the inquiry written seven days of receipt of any complaint.

Rishikesh Rai
(Dr. Rishikesh Rai)
Secretary (I/C)

Distribution:

1	Smt. Nandini Datta, DDTP, Tea Board, Kolkata	For Information & Necessary Action
2	Smt. R. Seal Naskar, C.L. Tea Board Kolkata	
3	Shri K. C. Baishya, DDID, Tea Board, Guwahati	
Copy to:		
1	System Analyst, Tea Board, Kolkata	Updating website
2	PS to Deputy Chairman	
3	Secretariat Branch (with spare copies)	

(E.N. - Law/Ter/Misc/2013)