



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

Date : 06.08.2024

Chief Manager(Personnel)'s Circular No. 19 /SHRC of 2024-25

Pursuant to the order of Municipal Commissioner dated 29.07.2024 with concurrence of Hon'ble Mayor dated 03.08.2024, 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 & Eid	Designation	Department / Office	Will function as
1.	DOLON CHAMPA SIKDAR, 20387	Chief Manager	Advertisement	Presiding Officer
2.	BISWARUPA MITRA, 63962	Manager	SW&UPA	Members
3.	ANINDA BISWAS, 63782	Personnel Officer	Personnel	
4.	RIMA BHAKAT SAHA, 76357	Executive Engineer (Civil)	Bustee Cell and S.S.E.P	
5.	RESHMI BHATTACHARYYA	National Project Lead – Community Leadership and Organization Building	ActionAid Association (NGO)	

Shri Avik Sarkar (EID-76173), Inspector & Smt. Shampa Ghosh (EID-78014), U.D. Assistant of Personnel Department 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 Sexual Harassment of Women at WorkPlace (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 complaint 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as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner: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.

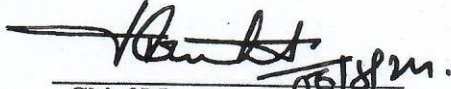
Sd/- (S. Dasgupta)
Chief Manager (Personnel)

Ch. Manager (Personnel)'s Circular No. 19 /SHRC of 2024-25

Date: 06.08.2024

Copy forwarded for information to :

1. All Controlling Officers / Head of the Departments
2. Smt. Dolon Champa Sikdar (EID-20387), Chief Manager(Advertisement)
3. Smt. Biswarupa Mitra (EID-63962), Manager (SW&UPA)
4. Sri Aninda Biswas (EID-63782), Personnel Officer
5. Smt. Rima Bhakat Saha (EID-76357), Executive Engineer (Civil)(Bustee Cell and S.S.E.P)
6. Smt. Reshmi Bhattacharyya, National Project Lead – Community Leadership and Organization Building, Actionaid Association of 131/1, Prince Gulam Hussain Shah Road, Near Katju Nagar Post Office, Jadavpur, Kolkata-700032.
7. OSD to Hon'ble Mayor
8. PA to Hon'ble Dy. Mayor/P.A to All Hon'ble MMICs
9. P. A. to Municipal Commissioner / Additional Municipal Commissioner/ Joint Municipal Commissioner
10. P.A. to Chief Manager (Personnel), K.M.C. – for guard file.
11. Personnel Officer/Addl. Personnel Officer/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. Sri Surajit Neogi, State Head, West Bengal Office, Actionaid Association, 131/1, Prince Gulam Hussain Shah Road, Near Katju Nagar Post Office, Jadavpur, Kolkata-700032.
16. Controlling Officer (IT) – with a request to upload the copy of this Circular in the KMC website.


Chief Manager (Personnel)

Ch. Manager(Personnel)'s Circular No. 19 /SHRC of 2024-25

Date: 06.08.2024

Copy forwarded for information to:

1. Additional Secretary, Department of Women & Child Development and Social Welfare, Govt. of West Bengal, Address: Bikash Bhaban 10th Floor DF Block, Sector 1, Salt Lake City, Pin Code: 700091.

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