

**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,<br>EID - 37664 | Chief Manager       | Social Welfare & Urban<br>Poverty Alleviation | Presiding Officer |
| 2.      | Smt. Piali Biswas,<br>EID - 66975      | Manager             | Personnel                                     | Members           |
| 3.      | Smt. Ruma Kandar,<br>EID - 77062       | Dy. CMLO            | Law   |                   |
| 4.      | Shri Udaysankar Biswas,<br>EID-64524   | Manager             | Social Welfare & Urban<br>Poverty Alleviation |                   |
| 5.      | Shri Surajit Neogi                     | Regional<br>Manager | ActionAid Association<br>(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 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:

