

**Important Points for making Complaints as per section 9 Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal ) Act,2013 :-**

Any aggrieved women staff of K.M.C may make, in writing, a complaint of Sexual Harassment at Workplace to the Internal Committee within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident before the following address :-

**To**  
**The Presiding Officer**  
**Internal Complaints Committee**  
**Sexual Harassment Cell**  
**The Kolkata Municipal Corporation**  
**Personal department,1<sup>st</sup> Floor**  
**5,S.N, Banerjee Road, Kolkata -700013**