

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

**Date : 19.06.2018**

**Chief Manager(Personnel)'s Circular No. 20 /SHC of 2018-19**

Pursuant to the order of the Municipal Commissioner, dated 14.06.2018, the 'Internal Complaints Committee' is hereby formed, in accordance with the provision made in Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013.

The name of the Presiding Officer and members of the Committee are as follows:

Sl. No.	Name	Designation	Department/Office	Will function as
1.	Dr. Ranita Sengupta	Deputy Chief Municipal Health Officer	Health	Presiding Officer
2.	Smt. Soma Sengupta	Treasurer, KMC	Treasury	Members
3.	Sri Sanjoy Bhattacharyya	Manager	Social Welfare & Urban Poverty Alleviation	
4.	Smt. Swati Das	Assistant Manager	Law	
5.	Smt. Uma Nag	Assistant Reporter (English)	Municipal Secretary	
6.	Smt. Reshmi Bhattacharyya	Programme Officer	Actionaid Association(NGO)	

Sri Avik Sarkar, Head Assistant & Smt. Shampa Ghosh, Junior 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.

This has the approval of the Hon'ble Mayor dated 18.06.2018.

**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.

