

HPPWD

Internal Complaints Committee

NOTICE

Para-1 The Sexual Harassment of Women at the Workplace (Prevention, Prohibition & Redressal) Act, 2013 provides protection against sexual harassment of women at workplace and addresses complainants of sexual harassment.

Para-2 The Act makes it compulsory for all Employers to comply with the Act and the Rules framed there under. Consequent to the enactment of the Act and in pursuance of the provisions of Section 4 of the Act, an Internal Complaints Committee ("ICC") must be constituted in every Establishment/Workplace.

Para-3 Composition

Accordingly with regard to the above Act and for effective enforcement of the Act, a committee comprising of following officers is constituted by the E-in-C office order No. PW-Compl.(Wel.W.W.)Vol-V/2018-818-31 dated 03.03.2023.

Sr. No.	Name of Officer/Official	Designation	Mobile No.
1.	Er. Neelam Gupta Executive Engineer (D) HP PWD Shimla-2	Chairperson	94184-62512
2.	Sh. Jagdish Rajta, Deputy Distt. Attorney	Member	
3.	Er. Bhavesh Chaturvedi Assistant Engineer (PMGSY), HP PWD Shimla-2	Member	94180-44445
4.	Mrs. Reena Singh Tanwar, Principal (Retd) College Cadre, SAMTA (Women Sub-Committee) State Co-Ordinator, Himachal Gyan Vigyan Samiti(HGVS) Shivalik Sadan, Engine Ghar, Sanjauli, Shimla-6 HP	Member (NGO)	94184-51014
5.	Mrs. Bhawna Thakur, Assistant Engineer (Bldgs & Design)	Member	70184-42779
6.	Mrs. Ritta Dutt H.D.M., HP PWD Shimla-2	Member	70184-10016
7.	Mrs. Sarita Saklani, Sr. Asstt. (Es-II)	Member	82191-69852

S.D.
EE Shimla-2
HP PWD
14/12/23

AE (IT)
Bharna
JE (IT)

8.	Sh. Sunil Kumar, Jr. Asstt. (Legal Cell)	Member	82199-99860
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e-mail: icc.hppwdsz@gmail.com

Para-4 Objectives of the Committee

- Deal with cases of Sexual Harassment against women at the workplace, in a time bound manner, aiming at ensuring support services to the victim and prevention of the harassment in accordance with the provisions of the Act.
- Conduct inquiry into the complaint; make recommendation to the employer for appropriate reliefs and actions to be taken during the pendency of an inquiry and on completion of an inquiry on the basis of its finding.

Para -5 Procedure for Approaching the Committee members:

- An aggrieved woman/complainant/victim may file a written complaint along with the supporting documents, name and address of the witnesses within 3 months from the date of the incident or from the date of the last incident in case of series of incidents.
- The committee members at its sole discretion for reasons to be recorded in writing may extend the said time limit not exceeding 3 months, if it is satisfied that the circumstances were such which prevented the aggrieved woman from filing a complaint within the aforesaid period.
- Where an aggrieved woman is unable to file a complaint on account of her physical incapacity, complaint on her behalf may be filed by her friend, co-worker, or any person who has knowledge of the incident.
- Where an aggrieved woman is unable to file a complaint on account of her mental incapacity, the complaint on her behalf may be filed by her relative or friend , a special educator, a qualified psychiatrist or psychologist or the guardian/authority under whose care she is receiving treatment or care; any person who has knowledge of the incident jointly with her relative, or a friend or a special educator, or a qualified psychiatrist or psychologist or the guardian/authority under whose care she is receiving treatment or care.
- Where an aggrieved woman is unable to file a complaint due to any other reason, a complaint may be filed, with her written consent, by any person who has knowledge of the incident.

- Where an aggrieved woman is dead, complaint may be filed by any person who has knowledge of the incident, with the written consent of the legal heir of the aggrieved woman.
- An aggrieved woman may file a complaint to any member of the ICC or through email and ICC must provide full assistance to the aggrieved woman with any matter related to it or through e-mail.

As per the Act, "Sexual Harassment" includes any one or more of the following unwelcome act or behavior (whether directly or by implication) namely:-

- Physical contact and advances;
- Demand or request for sexual favours;
- Making sexually coloured remarks;
- Showing pornography;
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Please feel free to contact the above committee members for any clarifications/assistance. Our motto is to protect the dignity and respect of women at the workplace.

(Chairperson)

Sexual Harassment Internal
Complaint Committee (Shimla Zone)
HP PWD Nirman Bhawan

No. PWD/SHC-SZ/2023-113

Dated: 14/07/2023

Copy to:-

Executive Engineer (IT), Nirman Bhawan, HPPWD, Shimla to upload on official website of HPPWD.

(Chairperson)

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