

ORDER

No CI&C (II) W/SHW/77/2019/66/3,363 Dtd. 08/05/2023

As per provision of Sec 4 (1) of the "The Sexual Harassment of Women at work place (prevention, prohibition and Redressal) Act 2013" an Internal complaints Committee of O/o the commissioner of Industries & Commerce, Assam, Udyog Bhawan, Bamunimaidan, Guwahati-21 is hereby constituted with the following members:

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| 1. Mrs. Manju Rani Gogoi Talukdar, Joint Director (Attached)
O/o the Commissioner of Industries & Commerce, Assam .
Udyog Bhawan, Bamunimaidan, Guwahati. | Presiding officer |
| 2. Dr. Jaya Choudhury.
President, Centre for Integrated Community Development
H.No.-1b, Niribili Path, Ambikagiri Nagar, Guwahati-24 | Member |
| 3. Mrs. Yesin Phukan. (ADCI) Principal CITI, Ghy. (Attached)
O/o the Commissioner of Industries & Commerce, Assam .
Udyog Bhawan, Bamunimaidan, Guwahati | Member |
| 4. Mrs. Alka Kumari. Assistant Manager.
O/o the Commissioner of Industries & Commerce, Assam .
Udyog Bhawan, Bamunimaidan, Guwahati. | Member |
| 5. Mrs. Pushpa Gurung. Sr. Asstt.
O/o the Commissioner of Industries & Commerce, Assam .
Udyog Bhawan, Bamunimaidan, Guwahati. | Member |
| ✓ 6. Mrs. Antara P.P. Bhattacharjee. Deputy Director (CIW)
O/o the Commissioner of Industries & Commerce, Assam .
Udyog Bhawan, Bamunimaidan, Guwahati | Member Secretary |

The terms of reference of the Internal complaints Committee shall be as follows :

1. To receive complaints of sexual harassment at workplace under Sec 9.
2. To attempt conciliation at the request of aggrieved person in respect of the complaints under Sec 10.
3. To make enquiry into complaints if necessary and take action under Sec 11 to Sec 18 of the Act.

As empowered by the Act u/s 11(3) the Internal complaints Committee shall have the same powers as are vested in a civil court under the code of civil procedure, 1908 when trying a suit in respect of the following matters, namely :-

- a) Summoning and enforcing the attendance of any person examining him on oath
- b) Requiring the discovery and production of documents and
- c) Any other matter which may be prescribed.

The enquiry shall be completed within a period of 90 (ninety) days as per Sec 11(4) (1) of the Act.

sd/-
Commissioner of Industries & Commerce, Assam.
Udyog Bhawan, Bamunimaidan, Guwahati-21

Memo No. CI&C(II)W/SHW/77/2019/3,351
Copy for information to -

Dated 08/05/2023

1. The Secretary to the Govt. of Assam, Industries & Commerce & PE Department, Dispur, Guwahati-06 for favour of kind information.
2. The Secretary, District Legal Services Authority Kamrup (M). for information.
- ✓ 3. All members of the Internal complaints Committee.
4. Notice Board.

[Signature]
Commissioner of Industries & Commerce, Assam.
Udyog Bhawan, Bamunimaidan, Guwahati-21
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