

56/59

**GOVERNMENT OF TRIPURA
LABOUR DIRECTORATE
JACKSON GATE : AGARTALA**

No.F.27 (73) LAB/LGW/2001/ 3311-51

Dated: Agartala, the 10th April, 2018

MEMORANDUM

In pursuance of Office Memorandum Vide No. F.34(670)-DSWE/LA/2018/813, dated 07.04.2018 of Social Welfare and Social Education Department a Internal Complaint Committee (ICC) is hereby re-constituted with the Following officials for the Directorate of Labour, Government of Tripura for giving redress on sexual harassment in work place:-

1. Smt. Lipika Debbarma, Accountant - Chairperson
2. Smt. Pinki Paul, Labour Inspector - Member
3. Smt. Swarnalata Tripura, Labour Inspector - Member
4. Smt. Mousumi Roy, Bikpati Social Welfare Society - Member
5. Smt. Mithu DebBarma, Bikpati Social Welfare Society - Member

Duties of the Committee

The Committee should see that

- (i) Appropriate work conditions are provided in respect of work, leisure, health and hygiene;
- (ii) There is no hostile environment towards women at work places;
- (iii) And no women employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment;
- (iv) Shall ensure sending of an monthly report on 'Sexual Harassment on Woman at Workplace' to the Social Welfare and Social Education Department, Government of Tripura as per format appended below:-

Name of the Deptt./Office	Whether Complaints Committee functioning/non-functioning	No. of complaints received in the month	No. of cases heard and disposed during the month	No. of cases where punishment is made	Remarks

The Committee should submit annual report to the Secretary, Social Welfare and Social Education through the Directorate of Labour stating the number of complaints received on sexual harassment at work place, nature of harassment and the action taking of Department against the complaints

This is issued in supersession of all previous order.

(P. Chakrabarti)
Labour Commissioner

To

1-5. All Member concerned..... for information with a direction to maintain strict observation in work places for the preservation and enforcement of the light to gender equality of the working women.

Copy also forwarded to:-

1. P.P.S. to the Hon'ble Chief Minister, Government of Tripura for kind information to the Hon'ble Chief Minister.
2. The Secretary, Department of Labour & Employment, Government of Tripura, Agartala for Kind information.
3. The Special Secretary to the Government of Tripura, Department of Social Welfare and Social Education Department for information.
4. The Secretary, GA(P&T) Department, Govt. of Tripura for kind information
- 5-14. All Head of Office & DDO under the Labour Directorate for information and with instruction to re-constitute and notify similar committees in their respective offices immediately and with confirmation to the Labour Directorate.
- 15-17. Personal file of all incumbent concerned.
18. Guard file.

(P. Chakrabarti)
Labour Commissioner