



बाल्मर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक उद्यम)
Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

Ref No.: BL/HR/CHR/ICC/CIR/201819/0032

Date: 14th January, 2019

Sub: **Constitution of Internal Complaints Committee in Eastern Region as per "The Sexual Harassment of Women at Workplace(Prevention, Prohibition & Redressal) Act, 2013"**.

In terms of Section 4 of "The Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal), Act 2013" an Internal Complaints Committee is constituted for Eastern Region to provide protection against sexual harassment of women and for prevention and redressal of complaints of sexual harassment and matters connected on incidental thereto.

The Committee was last constituted vide Circular dt. 1st August, 2017. However, due to transfer of one of the members of ICC, the following constitution of Internal Complaints Committee for Officers/Factories/Establishments in Eastern Region is as under:-

Ms.Kavita Bhavsar, Company Secretary	-	Presiding Officer
Shri Siddhartha Das Barman, AVP [HR] &ER	-	Member
Ms.Mohar Mukhopadhyay, Head [Corp.Communications]	-	Member
Dr. Meenu Sareen, Consultant-HR & Communications	-	Co-opted Member

Any aggrieved women employee can file a written complaint of sexual harassment at work place to the Presiding Officer of the Internal Complaints Committee within a period of three months from the date of incident. The time limit, however, can be extended by the Internal Complaints Committee by further three months if the circumstances so warrant which prevented the woman employee from filing a complaint with the stipulated time. The Internal Complaints Committee shall render all assistance to the woman employee concerned for filing a written complaint.

Each member in the Internal Complaints Committee shall hold office for a maximum period of three (3) years.

The presiding Officer of the Internal Complaints Committee is required to submit an annual report (including "Nil" report) to the Sr. Vice President [HR] and in his absence Director [HR & CA] within one month of the close of the calendar year.

[A.Ratna Sekhar]
Director[HR & CA]

Copy to -

- C&MD/ D[MB]/ D[SB]/ D[F]/ CVO
- All COOs/SVPs/HoDs in Eastern Region
- Notice Board at HO & HRC
- All Member of the Internal Complaints Committee-with a copy of the Act for Information.