

**BALMER LAWRIE & CO. LTD.**  
**REGIONAL HUMAN RESOURCE – NORTHERN REGION**

Ref. No. : RHR/NR/ICC-SHW  
Dtd. : 13.02.2019

**NOITCE**

**Sub : Constitution of Internal Complaints Committee – “The Sexual Harassment of Women at Workplace [Prevention, Prohibition and Redressal] Act, 2013**

This is to inform that in terms of Section 4 of “The Sexual Harassment of Women at workplace [Prevention, Prohibition and Redressal], Act, 2013 “, an Internal Complaints Committee consisting of following is to re-constituted for Offices/Units falling under Northern Region to provide protection against sexual harassment of women at workplace and for prevention and redressal of complaints of sexual harassment and matters connected on incidental thereto”.

[1]	Mrs. Ruhi Singh	Presiding Officer
[2]	Shri Ashok K Gupta	Member
[3]	Mrs. Sarita Arora	Member
[4]	Ms. Nimi Sharma	Member from Non-governmental Organization or Association committed To the cause of women

Any aggrieved woman employee can send a written complaint of sexual harassment at work place to the Presiding Officer of the Internal Complaints Committee within three months from the incident date. The Internal Complaints Committee may extend the time limit by another three months if the circumstances so warrant which prevented the woman employee from filing a complaint within the stipulated time. The Internal Complaints Committee shall provide support 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 shall be required to send an Annual Report [including “Nil” report] to the Director[HR&CA] within one month of the close of the calendar year.



[Ashok K Gupta]  
Associate Vice President[HR]-NR