

## **Procedure to register a Complaint under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013**

In compliance with the instructions of National Commission for women and guidelines issued in implementation of the directives of Hon'ble Supreme Court Judgement dated 13<sup>th</sup> August, 1997 in the case of Visakha and others vs. State of Rajasthan and Others on the subject of sexual harassment of women in the workplace, ICFRE-HFRI in supersession of office order No. 108 (File No-1-1 (58) HFRI/1177 -1180), dated 19/07/2018 hereby reconstituted the Internal Complaint Committee for the effective implementation of 'Sexual Harassment Act of Woman at Workplace (Prevention, Prohibition and Redressal) Act 2013. The details with regard to the ICC of ICFRE-HFRI, Act & rules, role, functions etc. of ICC are as given below:

Composition of Internal Complaints Committee- ICFRE-HFRI along with Contact details

<b>S.no</b>	<b>Name</b>	<b>Designation</b>	<b>Phone no</b>	<b>Email id</b>
1.	Dr. Swaran Lata, Scientist D	Chairperson	9459094815	<a href="mailto:latas@icfre.org">latas@icfre.org</a>
2.	Ms. Anjali Soni Verma, Advocate	External Member	9418211060	<a href="mailto:anjalivermahc@gmail.com">anjalivermahc@gmail.com</a>
3.	Dr. Bal Krishan Tiwari, Scientist B	Member	9794415395	<a href="mailto:tiwarib@icfre.org">tiwarib@icfre.org</a>
4.	Sh. Dushyant, STO	Member	9816647383	dushyant@icfre.org
5.	Smt. Narvada Paul, Steno Grade I	Member Secretary	9816637825	narvada@icfre.org

Complaint regarding Sexual Harassment against women can be made either in paper form or by sending e-mail to chairperson and members of ICC. The Act stipulates that aggrieved woman can make written complaint of sexual harassment at workplace to the ICC or to the LCC (in case a complaint is against the employer), within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, [https://dst.gov.in/sites/default/files/1.%20shc\\_acts2013.pdf](https://dst.gov.in/sites/default/files/1.%20shc_acts2013.pdf) in case the aggrieved

woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative or friend or her co-worker or an officer of the National Commission for Woman or State Women's Commission or any person who has knowledge of the incident, with the written consent of the aggrieved woman.

Ministry of Women & Child Development also launched an online complaint management system titled Sexual Harassment electronic -Box ([She-Box](#)) on 24th July, 2017 for registering complaints related to Sexual Harassment at workplace. The She-Box is an initiative to provide a platform to the women working or visiting any office of Central Government (Central Ministries, Departments, Public Sector Undertakings, Autonomous Bodies and Institutions etc.) to file complaints related to Sexual Harassment at workplace under the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013. Once a complaint is submitted to She-Box, it will be directly sent to the Internal Complaint Committee (ICC) of the concerned Ministry/ Department/ PSU/ Autonomous Body etc. having jurisdiction to inquire into the complaint. The She-Box also provides an opportunity to both the complainant and nodal administrative authority to monitor the progress of inquiry conducted by the ICCs.