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REGIONAL OFFICE  
EMPLOYEES' STATE INSURANCE CORPORATION  
MINISTRY OF LABOUR & EMPLOYMENT  
GOVT. OF INDIA (ISO 9001:2000 CERTIFIED)  
PANCHDEEP BHAWAN  
5/1, GRANT LANE, KOLKATA – 700 012

No.41.C.11/12/12/94-ESTT.VIG

Dated:30/05/14

## MEMORANDUM

**Sub: Constitution of “Internal Complaints Committee” in connection with the sexual harassment of women at workplace(Prevention, Protection & Redressal) Act, 2013**

Pursuant to the Hqrs. Office letter No. C-12/18/41/164/Misc./13-Vig dated 15/04/14 and as per provisions of Section 4 of the “Sexual Harrassment of women at workplace((Prevention, Protection & Redressal) Act, 2013” published in “The Gazette of India(Extraordinary) dated 23/11/2013”, the Regional Director has approved the constitution of the “Internal Complaints Committee” consisting of the following members to provide for protection against sexual harassment of women at workplace and for prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto with immediate effect.

Sl. No.	Name and designation	Role
1	Dr. Sarmistha Roy, CMO,SSMC Office	<b>PRESIDING OFFICER</b>
2	Smt. Suchanda Sen, Asst. Director, ESIC, R.O, Kolkata	<b>MEMBER</b>
3	Smt. Manjita Roy, Sudpt.,Constr. Cell	<b>MEMBER</b>
4	Shri Rajat Bhattacharjee, Asst. Director, ESIC, R.O, Kolkata	<b>MEMBER</b>
5	Smt. Soma Sengupta, (Sanhita)	<b>MEMBER</b>

The presiding officer and every member of the internal complaints committee

shall hold office for such period, not exceeding three years from the date of issue of this memorandum/ their nomination. The jurisdiction of this committee shall extend to the Regional Office, Kolkata, Office of the SSMC(E.Z), Kolkata and the Sub-Regional Office, Durgapur.

To

All the members of the internal complaints committee along with copies of the above mentioned act published in the "Gazette of India(Extraordinary) dated 23/11/2013).

 2/6/14

(A.N. TIWARI)  
**DY. DIRECTOR(ADMN.)**  
**FOR REGIONAL DIRECTOR**

Copy forwarded for information and necessary action to:-

1. The D.G(SCT), Hqrs. Office, New Delhi.
2. The D.G(Vig.), Hqrs. Office, New Delhi.
3. The WCM, ESIC, Hqrs. Office, New Delhi with a request to kindly upload on the Hqrs. website.
4. The SSMC,(EZ), Kolkata.
5. The Director(Fin./Vig./Trg.), R.O., Kolkata.
6. The Jt. Director, SRO-Durgapur, ESIC
7. All the Branch Officers of R.O., Kolkata.
8. All Branches/Branch Offices/M.R. Offices/Insurance Inspectors.
9. P.A. To Regional Director, Kolkata.
10. IT cell for posting in the website.

 2/6/14

**DY. DIRECTOR(ADMN.)**