



REGIONAL OFFICE [KERALA]
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAVAN : NORTH SWARAJ ROUND : THRISSUR
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[ISO 9001-2008 CERTIFIED]



No.54-C.12/11/1/2008-Adm..

Dated: 03.12.2014

MEMORANDUM

**Order under Section 4 of the Sexual Harassment of women at workplace
(Prevention, Prohibition and Redressal) Act, 2013.**

Whereas the Regional Director exercising the power under Section 4(1) of the Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal) Act, 2013 (Act No 14 of 2013) has constituted the Internal Complaints Committee for the Branch Offices under Regional Office, Thrissur, State Medical Commissioners Office, Thrissur and Regional Office Thrissur on 02.04.2014 and

Whereas the Presiding Officer Smt. Mary Kurian, Private Secretary, Regional Office, Thrissur has vacated the office on her retirement on 30.11.2014.

Now the Regional Director exercising the power under Section 4(1) of Sexual Harassment of Women at workplace, (Prevention, Prohibition and Redressal) Act, 2013 has nominated the following to the Internal Committee.

Presiding Officer : **Dr (Mrs) Neeta Kachhwaha,**
Senior State Medical Commissioner,
S.M.C. Office, R.O. Thrissur.

The Presiding Officer shall hold Office until further orders or not exceeding three years from the date of her nomination.

Subject to the provisions of Section 17, of the said Act read with Rule 12 if any person contravenes the provisions of Section 16, a sum of five thousand rupees as penalty shall be recovered from such person.

The Internal Committee shall in each calendar year prepare under Section 21 of the said Act read with Rule 14 an annual report which shall have the following details.

- (a) Number of complaints of sexual harassment received in the year.
- (b) Number of complaints disposed off during the year

P.T.O

- (c) Number of cases pending for more than ninety days
- (d) Number of workshops on awareness programme against sexual harassment carried-out.
- (e) Nature of action taken by the employer.



DEPUTY DIRECTOR I/C.

To

1. The Presiding Officer and Members of Internal Complaints Committee.
2. The Director General, ESI Corporation, New Delhi.
3. Adv. Seena Rajagopal, Member (External) for information.
4. All Branch Managers/Social Security Officers under Regional Office.
5. The Senior State Medical Commissioner, ESI Corporation, Thrissur.
6. The Medical Referee, ESI Corporation, Thrissur.
7. All Branches/Branch Officers of R.O. Thrissur.
8. Notice Board.
9. Website Contents Manager (Hqrs) for uploading at ESIC website.