



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700001

Dated 30.06.2026

OFFICE MEMORANDUM No. 72 / 2026

Further to the previous Office Memorandum No. 24/2023 dated 09.03.2023, the undersigned is directed to state that the competent authority of the Board, pursuant to section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, has nominated the following officers for constitution of an Internal Complaints Committee to redress any complaint of sexual harassment of any woman working in the Tea Board:

Sl. No.	Name, designation and present place of posting	Position in the Committee
1.	Dr. Amrita Chakraborty, DDTD (P) & Secretary (I/C), Tea Board, Kolkata	Presiding Officer
2.	Shri Sachin Vyankatrao Somwanshi, Factory Advisory Officer, Tea Board, Kolkata	Member
3.	Smt. Sreela Bandopadhyay, Development Officer, Tea Board, Kolkata	Member

The Presiding Officer shall co-opt a social work or a member of the Local Committee familiar with issues relating to sexual harassment as a member, taking into account the nature of allegation.

The Committee shall enquire all complainants of Sexual Harassment alleged by any women employee/officer of the Tea Board in the manner as set out under Rule-7 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

The tenure of the Committee shall be three years from the date of notification.

The Committee shall submit the written report of the enquiry within seven days from the date of receipt of any complaint.


(P.C. Boro)
Assistant Secretary

Distribution: -

1	All Committee members as listed above	
2	Executive Director, Coonoor & Guwahati	
3	All HoDs in Board's Head Office, Kolkata (except Dy. Chairman)	
4	Publicity Officer, DDTD (BP) & ASO (TC)	
5	PAs to Dy. Chairman, FA&CAO & Secretary	
6	I.T. Cell	With the request to upload in the Board's website.
7	TBEA	
8	Establishment Branch	With spare copies

Ref.No.23(2)/Estt/2023