



Tea Board
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700 001

Dated: 09.03.2023

OFFICE MEMORANDUM NO. 24/2023

Further to the previous Office Memorandum No. 62/2019 dated 16.07.2017, the undersigned is directed to state that the competent authority of the Board, pursuant to section 4 of the Sexual Harassment of Women at Work Place (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 of in the Committee |
|---------|--|------------------------------|
| 1. | Smt. Dipannita. Dutta Gupta, Publicity Officer, Tea Board, Kolkata | Presiding Officer |
| 2. | Shri B. Pagalavan, ADTD, Tea Board, Kolkata | Member |
| 3. | Smt. Teerna Chowdhury, ASO, 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 Work Place (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.


(Dr. Rishikesh Rai)
Secretary (I/C)

Distribution:

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|---|--|--|
| 1 | All Committee members as listed above | |
| 2 | Executive Director, Coonoor & Guwahati | |
| 3 | All HoDs in Board's Head Office, Kolkata (excepting Dy. Chairman & Chairman) | |
| 4 | DDTP (ND), C.L, DDTD (KCB), Guwahati | |
| 5 | P.As to Dy. Chairman, Secretary & FA & CAO | |
| 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