

GOVERNMENT OF ASSAM
BORDER PROTECTION & DEV. DEPARTMENT
DISPUR::GUWAHATI
E-mail Id- borderprotection2019@gmail.com

OFFICE ORDER

eCF No.249384/76

As per provision of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressed) Act, 2013 under Section 5, the Internal Complaints Committee” of the Border Protection & Development Department has been constituted incorporation the following members:

Sl.No	Name & Designation	Designated as
1	Smti. Prabhati Thaosen, IAS, Secretary to the Govt. of Assam. (Ph.- 9435067149, e-mail: thaosenprabhati@gmail.com)	Presiding Officer
2	Smti. Nilima Kalita Das, Under Secretary to the Govt. of Assam. (Ph.- 8638619991, e-mail: das.nilimakalita@gmail.com)	Member Convenor
3.	Shri Vivek Shyam Pangyok, ACS, Joint Secretary to the Govt. of Assam. (Ph.-9365498565, e-mail:vspangyok.acs.assam@gmail.com)	Member
4.	Shri Manash Saikia, Section Officer. (Ph.8638005758, e-mail:manash.saikia@gov.in)	Member
5.	Dr Binita Bhagawati, Principal, KKHandique Sanskrit College and President, Seemanta Chetana Mancha, Assam State Committee (Ph.- 9954333499/7002235153, e-mail:bhagawatibinita@yahoo.com)	Member

The Committee will take all necessary measures for inquiry, redressal and settlement of the complaints and other functions as per the relevant provision of Act. The Committee has been constituted for a term of 3 (three) years with effect from date of issuance of this letter.

Yours faithfully,

Secretary to the Govt. of Assam,
 Border Protection & Dev. Department, Dispur

eCF No..249384/76-A

Copy to:

1. The Secretary, Co-ordination, O/O the Chief Secretary, Assam, Dispur, Guwahati-6.
2. The Principal Secretary to the Govt. of Assam, Department of Women & Child Development, Dispur, Guwahati-6.
3. P.S to the Principal Secretary to the Govt. of Assam, Border Protection & Development Department for favour of kind appraisal of the Principal Secretary.
4. P.A to Secretary to the Govt. of Assam (Development), Border Protection and

- Development Department for information.
5. P.A to Secretary to the Govt. of Assam (Protection) Border Protection and Development Department for information and necessary action.
 6. Joint Secretary to the Govt. of Assam, Border Protection and Development Department for information and necessary action.
 7. The Director, Border Protection & Development, Assam, Assam science Society, Khanapara for information.
 8. Under Secretary to the Govt. of Assam, Border Protection and Development Department for information and necessary action.
 9. Dr Binita Bhagawati, Principal, KK Handique, Sanskrit College and President, Seemanta Chetana Mancha, Assam State Committee (Ph.- 9954333499/7002235153, e- mail:bhagawatibinita@yahoo.com) for information and necessary action.
 10. Section Officer, Border Protection and Development Department for information and necessary action..
 11. All staff of Border Protection and Development Department for information.

By order etc.,

e-signed

Secretary to the Govt. of Assam,
Border Protection & Dev. Department, Dispur

Format

1.	Name of the Department	
2.	Whether Internal Complain Committee (ICC) has been notified as required under Section 4 (1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (POSH Act)	Yes
3.	Whether the ICCs so constituted are strictly in terms of the provisions of the POSH Act	Yes
4.	Whether necessary information regarding the constitution and composition of the ICCs, details of the E-mail Ids and contact numbers of the designated person (s), the procedure prescribed for submitting and online complaint as also the relevant rules, regulation and internal policies are made readily available on the Website of the concerned office/ Authority/ Functionary/ Organization/ Institution/ Body, as the case may be. (The information furnished on the Website shall also be updated from time to time.)	Yes
5.	Whether ICC has been constituted by all the statutory bodies of the professionals at the state level (including those regulating doctors, lawyers, architects, chartered accountants, cost accountants, Engineers, Bankers and other professionals), by Universities, Colleges, Training Centres and Educational Institutions and by Government and Private Hospitals/ Nursing Homes, falling under the Department.	Does not arise

6.	Whether immediate and effective steps have been taken by the Authorities/ Managements/Employers to familiarize members of the ICCs with their duties and the manner in which an inquiry ought to be conducted on receiving a complaint of Sexual harassment at the workplace, from the point when the complaint id received, till the enquiry is finally concluded and the report submitted.	Yes
7.	Whether the Authorities/ Managements/Employers are regularly conducting orientation programs, Workshops, Seminars and awareness Programs to up skill members of the 1CCs and to, educate women employees and women's groups about the provisions of the POSH Act, the Rules and relevant regulations.	Yes

e-signed

Secretary to the Govt. of Assam
Border Protection & Development Department