

OFFICE OF THE DISTRICT & SESSIONS JUDGE
ANDAMAN & NICOBAR ISLANDS
PORT BLAIR

Dated the 06 Jan, 2022

OFFICE ORDER NO. 24

Whereas, necessity has arisen for constitution of the "Internal Complaints Committee" for the Sub Divisional Court Complex at Mayabunder, the undersigned hereby constitutes "Internal Complaints Committee" as per Chapter II, Section 4 (2)(a) of the Sexual Harassment Of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013, with the following members to deal with complaints on sexual harassment of women employees within the Sub Divisional Court Complex at Mayabunder:-

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| 1. Smti. Sunita Sharma,
Senior Assistant Public Prosecutor | - | Chairman |
| 2. Smti. Banani Biswas,
Advocate | - | Member |
| 3. Md. Ashraf, Head Clerk | - | Member |
| 4. Smti. Kavitha, Stenographer Gr-II | - | Convener |
| 5. Shri. Amit Kumar, Lower Grade Clerk | - | Member |

Smti. Kavitha being the convener will coordinate and assist the committee as and when required.

The "Internal Complaints Committee" upon receipt of any complaint, may deal with it sitting with the Chairman and atleast two Members.

The "Internal Complaints Committee" upon receipt of any complaints, shall enquire into the same in accordance with the provisions of the Act and the Rules made thereunder and to submit report to the undersigned.

The "Internal Complaints Committee" shall, in each calendar year, prepare an annual report and submit the same to the office of the undersigned regularly.

Let a copy of this order be published in the website <http://andssw1.and.nic.in/dsc/> of the District and Sessions Judge, Andaman & Nicobar Islands with the assistance of the State Informatics Officer, NIC for the knowledge of the aggrieved persons about the existence of such Committee.

District and Sessions Judge
Andaman & Nicobar Islands

OFFICE ORDER BOOK

Copy To:

1. The Addl. District & Sessions Judge, N&M Andaman, Mayabunder.
2. The Chief Judicial Magistrate, Port Blair.
3. The Judicial Magistrate First Class, N&M Andaman, Mayabunder and Circuit Court at Diglipur.
4. The State Informatics Officer, National Informatics Centre, Port Blair for uploading in the website of District & Sessions Judge.
5. The Administrative Officer (i/c).
6. The President/Secretary, Bar Association, Mayabunder.
7. Smti. Sunita Sharma, Sr. Assistant Public Prosecutor.
8. Ms. Banani Biswas, Advocate.
9. Md. Ashraf, Head Clerk.
10. Smti. Kavitha, Stenographer Gr-II.
11. Shri. Amit Kumar, L.G.C
12. Personal file.
13. Notice Board of Sub Divisional Court Complex, Mayabunder.
14. Circulate amongst staff.
15. File No. 107.

District and Sessions Judge