

**GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL DIVISION)**

N O T I F I C A T I O N
Imphal, the 28th of January, 2014.

No.1/3/2013-Rules/DP(a): In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Governor of Manipur is pleased to order the constitution of **Internal Complaints Committee at the Secretariat level to be nominated by the Government for investigating complaints of sexual harassment of women at work place in the Secretariat level.**

2. The Committee shall consist of the following members to be nominated by the Government, namely:-

- (a) a Presiding Officer who shall be a woman employed at a senior level at Secretariat from amongst the employees;
- (b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;
- (c) one member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment;

Provided that at least one half of the total Members so nominated shall be women.

3. The Presiding Officer and any two members will be the quorum for the Committee.

4. The terms of reference of the Committee will be as under:-

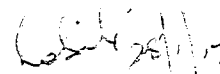
- (a) The Presiding Officer and every Member of the Committee shall continue on the Committee for such period, not exceeding three years from the date of their nomination as may be specified by the Government.
- (b) The Presiding Officer and Members of the Committee will continue to be Members of the Committee even after transfer from one station to another.
- (c) Any vacancy in the Committee occurring during the period due to retirement, resignation, posting out of Secretariat, etc of a Member of the Committee will be filled by nominating another Member in that place by the Government.

- (d) The Headquarter of the Committee will be Manipur Secretariat, Imphal. The Committee will meet at Manipur Secretariat, Imphal.
- (e) In case the Committee is meeting in a place other than Manipur Secretariat, Imphal, all facilities for the meeting of the Committee will be provided by the Secretariat Head of Establishment. The GAD will provide necessary secretarial assistance to the Committee.
- (f) The Committee will enquire into all types of complaints relating to sexual harassment of women at work place submitted by women employees of any Secretariat cadres.
- (g) A woman employee can submit her complaint regarding sexual harassment at work place to the Presiding Officer of the Committee directly. In case the complaint is submitted to any Member of the Committee, the Member will transfer the complaint to the Presiding Officer for further necessary action. The guidelines given in CCS (Conduct) Rules, 1964 regarding prevention of sexual harassment of working women in the workplace and any other orders of the Central Government/State Government will be followed by the Committee while investigating the complaint. The complaints received from women employees of Secretariat cadres will be investigated by the Committee and the Report submitted to the competent Disciplinary Authority for taking further necessary action with a copy to Director of Vigilance, Manipur.
- (h) In case the complaint is against a Civilian or a Service Officer senior in rank to the Presiding Officer of the Committee, the Committee will refer the case to the Chief Secretary who will reconstitute the Committee with the approval of the Government for investigating that case.
- (i) The Member appointed from amongst the NGOs or associations should be paid such fees or allowances for holding the proceedings of the Internal Committee by the Government as may be prescribed.

5. The Committee will submit a six monthly Report to the Chief Secretary, Government of Manipur.

6. Even if there is no complaint it will be desirable for the Committee to meet once in a quarter to review the institutional arrangements for preventing sexual harassment of women at work place.

By Orders & in the name of Governor.



(Yumnam Robita),
Deputy Secretary (DP),
Government of Manipur.

Copy to:-

1. Secretary to the Governor of Manipur.
2. Secretary to the Hon'ble Chief Minister, Manipur.
3. PPs to Hon'ble Deputy Chief Minister, Manipur.
4. All P.S. to Hon'ble Ministers, Manipur.
5. Staff Officer to Chief Secretary, Government of Manipur.
6. The Additional Chief Secretary, Government of Manipur.
7. All Principal Secretaries/Commissioners/Secretaries, Govt. of Manipur.
8. The Director of Vigilance, Manipur.
9. All Heads of Departments, Manipur.
10. Director, Printing & Stationery, Manipur for publishing in the Extra Ordinary Gazette and furnish 20 copies to this Department.
- ✓ 11. Martha Khuman, Website Manager, Deptt. of IT, 4th Floor, Western Block, New Secretariat.
12. Guard File/Order Book.