

**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(b): 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 in all workplaces for which a communication be sent to all Administrative Secretaries to be nominated by the employer for investigating complaints of sexual harassment of women at work place.**

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

- (a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees;

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace;

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

- (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 organisations 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 terms of reference of the Committee will be as under:-

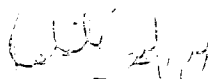
- (a) The Presiding Officer and every Member of the committee shall continue on the Committee for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

- (b) The Member appointed from amongst the NGOs or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer as may be prescribed.
- (c) Any vacancy in the Committee occurring during the period due to retirement, resignation, posting out of the workplace, etc of a member of the Committee will be filled by nominating another Member in that place by the employer.
- (d) The Headquarter of the Committee will be Headquarter of workplace. The Committee will meet at Headquarter of workplace.
- (e) In case the Committee is meeting in a place other than Headquarter of workplace, all facilities for the meeting of the Committee will be provided by the Headquarter of workplace Establishment. The Headquarter of workplace 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 the workplace cadres.
- (g) A woman employee can submit her complaint regarding sexual harassment at workplace to the Presiding Officer of the Committee directly. In case the complaint is submitted to any Member of 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 workplace 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 Administrative Secretary who will reconstitute the Committee with the approval of the Government for investigating that case.

4. The Committee will submit a six monthly Report to the Administrative Secretary of the concerned workplace.

5. 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.
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