

**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(c): In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and Section 5 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Governor of Manipur is pleased to appoint **the Deputy Commissioner/Additional Deputy Commissioner of every Districts of Manipur to exercise powers or discharge functions as "District Officers" under this Act.**

2. Every District Officer shall constitute in the district concerned, a Committee to be known as the "Local Complaints Committee" to receive complaints relating to sexual harassment from establishments where the Internal Complaints Committee has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

3. The District Officer shall designate one nodal officer in every subdivisions, block, and SDC circles in rural or tribal area and ward or municipality in the urban area, to receive complaints from establishments and forward the same to the concerned Local Complaints Committee within a period of seven days.

4. The Local Complaints Committee shall consist of the following members to be nominated by the District Officer as under:-

- (a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women.
- (b) one Member to be nominated from amongst the women working in block, ward or municipality in the District.
- (c) two Members, of whom at least one shall be a woman, to be nominated from amongst such non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed.

Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge.

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the State Government, from time to time.

- (d) the concerned officer dealing with the social welfare or women and child development in the district, shall be a member **ex officio**.

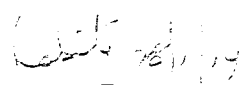
5. The terms of reference of the Committee is as under:-

- (a) The Chairperson and every Member of the local Committee shall continue on the Committee for such period, not exceeding three years, from the date of their appointment as may be specified by the District Officer.
- (b) The Chairperson and Members of the Local Committee other than Members nominated under clauses (b) and (d) of para 4 shall be entitled to such fees or allowances for holding the proceedings of the Local Committee as may be prescribed.
- (c) The jurisdiction of the Local Complaint Committee shall extend to the areas of the district where it is constituted.
- (d) The Chairperson or any Member of the Committee shall render all reasonable assistance to any aggrieved woman for making the complaint.
- (e) The District Officer shall.
 - (i) Monitor the timely submission of reports furnished by the Local committee;
 - (ii) Take such measures as may be necessary for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women.
- (f) The Committee shall in each calendar year prepare in such form and at such time as may be prescribed, an annual report and submit the same to the District Officer.
- (g) The District Officer shall forward a brief report on the annual reports received under (f) above to the state government.

6. Even if there is no live case or complaint of sexual harassment, it would be desirable of the committee to meet once in a quarter.



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 Deputy Commissioners/Additional Deputy Commissioners, 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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