

**GOVERNMENT OF TRIPURA**  
**DIRECTORATE OF EMPLOYMENT SERVICES & MANPOWER PLANNING**  
**SHRAMA BHAWAN, OFFICE LANE, AGARTALA, WEST TRIPURA**  
**PHONE NO.: 0381 232 4327, EMAIL ID.: employment.gov.tr@gmail.com**

No.F.1(6)/DESMP/ESTT/2009/P-I/ 2480-2502

Dated, Agartala, the 07 November, 2022

**MEMORANDUM**

In partial modification of the earlier Memorandum of the Directorate of Employment Services & Manpower Planning, Tripura vide No.F.1(6)/DESMP/ESTT/2009/P-I/817-47 dated 03-03-2020 and in pursuance of the Memorandum of the Social Welfare & Social Education Department, Government of Tripura vide no.F.34(670)-DSWE/LA/2018/813 dated 07-04-2018, a Internal Complaints Committee (ICC) is hereby re-constituted with the following officials for the Directorate of Employment Services & Manpower Planning, Tripura for giving redress on sexual harassment in work place:-

<b>Internal Complaints Committee</b>		
Sl. No.	Name of the Employee with designation	Designations of the Internal Complaints Committee (Chairperson/Member)
1	Smt. Sumita Chakraborty, Controller of Examination.	Chairperson
2	Miss Priya Khan, Assistant Employment Officer	Member
3	Miss Tulashi Debbarma, Assistant Employment Officer	Member
4	Smt. Dipali Sangma, Accountant	Member
5	Shri Khokan Kumar Sarkar, Head Clerk	Member
6	Smt. Baijayanti Debbarma, Statistical Inspector	Member
7	Smt. Swapna Das (Dey), Statistical Inspector	Member
8	Smt. Ramyani Ghosh, Upper Division Clerk	Member

**Duties of the Committee**

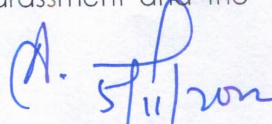
The Committee should see that:-

- (i) Appropriate work conditions are provided in respect of work, leisure, health and hygiene;
- (ii) There is no hostile environment towards woman at work places;
- (iii) And no woman employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment;
- (iv) Shall ensure sending of an monthly report on 'Sexual Harassment of Woman at Workplace' to the Department of Social Welfare and Social Education, Government of Tripura as per format appended below:-

Name of the Department/ Office	Whether complaints Committee functioning/ non-functioning	No. of complaints received in the month	No. of cases heard and disposed of during the month	No. of cases where punishment is made	Remarks

The Committee should submit annual report to the Secretary, Social Welfare & Social Education Department through the Director, Employment Services & Manpower Planning, Tripura stating the number of complaints received on sexual harassment at work place, nature of harassment and the action taking of Department against the complaints.

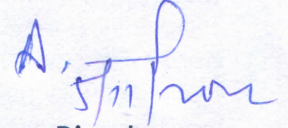
This is issued in supersession of all previous order.

  
**(A.Majumder, TCS SSG)**  
**Director**  
**Employment Service**  
**& Manpower Planning**

To  
All Member concerned..... for information with a direction to maintain strict observation in work places for the preservation and enforcement of the right to gender equality of the working women.

Copy also forwarded to:-

1. The P.S. to the Hon'ble Minister, Government of Tripura, Department of Labour (Employment) for kind information to the Hon'ble Minister.
2. The P.S. to the Secretary, Government of Tripura, Department of Labour (Employment)/ Department of Social Welfare & Social Education for kind information to the Secretary.
3. The Additional Director (Member Secretary, J.R.B.T.), D.E.S.M.P., Tripura for information.
4. The Joint Director, D.E.S.M.P., Tripura for information.
5. All the Head of Office & D.D.O. under the D.E.S.M.P., Tripura for information.
6. Personal file of all incumbent concerned.
7. Guard file.



**Director**  
**Employment Service**  
**& Manpower Planning**