

Information regarding formation of ICC in line with PoSH Act, 2013

1	Name of the Organisation	Central Tool Room & Training Centre, Bhubaneswar Autonomous Body
2	Name of Ministry	Ministry of MSME, Govt. of India
3	Whether IC exists strictly as per the provisions of SH Act, 2013 (if yes, copy of orders may be provided)	Yes (Copy attached) <i>office order no- 171/18)</i> <i>dated- 28.12.2023</i>
4	Wheter necessary information regading constitution and composition of IC, details of e-mail ids & contract numbers, procedure for filing onlinne complaint and other relevant rules/regulations are available on the official website (if not, the same may be done immediatly and updated time to time)	Yes
5	Details of immediate and effective steps taken by the authorities to familiarize the members of the IC with their duties and the manner in which an inquiry is to be conducted from the date complaint is received till report is submitted	On the day of formation of the Committee, all the members of the committee were made aware about their duties. They were also informed about the different steps to be taken by them from the date of receipt of the complaint till submission of the final report. The entire process is supposed to be completed within 30 days from the date of receipt of the complaint.
6	Whether orientation programmes, workshops, seminars and awareness programme conducted to upskill the members of IC and to educate women employee and women's groups about the provisions of the Act, relevant rules/regulations. The details of exercises undertaken for the last 3 years may be provided	The Manager (A&A) had conducted an orientation programme on 2nd January 2024 about provisions of the PoSH Act, 2013 (Sexual Harassment at the work place).


 (L. Rajasekhar)
 General Manager
 Central Tool Room & Training Centre
 Bhubaneswar

CENTRAL TOOL ROOM & TRAINING CENTRE
BHUBANESWAR

No. 171(A)

Dated: the 28-12-2023

OFFICE ORDER

Sub: Formation of Internal Complaints Committee (ICC) for addressing Sexual Harassment and Violence at Workplace.

In compliance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and to ensure a safe and secure work environment for all the employees/faculties/students, we are pleased to constitute the Internal Complaints Committee (ICC) consisting of the following members at Central Tool Room & Training Centre, Bhubaneswar:

Sl.No.	Name	Designation	Email Id & Contact No.
1	Ms. Ritu Maity	Chairman	ritumaity@cttc.gov.in 9861579782
2	Ms. Swarnalata Sahoo	Member	9861376682
3	Ms. Subhashree Mallick	Member	98618613778594801868
4	Ms. Bijayeelaxmi Panda	Member	

The ICC is responsible for the following:

- Receiving and addressing complaints related to sexual harassment and violence at the workplace.
- Conducting inquiries into complaints in a timely, confidentially and impartial manner.
- Recommending appropriate actions based on the findings of the inquiry.
- Ensuring the complainant is provided with necessary support and protection during the process.

Filing a Complaint:

Any employee/faculty/student if believes she has been subjected to sexual harassment or violence at the workplace can file a complaint with any member of the ICC. The complaint can be made in writing or verbally and the ICC will assist in documenting the complaint if needed.

Confidentiality:

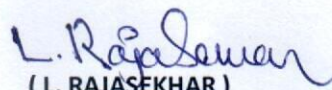
Please be assured that all complaints and inquiries will be handled with utmost confidentiality to protect the dignity and privacy of all the individuals involved.

Training and Awareness:

To foster a safer work environment, CTTC shall conduct regular training sessions and awareness programmes on the prevention of sexual harassment and the role of the ICC members.

We are committed to maintain a safe and learning workplace where everyone can work with respect and dignity. We encourage all employees to come forward if they experience or witness any form of harassment.

For any queries or further information, please contact Manager (A&A)


(L. RAJASEKHAR)
GENERAL MANAGER

C.C.to: All the persons concerned/HODs/Notice Board.