

GOVERNMENT OF INDIA
OFFICE OF THE DEVELOPMENT COMMISSIONER
SEEPZ SPECIAL ECONOMIC ZONE
MINISTRY OF COMMERCE & INDUSTRY
ANDHERI (EAST)
MUMBAI - 400 096.

No. SEEPZ-SEZ/LAB/500/15-16 / 11814

31st July, 2015

CIRCULAR NO. 65 /2015-16

As per Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal), Act, 2013, "every Employer has been made obligatory to constitute, Internal Complaint Committee by an order in writing for receiving complaints of Sexual Harassment".

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

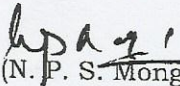
- 1) a) A presiding officer who shall be a women employed at a senior level at workplace from amongst the employees. Provided that in case a senior level women employee is not available, the presiding officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section (1).

Provided further that in case the other office or administrative units of the workplace, do not have a senior level women employee, the presiding officer shall be nominated from any other workplace of the same employer or other department or organization.

- 2) 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 every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nominations as may be specified by the employer.

As per the above provisions, all Units under the jurisdiction of Development Commissioner, SEEPZ-SEZ, are hereby directed to constitute Internal Complaint Committee, at their work place under the Chairmanship of working women at senior level. The details of members of Committee should be submitted to Mrs. M. J. Kulkarni, Chairperson, Internal Complaint Committee in the office of the Development Commissioner, SEEPZ-SEZ within 30 days of receipt of the circular.


(N. P. S. Monga)
Development Commissioner
SEEPZ-SEZ

Copy to. :-

- (1) All the SEZ units under the jurisdiction of SEEPZ-SEZ.
- (2) The president, SEEPZ Gems & Jewellery Manufacturers Association, BFC Bldg.
- (3) Chairman, SEEMA, SEEPZ-SEZ, Mumbai.
- (4) The Regional Director, EPCES for 100% EOU & SEZ,
- (5) IT - Section - for uploading on website.