



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

## Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



1<sup>st</sup> Floor, Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph.:+91-612-250 4980; Fax: +91-612-250 4960, Website:www.brllp.in

Ref. No. :BRLPS/Admn/120/14/3381

Date : 26 December, 2014.

### Office Order

An Internal Complaints Committee is hereby constituted under Section 4 of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013".

Under sub section (2) of Section 4 of the Act, following persons are nominated to be the members of the above mentioned Internal Complaints Committee:-

- 1) Mrs. Archana Tiwari, SPM- SD, Jeevika. - Chairperson
  - 2) Ms. Anumeha Swaroop, PM – SL & PM, Jeevika. –Member
  - 3) Mrs. Sudha – Secretary, Shaktivardhani,  
House No. 30, Jehazi Kothi, IAS Colony,  
Jawaharlal Nehru Marg, Patna. -Member from Non  
Governmental Organization
  - 4) Manoj Kumar, PM-CB, Jeevika. -Member
2. The members, including the Chairperson of the Committee shall hold office till 31<sup>st</sup> December, 2015 that may be extended for further two years.
  3. Member of the Committee at Sl. No. 4 above, Mrs. Sudha, Secretary, Shaktivardhani would be paid an allowance of `200/-(two hundred only) per day for holding the proceedings of the Internal Complaint Committee as also the travel costs as per the Rules.
  4. Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the above constituted Internal Committee within a period of 3 months from the date of incident.
  5. Where such complaint cannot be made in writing, the Chairperson or any member of the Internal Committee shall render all reasonable assistance to the woman for making the complaint in writing.
  6. The Internal Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding 3 months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within prescribed period.

*Cono*

7. The above constituted Internal Complaint Committee shall function as per the guidelines provided under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013.
8. The committee would convene its meeting every month, more frequently if necessary. The committee shall submit report to the Chief Executive Officer of the Project and the action taken regarding complaints of sexual harassment.
9. The Chairperson would ensure observance of provisions of the Act and the Rules.

This Office Order would come into force with immediate effect.

By the order of CEO

  
**(Kumar Anshumaly)**  
Director

Copy to All DPMs for information and necessary action. They are also required to constitute Internal Complaint Committee at the level of DPCU as per the guideline provided in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 and report compliance in 15 days.

  
**(Kumar Anshumaly)**  
Director

Copy to:

1. All members of the Internal Complaint Committee, Jeevika
2. OSD/CFO/AO/FO/PS/PO/AFM
3. All PCs/SPMs/PMs/SFMs
4. IT Section