



विद्यालय आदेश (भाग-१)
कर्नल बालु भरत, भारतीय थलसेना
प्राचार्य, सैनिक स्कूल भुवनेश्वर के आदेशानुसार
SCHOOL ORDER (PART-I)

BY
COLONEL BALU BHARATH, INDIAN ARMY
PRINCIPAL, SAINIK SCHOOL BHUBANESWAR

BHUBANESWAR

16 SEP 2023

SATURDAY

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44. **CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE (ICC) UNDER THE SEXUAL HARASSMENT OF WOMEN AT WORK PLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013- DETAILS OF COMPLAINT PROCEDURE AND RELEVANT MATERIAL ON SCHOOL WEBSITE:**

- (a) Further to Sainik School Bhubaneswar School Order Part-I No 111 (b) dated 25 Apr 2022.
- (b) Constitution of ICC-SHW for considering complaints of sexual harassment of women employees at Sainik School Bhubaneswar, PO Sainik School, Dist Khurda, Odisha 751005.
- (c) In compliance with the instructions of National Commission for women and guidelines issued with regard to implementation of the directives of Hon'ble Supreme Court Judgment dated 13 Aug 1997 in the case of Visakha and others vs. State of Rajasthan and Others on the subject of sexual harassment of women in the workplace, this Institution had duly constituted a Internal Complaints Committee for considering complaints of sexual harassment of women working in Sainik School, Bhubaneswar (Odisha). The details with regard to the Act & rules, role, functions etc. of ICC are as given below:-

Ser	Title	Details
(i)	Sexual Harassment of Women at Workplace(Prevention, Prohibition and Redressal) Act and Rule 2013	Enclosed
(ii)	Handbook on Sexual Harassment of Women at Workplace	Download
(iii)	Composition of Internal Complaints Committee-Sainik School Bhubaneswar along with contact details	Download
(iv)	DoP&T O.M. dated 01 Nov 2017 regarding Online Complaint Management system titled "Sexual Harassment electronic box (SHe-box)"	Download

(d) **Complaint Procedure.**

- (i) Complaint regarding Sexual Harassment against women can be made either in paper form or by sending e-mail to: ssbhubaneswar@sainikschoolssociety.in. The Act stipulates that aggrieved woman can make a written complaint of sexual harassment at workplace to the ICC or to the LCC (in case a complaint is against the employer), within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative or friend or her co-worker or an officer of

the National Commission for Woman or State Women's Commission or any person who has knowledge of the incident, with the written consent of the aggrieved woman.

(ii) Ministry of Women & Child Development launched an online complaint management system titled Sexual Harassment electronic-Box (She-Box) on 24 Jul 2017 for registering complaints related to Sexual Harassment at workplace. The She-Box is an initiative to provide a platform to the women working or visiting any office of Central Government (Central Ministries, Departments, Public Sector Undertakings, Autonomous Bodies and Institutions, etc.) to file complaints related to Sexual Harassment at workplace under the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013.


(iii) Once a complaint is submitted to She-Box, it will be directly sent to the Internal Complaint Committee (ICC) of the concerned Ministry/ Department/ PSU/ Autonomous Body etc. having jurisdiction to inquire into the complaint. The She-Box also provides an opportunity to both the complainant and nodal administrative authority to monitor the progress of inquiry conducted by the ICCs.

[CLICK HERE - SHe-Box Online Complaint Management System \(https://shebox.nic.in/\)](https://shebox.nic.in/)

(e) Composition of Internal Complaint Committee-Women (Sainik School Bhubaneswar's ICC-SHW):-

Ser	Name	Designation	Contact No	Email
(i)	Cdr Usha Sangwan Vice Principal Sainik School Bhubaneswar	Chairperson	8894424284	ssbhubaneswar@sainikschoolociety.in
(ii)	Mr GK Todkar PGT, Computer Science Sainik School Bhubaneswar	Member	9938539005	
(iii)	Mr MR Mishra TGT, Social Science Sainik School Bhubaneswar	Member	9437466692	
(iv)	Mrs Sabita Patra TGT, Social Science Sainik School Bhubaneswar	Member	8338897392	
(v)	Mrs Sukhvinder Kaur, Advocate W/o Mr Vijay Kumar Santuka 16, Gayatri Nagar, Bomikhal Bhubaneswar, Dist-Khurda Odisha-751010	Member	9437010738	

(f) Issued for information and necessary action of all concerned.


(Balu Bharath)
Col
Principal

Encls: As above.

Distribution:-

All concerned.

Mrs S Gayatri Dora, TGT (Comp Sc) – for uploading on School website.