



स्कूल 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**

भुवनेश्वर / BHUBANESWAR

06 DEC 2024

शुक्रवार / FRIDAY

अंतिम SO-I प्रकाशित/The last SO-I published: क्रमांक/SI No 68 दिनांक/dated 05 Dec 2024

69. **कार्यस्थल पर महिलाओं के यौन उत्पीड़न (रोकथाम, निषेध और निवारण) अधिनियम 2013 के तहत आंतरिक शिकायत समिति (आईसीसी) का पुनर्गठन - स्कूल की वेबसाइट पर शिकायत प्रक्रिया और प्रासंगिक सामग्री का विवरण / RE-CONSTITUTION OF THE INTERNAL COMPLAINTS COMMITTEE (ICC) UNDER THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013 – DETAILS OF COMPLAINT PROCEDURE AND RELEVANT MATERIAL ON SCHOOL WEBSITE**

(a) कृपया विद्यालय आदेश भाग-1 क्रमांक 44 दिनांक 16 सितम्बर 2023 एवं 127 दिनांक 30 अप्रैल 2024 का संदर्भ लें (प्रतिलिपि संलग्न)।

Reference to School Order Part-I No 44 dated 16 Sep 2023 and 127 dated 30 Apr 2024 (copies enclosed).

(b) कार्यस्थल पर महिलाओं के यौन उत्पीड़न (रोकथाम, निषेध और निवारण) अधिनियम 2013 के अंतर्गत विद्यालय में आंतरिक शिकायत समिति (आईसीसी) का तत्काल प्रभाव से निम्नानुसार पुनर्गठन किया जाता है:-

The Internal Complaints Committee (ICC) under the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act 2013 at the School is reconstituted with immediate effect, as follows:-

Ser	Name	Designation	Contact No	Email
(i)	Cdr Manorama Pokheria Vice Principal Sainik School Bhubaneswar	Chairperson	7064914100	ssbhubaneswar@sainikschoolsociety.in
(ii)	Mr SK Pradhan PGT, Chemistry Sainik School Bhubaneswar	Member	9438109548	
(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	

(c) आंतरिक शिकायत समिति (आईसीसी) के संदर्भ की शर्तें उपर्युक्त स्कूल आदेश भाग-I में निर्धारित अनुसार ही रहेंगी।  
The terms of reference of the Internal Complaints Committee (ICC) shall remain same as stipulated in the above mentioned School Order Part-I.

(d) सभी कर्मचारियों के सूचना एवं आवश्यक कार्रवाई हेतु जारी।  
Issued for information and necessary action of all concerned.



(बालु भरत / Balu Bharath)  
कर्नल / Col  
प्राचार्य / Principal

**संलग्न/Encls:** उपरोक्तानुसार/As above.

**वितरण / Distribution:-**

सभी सम्बद्ध / All concerned.

Mrs S Gayatri Dora, TGT (Comp Sc) – स्कूल वेबसाइट पर अपलोड करने हेतु/for uploading on School Website.



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भुवनेश्वर / BHUBANESWAR

30 APR 2024

मंगलवार / TUESDAY


अंतिम SO-I प्रकाशित/The last SO-I published: क्रमांक/SI No 126 दिनांक/dated 30 Apr 2024

127. कार्यस्थल पर महिलाओं के यौन उत्पीड़न (रोकथाम, निषेध और निवारण) अधिनियम 2013 के तहत आंतरिक शिकायत समिति (आईसीसी) के संविधान में परिवर्तन - स्कूल की वेबसाइट पर शिकायत प्रक्रिया और प्रासंगिक सामग्री का विवरण / CHANGES IN THE 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) कृपया विद्यालय आदेश भाग-1 क्रमांक 44(e) दिनांक 16 सितम्बर 2023 का संदर्भ लें।  
Reference School Order Part-I No 44(e) dated 16 Sep 2023.
- (b) उपर्युक्त भाग-1 आदेश द्वारा गठित समिति में निम्नलिखित बदलाव किए गए हैं:-  
The following changes are made in the committee constituted vide above mentioned Part-I Order:-

सदस्य की श्रेणी / Category of Member	पढ़ें / Read	के लिए / For
अध्यक्ष Chairperson	कमांडर मनोरमा पोखरिया उप प्राचार्य सैनिक स्कूल, भुवनेश्वर Cdr Manorama Pokheriya Vice Principal Sainik School Bhubaneswar (Posted-In)	कमांडर उषा सांगवान उप प्राचार्य सैनिक स्कूल, भुवनेश्वर Cdr Usha Sangwan Vice Principal Sainik School Bhubaneswar (Posted-Out)

- (c) सूचनार्थ एवं आवश्यक कार्रवाई हेतु जारी किया गया है।  
Issued for information and necessary action.

  
(बालु भरत / Balu Bharath)  
कर्नल / Col  
प्राचार्य / Principal

**वितरण / Distribution:-**

सभी सम्बद्ध / All concerned.



विद्यालय आदेश (भाग-१)  
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BHUBANESWAR

16 SEP 2023

SATURDAY

The last SO-I published was Sl. No. 43 dated 14 SEP 2023

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

(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](mailto: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/>)**

**(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	<a href="mailto:ssbhubaneswar@sainikschoolociety.in">ssbhubaneswar@sainikschoolociety.in</a>
(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.

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