



OFFICE OF THE PRINCIPAL  
 Tamralipto Government Medical College & Hospital  
 Tamluk, Purba Medinipur, Pin-721636  
 Department of Health & Family Welfare  
 Government of West Bengal  
 (Email: principal.tamraliptogmch@gmail.com)



Memo No. TGMCH/.....1704...../2024

Dated.....02/08/2024

A Committee against Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal) under Act 2013 (POSH Act 2013) has been constituted as per Honble. Supreme Court judgment dated 15.05.2023, comprising the following members of Tamralipto Government Medical College and Hospital.

Sl No.	Name of the Members	Designation	Structure of the Committee	Contact No.	E-mail Id
1.	Prof.(Dr.) Sarmila Mallik	Principal	Chairperson	9433135753	sarmila46@gmail.com
2.	Dr. Arpita Halder (Chatterjee)	Associate Professor, Anatomy	Convenor	8337047893	drarpitachat@ymail.com
3.	Prof.(Dr.)Mrinal Kanti Kundu	MSVP	Member	9330951220	2012mrinalkanti@gmail.com
4.	Dr. Moumita Pal	Associate Professor & HOD of Dept. of Pathology	Member	8961856951	drmoumita2009@gmail.com
5.	Dr. Indranath Barman	Asst. Prof, Forensic Medicine	Member	9831530230	indra.fmtnrs@gmail.com
6.	Dr. Paramita Patra	Asst. Prof, Psychiatry	Member	9874046769	dr.paramita2011@gmail.com
7.	Mrs. Krishna Das	Asst. Superintendent(N.M)	Member	7797314764	krishnadas803@gmail.com
8.	Smt. Nilima Giri	Nursing Superintendent	Member	9083174130	nilimagiri551@gmail.com
9.	Smt. Lakshmi Das	Jt. Nursing Superintendent	Member	9874986678	daslakshmi818@gmail.com

Anyone having a complaint can submit her complain to the Convener through e-mail.

**Standard operating procedure of the Committee against Sexual Harassment of Women at workplace has been made as per the rules (point 6,7,8,9,10) prescribed by Ministry of Women and Child Development in the Gazette Notification published on 09th December, 2013.**

**The SOP are as follows:-**

**6. Complaint of sexual harassment. – For the purpose of sub-section (2) of Section 9,-**

- (i) where the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed by –
- her relative or friend; or
  - her co-worker; or
  - an officer of the National Commission for Women or State Women's Commission; or
  - any person who has knowledge of the incident, with the written consent of the aggrieved woman;
- (ii) where the aggrieved woman is unable to make a complaint on account of her mental incapacity, a complaint may be filed by-
- her relative of friend; or
  - a special educator; or
  - a qualified psychiatrist or psychologist; or
  - the guardian or authority under whose care she is receiving treatment or care; or
  - any person who has knowledge of the incident jointly with her relative or friend or a special educator or qualified psychiatrist or psychologist, or guardian or authority under whose care she is receiving treatment or care;

(iii) where the aggrieved woman for any other reason is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with her written consent;

(iv) where the aggrieved woman is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of her legal heir.

**7. Manner of inquiry into complaint.-**

(1) Subject to the provisions of section 11, at the time of filing the complaint, the complainant shall submit to the Complaints Committee, six copies of the complaint along with supporting documents and the names and addresses of the witnesses.

(2) On receipt of the complaint, the Complaints Committee shall send one of the copies received from the aggrieved woman under sub-rule (1) to the respondent within a period of seven working days.

(3) The respondent shall file his reply to the complaint along with his list of documents, and names and addresses of witnesses, within a period not exceeding ten working days from the date of receipt of the documents specified under sub-rule (1).

(4) The Complaints Committee shall make inquiry into the complaint in accordance with the principles of natural justice.

(5) The Complaints Committee shall have the right to terminate the inquiry proceedings or to give an ex- parte decision on the complaint, if the complainant or respondent fails, without sufficient cause, to present herself or himself for three consecutive hearings convened by the Chairperson or Presiding Officer, as the case may be:

Provided that such termination or ex-parte order may not be passed without giving a notice in writing, fifteen days in advance, to the party concerned.

(6) The parties shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the Complaints Committee.

(7) In conducting the inquiry, a minimum of three Members of the Complaints Committee including the Presiding Officer or the Chairperson, as the case may be, shall be present.

**8. Other relief to complainant during pendency of inquiry.-**

The Complaints Committee at the written request of the aggrieved woman may recommend to the employer to-

(a) restrain the respondent from reporting on the work performance of the aggrieved woman or writing her confidential report, and assign the same to another officer;


(b) restrain the respondent in case of an educational institution from supervising any academic activity of the aggrieved woman.

**9. Manner of taking action for sexual harassment.-**

Except in cases where service rules exist, where the Complaints Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be, to take any action including a written apology, warning, reprimand or censure, withholding of promotion, withholding of pay rise or increments, terminating the respondent from service or undergoing a counselling session or carrying out community service.


**10. Action for false or malicious complaint or false evidence.-**

Except in cases where service rules exist, where the Complaints Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or District Officer, as the case may be, to take action in accordance with the provisions of rule 9.

  
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Tamluk, Purba Medinipur

# Copy forwarded for information and necessary action to :-

1. Prof.(Dr.) Mrinal Kanti Kundu, MSVP of Tamralipto Govt. Medical College & Hospital.
2. Dr. Arpita Halder (Chatterjee), Associate Professor of Anatomy of Tamralipto Govt. Medical College & Hospital.
3. Dr. Moumita Pal, HOD, dept.of Pathology, Tamralipto Govt. Medical College & Hospital.
4. Dr. Paramita Patra, Asst.Prof, Psychiatry of Tamralipto Govt. Medical College & Hospital.
5. Dr. Indranath Barman, Asst. Prof, Forensic Medicine of Tamralipto Govt. Medical College & Hospital.
6. Smt. Nilima Giri, Nursing Superintendent, Tamralipto Govt. Medical College & Hospital.
7. Mrs. Krishna Das, Asst. Superintendent (N.M) of Tamralipto Govt. Medical College & Hospital.
8. Smt. Lakshmi Das, Jt. Nursing Superintendent of Tamralipto Govt. Medical College & Hospital.
9. Office copy.

  
Principal  
2/8/24  
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