

NORTH EASTERN COALFIELDS  
COAL INDIA LIMITED  
MARJEHRITA

NO.46/PIR/969

Date: 28.03.2022

OFFICE ORDER

A Complaints Committee/Mechanism comprising of the following member is hereby formed to look after complaints as per "Bisakha Guidelines" which is formulated by the Hon'ble Supreme Court of India.

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|---------------------------------|-----------|
| ✓ 1. Smt.Bornali Gogoi (Hazari) | -Chairman |
| 2. Dr. L. Vahnu Changsan        | - Member  |
| 3. Smt.Mrinalini Gayan          | - Member  |
| 4. Smt.Alpana Tarat             | - Member  |
| 5. Shri B.B.Sahoo               | - Member  |
| 6. Shri Jnandeep Nayak          | - Member  |
| 7. Shri A.Billy W.M.            | - Member  |

The Committee will look after/functions as per followings:

1. The Complaints Committee should be headed by a women and not less than half of its member should be women. Further, to prevent the possibility of any undue pressure of influence from senior levels, such Complaints Committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.
2. The Complaints Committee must make an annual report to the Government Department concerned of the complaints and action taken by them.
3. The main aim of the Committee will be preventive measures hearing of complaints and proper guidelines to Management for sexual harassed woman workers/employees.
4. Equality in employment can be seriously Impaired when women are subjected to gender specific violence, such as sexual harassment in the work place.
5. The Committee should watch and guide the Management on their (Women) complaints/report about the sexual harassment. So that measures may be taken to protect women from the same and other forms of violence of coercion in the work place.

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6. A Complaint register should be maintained wherein all the complaints are registered accordingly by the Committee.
7. The accused employee should be called before the Committee by issuing notice.
8. The Committee should hear both the parties (i.e. accused employee and effected employee). The Committee should keep record of the hearing by mean of each complain file.
9. The Committee should submit report to Management as well as the same should be reflected in the annual report, which will be submitted to the Government Department after hearing of the case.

These issues with the approval of the Competent Authority.

*AA's up*  
*28/03/2022*  
(A.Billy W.M.)

Area Manager (Personnel)  
NEC, Margherita

Distribution:

1. GM, NEC - For kind information.
2. Persons concern
3. All HODs/Agents

**Contact details of the Committee Members**

Sl.No.	Name	Mobile Number	e-mail id
1.	Smt.Bornali Gogoi (Hazari)	9531105689	bornali.hazari@coalindia.in
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6.	Sri A.Billy W.M.	9531105645	abw.muinao@coalindia.in

*ADW*