

GOVERNMENT OF MANIPUR
DIRECTORATE OF CRAFTSMEN TRAINING
D.C. OFFICE COMPLEX, LAMPHELPAT, IMPHAL

ORDERS

Imphal, the 28th January, 2025

No. 1/80/2024-DCT(SH): With the approval of Secretariat: Skill Labour Employment & Entrepreneurship Department, Government of Manipur vide it's letter No. ITI-2/24/2024-LAB and EM-LAB & EMPL dated 27th January, 2025 to the constitution of Internal Complain Committee in connection of Sexual Harassment of Women at workplace in respect of Directorate of Craftsmen Training, Manipur.

2. The Internal Complain Committee Under Section 4 of the PoSH Act, 2013 is hereby constituted with the following members:

Sl.No.	Name & Designation	Designation of ICC	Contact no. & email
1	Smt. Hanna Kamei, Joint Secretary	Presiding Officer	+91-8730822555
2	Shri. Yaiphaba Longjam, Joint Director	Member	+91-9774231389 email:dctjd_manipur@ yahoo.com
3	Smt. G. Babita Devi, Head Clerk	Member	+91-9862133890 Email:gurumayumbabit a22@gmail.com
4	Smt. Sinam Radhapyari Devi, Secretary, Environment & Economic Management Association (EEMA)	Member	+91-7005561701

2. The term of reference of Committee will be as under:

- (a) The Presiding Officer and every Member of the committee shall continue on the Committee for such period not exceeding three years from the date of their nomination as may be specified by the employer.
- (b) The Member appointed from amongst the NGOs or associations shall be paid such fees or allowances for holding the proceedings of the internal committee by the employers as may be prescribed
- (c) Any vacancy in the committee occurring during the period due to retirement, resignation, posting out of the workplace etc. of a member of the committee will be filled by nominating another member in the place by the employer.

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- (d) The Headquarter of the Committee will be Headquarter of workplace. The Committee will meet at Headquarter of workplace.
 - (e) In case the Committee is meeting in a place other than Headquarter of workplace all facilities for the meeting of the Committee will be provided by the Headquarter of workplace Establishment. The Headquarter of workplace will provide necessary secretarial assistance to the committee.
 - (f) The Committee will enquire into all types complaints relating to sexual harassment of women at workplace submitted by women employees of the workplace cadres.
 - (g) A women employee can submit her complain regarding sexual harassment at workplace to the Presiding Officer of the Committee directly. In case the complaint is submitted to any Member of Committee, the member will transfer the complaint to the Presiding Officer for further necessary action. The guidelines given in CCS (Conduct) Rules, 1964 regarding prevention of sexual harassment of working women in the workplace and any other orders of the Central Government/State Government will be followed by the committee while investigating the complaint. The complaints received from women employees of workplace cadres will be investigated by the Committee and the Report submitted to the competent Disciplinary Authority for taking further necessary action with a copy to Director of Vigilance, Manipur.
 - (h) In case the complaint is against a Civilian or a Service Officer senior in rank to the Presiding Officer of the Committee the Committee will refer the case to the Administrative Secretary who will reconstitute the Committee with the approval of the Government for investigating that case.
3. The Committee will submit a six monthly report to the Administrative Secretary of the concerned workplace.
 4. This issues with the approval of Competent Authority.


(Yaiphaba Longjam)

Joint Director,
Directorate of Craftsmen Training,
Manipur.

Copy to:

1. PPS to Hon'ble Minister(SLEE, SW & Fisheries), Manipur
2. APS to Commissioner (SLEE), Govt. of Manipur.
3. Smt. Hanna Kamei, Joint Secretary (SLEE), Govt. of Manipur.
4. Smt. G. Babita Devi, Head Clerk, DCT, Manipur.
5. Smt. Sinam Radhapyari Devi, Secretary, Environment & Economic Management Association (EEMA), Imphal.
6. Relevant file.