

(A Govt. of Tripura Enterprise)

**MEMORANDUM**

Sub:- Re-Constitution of Internal Complaints Committee in TSECL under "The Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal), Act, 2013.

In pursuance, to earlier order vide no F.10(37)/TSECL/Corp Office/2018/13517-53 dated 19-06-2018, the Internal Complaints Committee has been re-constituted in **Tripura State Electricity Corporation Ltd** with the following composition:

Smt Mita Saha , AGM	Chairperson
Smt Madhabi Majumder,DGM	Member
Smt Phalguni Biswas, DGM	Member
Smt Sampa Sen, Sr Manager	Member
Smt Archana Debbarma,OS	Member
Shri Gitangshu Sekhar Das, Legal Advisor	Member
Shri Brajalal Debbarma, Sr Manager	Member
Shri Sarajit Debbarma, Manager(Finance)	Member
Shri Ajit Dhar, Asst.Manager (Finance)	Member
Shri Amitava Banik, LDC	Member

The terms of reference of the Committee shall be as under:

- i. The Internal Complaints Committee (ICC) shall look into all complaints of sexual harassment at workplace in **Tripura State Electricity Corporation Ltd** and devise effective measures to ensure a better environment for women at workplace.
- ii. The Committee shall be effective and functional at all times. It will meet once a quarter even if there is no live case and submit a report to the undersigned.
- iii. Maintaining records of complaints and their resolutions.
- iv. Ensuring confidentiality and privacy throughout the compliant resolution process
- v. Conducting inquiries and investigations in a fair and impartial manner.

Corporate Office, Bidyut Bhavan, North Banamalipur, Agartala- 799001, West Tripura
Phones: 0381-232-8001 / 232-5843 /231-7815 // FAX: 0381-231-9427 / 222-5356



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- vi. Providing regular trainings for sensitizing the employees on the Act.
- vii. Wide publication of the Act throughout the organization.
- viii. The Internal Complaint Committee must meet quarterly and submit an annual report to the undersigned intimating the complaints received and action taken by them and a copy of the same may be sent to the District Office as indicted in chapter viii 21 (1) of this act.

This shall be applicable with immediate effect.

(Er. Debashis Sarkar)
Managing Director
TSECL, Agartala, Tripura

To,

1. Smt Mita Saha, AGM, EC-I, TSECL, TSECL for information.
2. Smt Madhabi Majumder, DGM, EC-I, Agartala for information.
3. Smt Phalguni Biswas, DGM, Corporate Office, TSECL for information.
4. Smt Sampa Sen, Sr Manager, 79 Tilla, Transmission Division, TPTL for information.
5. Smt Archana Debbarma, OS, Corporate Office, TSECL for information.
6. Shri Gitangshu Sekhar Das, Legal Advisor, Corporate Office, TSECL for information.
7. Shri Brajalal Debbarma, Sr Manager, Corporate Office, TSECL for information.
8. Shri Sarajit Debbarma, Manager (Finance), Corporate Office, TSECL for information.
9. Shri Ajit Dhar, Asst. Manager (Finance), Corporate Office, TSECL for information.
10. Shri Amitava Banik, LDC, Corporate Office, TSECL for information.

Copy to :

1. The P.S to the Secretary, Department of Power, Govt. of Tripura, Agartala.
 2. The District Officer (D.M & Collector), Govt. of Tripura, Agartala.
 3. The Chairperson, Tripura Commission for Woman, Government of Tripura, Agartala.
 4. The Director (Finance), TSECL, Agartala for information.
 5. The Director (Technical), TPGL, Agartala for information.
 6. The GM (Technical), TSECL, Agartala for information.
 7. The GM (Finance), TSECL, Agartala for information.
 8. The GM (Technical), TPGL, Agartala for information.
 9. The GM (Technical), TPTL, Agartala for information.
- 10-20. The Additional General Manager, DP&C, Agartala/EC-II, Agartala/EC-Sepahijala/ EC-Gomati/ EC-Belonia/ EC – Khowai/ EC – Ambassa/ EC – Unakoti, Kumarghat/EC – Dharmanagar/ TC-Agartala/ Generation Circle, for information.
- 21-61 The Deputy General Manager- Corp&HRD/Safety/Revenue/MMD/ Commercial & Tariff /Project/Planning/Vigilance-1/Vigilance-2/Vigilance-3, ED – I, Agartala/ED-II, Agartala/ED-Capital

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Complex/ED – Mohanpur/ED – Jirania/ED-Ranirbazar/ED – Teliamura/ED – Khowai/ED – Bishalgarh/ED –

Jampuijala/ED – Sonamura/ED– Amarpur/ED – Udaipur/ED – Belonia/ED – Sabroom/ ED – Santirbazar/ED– Ambassa/ ED – Manu/Ed – Kamalpur/ ED – Kumarghat/ ED – Kailashahar/ ED – Panisagar/ ED – Dharmanagar/ ED – Kanchanpur/ ED – Testing & Communication/ TD – Transmission, Agartala, GTED – Barmura/ GTED – Rokhia/ GED – Jatanbari/ Central Civil Division/ SLDC, for information.

62. The Senior Manager (HRM), Corporate Office, TSECL, for information.
63. The Manager (IT), Corporate Office, for information and uploading in TSECL Website.
64. The Office Superintendent, Estt. Section, Corporate Office, TSECL, for information .
65. Notice Board.

Signed by Debashis Sarkar

Date: 23-04-2024 16:28:18

Reason: Approved
(Er. Debashis Sarkar)

Managing Director

TSECL, Agartala, Tripura

TSECL