

Government of West Bengal  
Directorate of Forests,  
Office of the Principal Chief Conservator of Forests & Head of Forest Force, West Bengal.  
Aranya Bhawan, Block: LA 10A, Sector - III, Bidhannagar, PIN - 700 106.

Office Order No. 22-MISC/PMC/2021

Dated, Kolkata, the May 10, 2021.

Under this office order number 79-MISC/PMC/2016 dated November 20, 2017 and in compliance with the mandatory guidelines of the Hon'ble Supreme Court of India, an Internal Complaints Committee (ICC) was constituted to prevent sexual harassment of women at workplace as far as the office of the Principal Chief Conservator of Forests & Head of Forest Force, West Bengal is concerned.

Now the said Internal Complaints Committee (ICC) as far as the office of the Principal Chief Conservator of Forests & Head of Forest Force, West Bengal is concerned is hereby re-constituted under sections 4(1) & 4(2) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

1.	Smt. PRASEEDA VARIAR V.V., WBFS	Deputy Conservator of Forests, Legal, West Bengal.	-	Chairperson & Presiding Officer
2.	Smt. JHARNA DAS	Head Clerk	-	Member
3.	Shri TAPAS KUMAR DAS	Upper Division Clerk	-	Member
4.	Smt. MAITREYI DAS	Upper Division Clerk	-	Member
5.	Shri MANORANJAN HAZRA	Record Supplier	-	Member

Terms & References:

- A member, whenever deputed by the Secretary to the Government of West Bengal. Department of Women & Child Development and Social Welfare will also act as a member of the Internal Complaints Committee (ICC) as far as the office of the Principal Chief Conservator of Forests & Head of Forest Force, West Bengal is concerned, as per clause (c) of sub-section (2) of section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.
- The above Internal Complaints Committee will receive complaints, if any, regarding sexual harassment from the victim concerned and bring it immediately to the knowledge of the Principal Chief Conservator of Forests & Head of Forest Force, West Bengal to prevent or deter the commission of such acts and to provide the procedures for resolution, settlement or prosecution of such acts by taking all steps required as per Vishaka Guidelines of the Honourable Supreme Court.
- The Internal Complaints Committee will also provide adequate counseling or other supportive activities to the victim concerned.
- The Internal Complaints Committee will maintain strict confidentiality in dealing such activities.
- The Internal Complaints Committee must make an annual report to the concerned Government Department of the complaints and action taken by them.

Self-

Principal Chief Conservator of Forests  
& Head of Forest Force, West Bengal.

No.: I/133039/2021,

Dated:10/05/2021.

Copy forwarded for information & necessary action to:-

1. The Addl Chief Secretary to the Government of West Bengal, Department of Forests.
2. The Secretary to the Government of West Bengal, Department of Women & Child Development and Social Welfare with reference to this office letter number 8388/PMC/2E- 1087/2017 dated 10-11-2017 & this office order number 79-MISC/PMC/2016 dated November 20, 2017. He is requested again to depute a member in the Internal Complaints Committee (ICC) as far as the office of the Principal Chief Conservator of Forests & Head of Forest Force, West Bengal is concerned.
3. The Member Secretary, West Bengal Commission for Women, 'Jalasampad Bhawan', Ground Floor & 10th Floor, Block - DF, Sector - I, Salt Lake City, Kolkata - 700 001.
4. Smt. Praseeda Variar V.V., WBFS, Deputy Conservator of Forests, Legal, West Bengal.
5. Smt. Jharna Das, Head Clerk.
6. Shri Tapas Kumar Das, Upper Division Clerk.
7. Smt. Maitreyi Das, Upper Division Clerk.
8. Shri Manoranjan Hazra, Record Supplier.
9. All officers of office of the Principal Chief Conservator of Forests & Head of Forest Force, West Bengal.

*CCF/MP  
R. S. Das*

Principal Chief Conservator of Forests  
& Head of Forest Force, West Bengal.

*10/5/2021*