

No. F.23016/1/2023-BDO (D)
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
DARLAWN R.D.BLOCK

Darlawn, the 8th April, 2025


OFFICE ORDER

In compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto, Internal Complaints Committee (ICC) Members of Darlawn BDO Office, Darlawn R.D Block is hereby re-constituted with the following composition.

Chairperson/Nodal Officer : Lalrindiki Royte, Block Mission Manager
Members : Lalruatkimi, Gram Sevika
Lalrinhlui Tochwawng, Financial Inclusion Coordinator
Julie Lalnunpuii, Account Assistant
Rebecca Lalawmpuii, Technical Assistant
K. Lalruata, VLW
External Member : K. Lalchhungi, Joint MHIP President, Darlawn

The re-constitution of Internal Complaint Committee of Darlawn R.D Block is effective from the date of issue of this order.

Encl o : Functions and Meeting of ICC


(N. LALZARZOVA)
Block Development Officer
Darlawn R.D Block

Memo No. F.23016/1/2023-BDO (D) : ***Darlawn, the 8th April, 2025***

Copy to: -

1. Deputy Commissioner, Aizawl District, Aizawl for information.
2. Director, Rural Development Department, Mizoram, Aizawl for information.
3. Director, Women and Child Development Department, Mizoram, Aizawl for information.
4. Persons concerned for information and necessary action.
5. Office copy.


Block Development Officer
Darlawn R.D Block

FUNCTIONS OF INTERNAL COMPLAINTS COMMITTEE

Preventive Functions:

1. Policy Development:

The ICC helps develop and implement a policy against sexual harassment at the workplace.

2. Awareness and Training:

It promotes awareness and understanding of sexual harassment, its various forms, and the procedures for reporting and redressal.

3. Creating a Safe Environment:

The ICC strives to create a workplace environment that is free from sexual harassment and gender-based discrimination.

Remedial Functions:

1. Receiving and Addressing Complaints:

The ICC receives written complaints of sexual harassment from aggrieved women and provides a platform for redressal.

2. Conducting Inquiries:

Upon receiving a complaint, the ICC conducts a fair and impartial inquiry, providing the complainant and respondent with an opportunity to present their cases.

3. Submitting Findings and Recommendations:

After the inquiry, the ICC submits its findings and recommendations to the employer, including any actions to be taken against the harasser.

4. Coordinating with the Employer:

The ICC works with the employer to ensure that appropriate disciplinary action is taken against the harasser, in accordance with the organization's service rules or other applicable regulations.

5. Maintaining Confidentiality:

The ICC ensures that the confidentiality of the complainant and the inquiry process is maintained.

6. Submitting Annual Reports:

The ICC prepares and submits an annual report to the employer and the District Officer, outlining its activities and findings.

7. Powers of the ICC:

The ICC is vested with the powers of a Civil Court under the Civil Procedure Code, 1908, including the power to summon witnesses and evidence.

MEETING & QUORUM OF INTERNAL COMPLAINTS COMMITTEE

1. The ICC shall meet at least once a quarter to discuss any ongoing investigations or matters related to sexual harassment.

2. A quorum of at least three members, including the Presiding Officer, shall be required for ICC meetings.