



कोलकाता मेट्रो रेल कार्पोरेशन लि.  
KOLKATA METRO RAIL CORPORATION LIMITED

(A GOVERNMENT OF INDIA UNDERTAKING)

CIN - U60100WB2008GOI127338

REGISTERED OFFICE:

KMRCL Bhavan, HRBC Office Compound, Munshi Premchand Sarani, Kolkata-700021

Phone : 2213 4345, 6607 1117 Fax : 2213 4380 Website : www.kmrc.in

NO. KMRCL(GM)-44/2023

Dated 21/6/2023

**OFFICE ORDER NO.26/2023**

**All Concerned/KMRCL**

Reg : Re-Constitution of Internal Complaints Committee

KMRCL has re-constituted Internal Complaints Committee consisting of 4 (four) Members including one Lady Member who will act as a Presiding Officer. The Committee will handle sexual harassment cases at workplace.

The following Members has been nominated as a Committee Member.

- 1) Smt. Anasuya Naha, Sr. Finance Manager, 1<sup>st</sup> Member as well as she will function as Presiding Officer of the Committee.
- 2) Smt.Srijoni Ghosh, Sr. Accounts Manager, 2<sup>nd</sup> Member.
- 3) Dr. Alope Kr Chakraborty, Law Officer/Expert, 3<sup>rd</sup> Member.
- 4) Smt. Shampa Majumdar, PA to GM(Civil)/I, 4<sup>th</sup> Member.

The Committee will start functioning with immediate effect.

This issues with the approval of Managing Director.

(A K Nandy)

GM/Administration & HR/Expert

NO. KMRCL(GM)-44/2023

Dated 21/6/2023

Copy forwarded for information and immediate necessary action to :-

1. Smt. Anasuya Naha, Sr. Finance Manager, 1<sup>st</sup> Member.
2. Smt.Srijoni Ghosh, Sr. Accounts Manager, 2<sup>nd</sup> Member.
3. Dr. Alope Kr Chakraborty, Law Officer/Expert, 3<sup>rd</sup> Member.
4. Smt. Shampa Majumdar, PA to GM(Civil)/I, 4<sup>th</sup> Member.

Anasuya 22/06/23  
Ghosh 22/06/23  
Alope 22/06/23  
S.Majumdar 22/06/23

(A K Nandy)

GM/Administration & HR/Expert

- (i) The company has duly constituted fully functional Internal Complaints Committee (ICC) under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (the Act) comprising of the following members nominated by the Company:

	<b>Name &amp; Designation</b>	<b>Mobile Number</b>	<b>E-mail ID</b>
(a)	Smt. Anasuya Naha, Sr.Finance Manager-Presiding Officer	9903488471	srfinancemanager@kmrc.in
(b)	Smt. Srijoni Ghosh , Sr.Manager (Accounts)-Member	8240809804	ao3.kmrc@gmail.com
(c)	Dr. Alok Chakraborty, Law Officer-Member	6289841658	alokechakraborty1959@gmail.com
(d)	Smt. Shampa Majumder, PA to GM(Civil)-Member	9831531656	Patocec.kmrc@gmail.com

The constitution of the ICC conforms to the requirement of the Act.

- (ii) Complaint can be lodged at the above provided mobile numbers and e-mail IDs of the members of the ICC. A complaint drop box is placed in the office premises. Annual Report under the Act is submitted to the competent authority.
- (iii) Initiatives are taken familiarizing the members of the ICC with their duties and the manner in which an enquiry will be conducted on receiving complaints till submission of report. Copy of the Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 by the Government of India, Ministry of Women and Child Development has been handed over to all the members of the ICC.

*Anasuya*

(ANASUYA NAHA)

Sr.Finance Manager

Presiding Officer