

**Internal Complaints Committee**  
**for Implementation of Sexual Harassment of Women at work place**  
**(Office Order No.4164, Dated 21<sup>st</sup> July 2023**  
**and modified order no.5783 dated 03.10.2023)**

In pursuance to Women & Child Development Department letter No.21267/WCD dated 07.11.2013 and in supersession of this Office order No.3423 dt.22.06.2022 an **Internal Complaints Committee (ICC)** of Directorate of Economics and Statistics, Odisha, Bhubaneswar is hereby re-constituted for implementation of Sexual Harassment of Women at work place (Prevention, prohibition and Redressal) Act,2013 constituting with the following members.

Sl. No.	Name	Designation		Mobile No.	Email Id
1	Smt. Alaka Pattanaik	Deputy Director	Presiding Officer	9437778193	alakapattanai1965@gmail.com
2	Smt. Sumita Naik,	Deputy Director	Member	9437180128	sumitanaik1963@gmail.com
3	Smt. Sarojini Routaray	Assistant Director	Member	9937941464	sarojiniroutaray64@gmail.com
4	Sri Gati Krushna Behera	Assistant Director	Member	9348057221	gatikrushna1966@gmail.com
5	Smt.Bisakha Bhanja NAWO (National Alliance of Women Odisha) N-6/474,IRC Village, Nayapalli, Bhubaneswar In front of Jayadev Vihar UP School		Member	7894036550	bbhanja@gmail.com
6	Smt Rashmirekha Panda	Section Officer, (DE&S)	Member Convener	9438361273	Rashmirekhapanda72@gmail.com

The Internal Complaints Committee shall hold office for one year from the date of publication of this notification and the mandate of the committee as provided under the Act specified above.

**COMPLAINT PROCEDURE**

Complaint regarding Sexual Harassment against women can be made either in paper form or by sending e-mail to the members of ICC. The Act stipulates that aggrieved woman can make written complaint of sexual harassment at workplace to the ICC within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative or friend or her co-worker or an officer of the State Women's Commission or any person who has knowledge of the incident with the written consent of the aggrieved woman.

Once a complaint is submitted to ICC or any member of ICC, it will be directly sent to the Internal Complaint Committee (ICC) of the DE&S. The Director of Economics and Statistics, Odisha, Bhubaneswar having jurisdiction to inquire into the complaint. The Complaint Management System of DE & S also provides an opportunity to both the complainant and nodal administrative authority to monitor the progress of inquiry conducted by the ICC.

**Online/ Offline Complaint Form for Sexual Harassment against women in Directorate of  
Economics & Statistics , Odisha , Bhubaneswar**

1. Name of the Complainant :
2. Designation :
3. Mobile No :
4. Email Id :
5. Aadhar Number :
6. Name (S) of Accused/Respondent :
7. Designation of Accused/Respondent :
8. Working Relation with Accused/  
Respondent :
9. Brief Description :

Signature of the Complainant with Date