



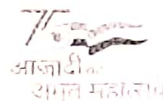
ASSAM ELECTRICITY GRID CORPORATION LIMITED

OFFICE OF THE MANAGING DIRECTOR

Regd. Office: (FIRST FLOOR), BIJULEE BHAWAN, PALTANBAZAR; GUWAHATI – 781001

CIN: U40101AS2003SGC007238 GSTIN: 18AAFCA4973J9Z3

PHONE: 0361-2739520 Web: www.aegcl.co.in



No. AEGCL/MD/HR/Sexual Harassment ICC/2018/35

Date: 01-09-2023

OFFICE ORDER

In pursuance of the provisions of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013", and on expiry of the earlier Internal Committee constituted vide O. O. No. AEGCL/MD/HR/Sexual Harassment ICC/2018/8 dated 17-11-2018, the "Internal Committee" of AEGCL is hereby re-constituted to ensure safety of women at workplace, with the following as members:

1. Smti Jayashree Devi, GM, AEGCL	Presiding Officer
2. Smti Shyama T Lahkar, DGM (HR), AEGCL	Member
3. Sri Kashi Nath Baishya, DGM (F&A), AEGCL	Member
4. Sri Dipankar Chakraborty, DM (Law), AEGCL	Member
5. Sri Anurag Roy, DM (HR), AEGCL	Member
6. Dr. Tanaya Kakati, MO, AEGCL	Member
7. Smti Jutika Goswami, Sr. Draftsman, AEGCL	Member
8. Ms. Nilanju Dutta, Gender and Biodiversity Lead, NEN	Member (External)

The "Internal Committee" shall come into force with immediate effect and shall expire after a period of 3 years. The committee shall be responsible for handling issues related to sexual harassment that are addressed to it, conduct inquiry (by examining all evidences brought to the notice, records, statements and provide opportunity to both the complainant and the accused to put forward and defend their respective cases), and communicate the findings and recommendations to the respective disciplinary authority, while maintaining complete confidentiality throughout the process.

"What is sexual harassment", "Who can complain and To Whom", "When can the complaint be given":

1. What: Sexual Harassment includes any one or more of the following unwelcome acts or behavior (whether direct or implied), namely:
Physical contact or advances; A demand or request for sexual favors; Making sexually colored remarks; Showing pornography; Any unwelcome physical, verbal or non-verbal conduct of a sexual nature.
2. Who: Any "aggrieved woman" can complain to the Internal Committee. An "aggrieved woman" shall include all women, of any age, working in or visiting AEGCL's office/substation, who alleges to have been subjected to any sexual harassment.
3. When: Complaint should be given to the Internal Committee within 3 (three) months of the alleged incident and in case of a series of incidents, within 3 months of the last alleged incident. It should contain the description of incident(s) including the date(s), timing(s), and respondent's name.

By orders etc..

General Manager (HR) i/c,
AEGCL, 1st Floor, Bijulee Bhawan,
Paltan Bazar, Guwahati-01



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অসম বিদ্যুৎ
সংস্থ

Memo No. AEGCL/MD/HR/SEXUAL HARASSMENT ICC/2018/35(A)

Date: 01-09-2023

Copy to.

1. P.S to the Chairman, AEGCL, for kind information.
2. P.S to MD, AEGCL, for kind information.
3. All members of the committee for information.
4. All CGMs, GMs, DGMs, AGMs of AEGCL, for information, with a request to convey the message towards all concerned working under his/her control.
5. All offices and grid substations of AEGCL, for displaying the office order & the notice (enclosed herewith) with the contact details of all the IC members, in such a manner that is visible to all the employees and persons visiting the premises of AEGCL.
6. Office Copy

9/9/23

General Manager (HR) i/c,
AEGCL, 1st Floor, Bijulee Bhawan,
Paltan Bazar, Guwahati-01

**NOTICE UNDER SEXUAL HARASSMENT OF WOMAN AT WORKPLACE (PREVENTION,
PROHIBITION AND REDRESSAL) ACT, 2013 (POSH ACT, 2013)**

MEMBERS OF THE INTERNAL COMMITTEE

Vide O.O. No. AEGCL/MD/HR/Sexual Harassment ICC/2018/35 dated 01-09-2023, the "Internal Committee" of AEGCL has been re-constituted to ensure safety of women at workplace, with the following as members:

- | | |
|---|-------------------|
| 1. Smti Jayashree Devi, GM, AEGCL
(Contact No: 9854076553) | Presiding Officer |
| 2. Smti Shyama T Lahkar, DGM (HR), AEGCL
(Contact No: 9706050728) | Member |
| 3. Sri Kashi Nath Baishya, DGM (F&A), AEGCL
(Contact No: 9864512107) | Member |
| 4. Sri Dipankar Chakraborty, DM (Law), AEGCL
(Contact No: 7002713125) | Member |
| 5. Sri Anurag Roy, DM (HR), AEGCL
(Contact No: 8402085095) | Member |
| 6. Dr. Tanaya Kakati, MO, AEGCL
(Contact No: 8368076488) | Member |
| 7. Smti Jutika Goswami, Sr. Draftsman, AEGCL
(Contact No: 9864115558) | Member |
| 8. Ms. Nilanju Dutta, Gender and Biodiversity Lead, NEN
(Contact No: 8811023657) | Member (External) |

FORMS OF SEXUAL HARASSMENT OF WOMAN AT WORK PLACE

Sexual Harassment includes any one or more of the following unwelcome acts or behaviour (whether direct or implied), namely:

1. Physical contact and advances Touching, patting, hugging or brushing against a person's body
2. A demand or request for sexual favours
3. Making sexually coloured remarks about a person
4. Displays of sexually oriented materials such as photographs, pornography etc.
5. Unwelcome physical, verbal or non-verbal conduct of sexual nature

WHAT SHOULD A WOMAN FACING SEXUAL HARASSMENT AT WORK PLACE DO?

An aggrieved woman should make a complaint to the committee, in writing, within three months from the date of the incident and in case of a series of incidents, within a period of three months from the date of last incident.

PUNISHMENT UNDER THE ACT

Where any person has been found guilty, action will be taken against the person as per the service rules of the organisation which may also lead to termination of service of such person. If such does not come under the ambit of service regulation, the IC may forward the complaint to the police for registering the case under section 509 of the Indian Penal Code, and any other relevant provisions of the said Code where applicable.

Email id for written complaints: ic.posh@aegcl.co.in

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