

GOVERNMENT OF TRIPURA
DIRECTORATE OF INFORMATION TECHNOLOGY

ITI Road, Indranagar, Agartala – 799 006

No. F. 2(14)/DIT/Estt/2003/Vol-VII/ 3380-90

2nd Sep
August 2019

MEMORANDUM

In pursuance of the Director, Social Welfare & Social Education, Govt. of Tripura, vide letter No.F.87(2-1)-DSWE/WW/-2003(Vol-III)/1324(50) dated 15/06/2019, an Internal Complaints Committee for Prevention, Prohibition and Redressal of the Sexual Harassment of Women at Work Place is hereby constituted with the following officials of this Directorate and a member from non-governmental organizations.

Name	Designation	Organization	Designation on the committee
Smti Moumita Saha	Senior Informatics Officer	Directorate of Information Technology, Govt. of Tripura	Presiding Officer
Shri Philimon Jamatia	Senior Informatics Officer		Member
Smti Ruma Chaudhuri	Personal Assistant (II)		Member
Smti Riti Debbarma	Member	Tripura Adibashi Mahila Samity	Member

The committee should formulate to create and maintain a safe working environment where all employees treat each other with courtesy, dignity and respect irrespective of their gender, race, caste, creed, religion, place of origin, sexual orientation, disability, economic status or position in the hierarchy. Employees at office are entitled to work in an environment free from any form of discrimination or conduct which can be considered harassing, coercive, or disruptive. Internal Complaints Committee will manage the process of enquiry and appropriate settlement of sexual harassment complaints in accordance with the provisions of the Act.

The Committee should meet at least once in the three months and as and when necessary and to submit annual report to the Principal Secretary / Secretary, Social Welfare & Social Education through the Director, Social Welfare & Social Education stating the number of complaints received on sexual harassment at workplace, nature of harassment and the action taken by the Department against the complaints.



(S. Das)

Director, IT,
Govt. of Tripura.

Copy to:-

All Members _____

Copy also forwarded to: -

1. The Principal Secretary, IT, Govt. of Tripura for kind information
2. The Special Secretary, Social Welfare & Social Education for kind information.
3. The Director, Social Welfare & Social Education, Govt. of Tripura
4. The HOO & DDO, Directorate of Information Technology, Govt. of Tripura
5. The Joint Director(s), Directorate of Information Technology, Govt. of Tripura