

# H.P. State Civil Supplies Corporation Limited

Regd. office: Block No. 16 & 17, SDA Commercial complex, Kasumpti, Shimla-171 009 H.P.  
CIN: U99999HP1980SGC004263  
GSTIN: 02AABCH4054K1ZV



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HPSCSC/Admn./16-1/2008(2023)- - 12012 - 12029 Dated:- 22-12-2023

## "OFFICE ORDER"

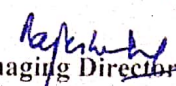
An Internal Complaints Committee of following officers/officials of H.P. State Civil Supplies Corporation Limited, Head Office, Shimla under Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act, 2013) is hereby constituted for a period of three years from the issue of this order to enquire into the complaints received pertaining to sexual harassment of women at work place under the Act:-

Sr. No.	Name of the Officer/Official	Designation of the committee members	Contact Details	E-mail-IDs
1.	Ms. Anjali Sharma, A.M. (Legal)	Presiding Officer	8453300006	<a href="mailto:anjaleemalhotra@gmail.com">anjaleemalhotra@gmail.com</a>
2.	Sh. Rattan Singh, Personal Assistant.	Member	9816665651	<a href="mailto:arkinsolan69@gmail.com">arkinsolan69@gmail.com</a>
3.	Ms. Parul Negi, Advocate, (Standing Counsel)	Member	7018800473	<a href="mailto:parul.negi3@gmail.com">parul.negi3@gmail.com</a>
4.	Ms. Bimla Thakur, President, The Society for Connecting Lives, Shimla, H.P.	Member	9418956561	<a href="mailto:vimal.hp@gmail.com">vimal.hp@gmail.com</a>
5.	Ms. Sarika Chandel, Senior Assistant, (Accounts).	Member	7018672659	<a href="mailto:123s456c789@gmail.com">123s456c789@gmail.com</a>
6.	Ms. Roma Banshtu, PDH.	Member	8278740967	<a href="mailto:romabanshtu@gmail.com">romabanshtu@gmail.com</a>

  
Managing Director

### Copy to :-

1. The Manager Finance, HPSCSC Ltd., Head Office, Shimla for information.
2. The PO (Med.), HPSCSC Ltd., Head Office, Shimla with the request that the above orders may be uploaded in Corporation's website.
3. Ms. Anjali Sharma, A.M.(Legal), HPSCSC Limited, Head Office, Shimla for information and necessary action.
4. Sh. Rattan Singh, Personal Assistant, HPSCSC Ltd., Head Office, Shimla for information and necessary action.
5. Ms. Parul Negi, Advocate, (Standing Counsel), House No. D-14, Lane-1, Sector-1 opposite Euro Kids New Shimla., H.P. for information and necessary action.
6. Ms. Bimla Thakur, President, The Society for Connecting Lives, Durga Bari, Lower Kaithu, Shimla, H.P. for information and necessary action.
7. Ms. Sarika Chandel, Sr. Assistant, HPSCSC Ltd., Head Office, Shimla for information and necessary action.
8. Ms. Roma Banshtu, PDH, HPSCSC Ltd, Head Office, Shimla for information and necessary action.
9. All the Divisional Managers/Area Managers are hereby directed to constitute **Internal Committee** under Section 4 of the POSH Act at all the administrative units of the Corporation and send the compliance report within a period of one week to the Head Office.

  
Managing Director

## **COMPLAINT PROCEDURE FOR CONSIDERING COMPLAINTS OF SEXUAL HARASSMENT OF WOMEN EMPLOYEES AT HPSCSCL.**

- 1.** Victim/Complainant has to make a written complaint to IC Committee.
- 2.** Once ICC receives the written complaint, ICC has to check the Identity of the complainant.
- 3.** Check if the allegations fall in the definition of Sexual Harassment as per POSH Act 2013.
- 4.** The complaint has to be filed within three months from the last date of incident.
- 5.** ICC has the discretionary power to give further extensions of 03 months.
- 6.** ICC has to speak to the parties, the complainant & respondent. ICC should ensure that this is done within the period of seven days from the date of filing of complaint and within 10 working days they should file their written responses.
- 7.** ICC will follow-up with the complainant on her choice of redressal option.
- 8.** Examination of complaint, respondent and witness by IC committee. Opportunity to be given to question each other in front of IC committee.
- 9.** Calling the parties or witnesses for further clarification before concluding.
- 10.** The above mentioned procedures need to be completed within 90 days from the receipt of date of written complaint.
- 11.** Enquiry report: - ICC needs to prepare an enquiry report with recommendations. The reports need to be generated and forwarded to the management within 10 days after completion of the enquiry procedure at Sl.10.
- 12.** The employer gets 60 days to execute the ICC Recommendations.

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