

**Assam Small Industries
Development Corporation Ltd.**

(A Government of Assam Undertaking)



No: SIDC/HO/G/DLSA/03/15/6135

Dated: 28.06.2023

From : Shri Manvendra Pratap Singh, IAS
Managing Director
M.R.D. Road, Bamuniamdian
Guwahati-21.

To : Shri Rajib Thapa, ACS
Joint Secretary to the Govt. of Assam
Industries, Commerce & P.E Department
Dispur, Ghy-06

Sub: Judgement dated 12/05/2023 passed by the Hon'ble Supreme Court in Civil Appeal No.2482/2014 (in re Aureliano Fernandes-vs-State of Goa & Others).

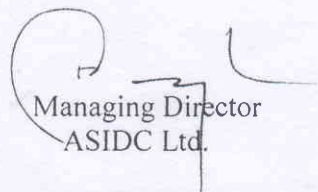
Ref: Letter No. ECF.315818/5 Dated-26/06/2023.

Sir,

With reference to the subject cited above, I am submitting herewith the required information duly filled in the prescribed format for your needful action.

Yours faithfully,

Enclosed: As above.


Managing Director
ASIDC Ltd.

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Assam Small Industries Development Corporation Ltd.

(A Government of Assam Undertaking)



No: SIDC/HO/G/DLSA/03/15/ 6129-6133

Dated: 28.06.2023

NOTIFICATION

As per provision of Sec. 4(I) of the "The Sexual Harassment of Women at workplace Prevention, (Prohibition & Redressal) Act. 2013 an Internal Complaints Committee of ASIDC Ltd. is hereby re-constituted with the following members.

- 1) Smti. Manashi Pathak
Assistant Manager (Legal) Assam Industrial
Development Corporation Ltd., R.G. Baruah Road,
Guwahati-24., Ph-9654027619 ----- Presiding Officer
- 2) Dr. Jaya Choudhury
Treasurer ----- Member
Gems and Jewellery Promotion Council of Assam,
House No-16, Niribili Bath, Ambinagiri Nagar,
Zoo Road, Guwahati-24., Ph- 9864308400
- 3) Md. Abdul Hamid
Asstt. Manager, ASIDC Ltd. ----- Member
Ph-9854134745
- 4) Smt. Manjula Devi
Branch Officer, ASIDC Ltd. ----- Member
Ph-9864158388
- 5) Smt. Purnima Hazarika
Senior Technical Officer ----- Member Secretary
ASIDC Ltd., Ph-9954397157

Yours faithfully,


Managing Director
ASIDC Ltd.

Dated: 28.06.2023

Memo No: SIDC/HO/G/DLSA/03/15/

Copy to :-

- 1) The General Manager, ASIDC Ltd.
- 2) All Division and Unit of ASIDC Ltd.....
- 3) G/F.


Managing Director
ASIDC Ltd.

Assam Small Industries Development Corporation Ltd.

(A Government of Assam Undertaking)



NO: SIDC/HO/G/DLSA/03/15/ 6072

Date: 17.07.2023

To,

- 1) Smti. Manashi Pathak
Assistant Manager (Legal)
AIDC Ltd., R.G. Baruah Road,
Guwahati-24., Ph-9654027619.
- 2) Dr. Jaya Choudhury
Treasurer
Gems and Jewellery Promotion Council of Assam,
House No-16, Niribili Path, Ambikagiri Nagar,
Zoo Road, Guwahati-24.,
Ph- 9864308400.
- 3) Md. Abdul Hamid
Asstt. Manager,
ASIDC Ltd., Ph-9854134745.
- 4) Smt. Manjula Devi
Branch Officer, ASIDC Ltd.
Ph-9864158388.

Sub: Notice for the 1st Meeting of the "The Sexual Harassment of Women at workplace Prevention, (Prohibition & Redressal) Act. 2013" an Internal Complaints Committee of ASIDC Ltd.

Ref: MD's Notification SIDC/HO/G/DLSA/03/15/6127-6131 Dated: 28.06.2023

Sir/Madam,

With reference to the above, I have the honour to inform you that 1st meeting of the newly constituted committee for "The Sexual Harassment of Women" at workplace Prevention, (Prohibition & Redressal) Act. 2013 is scheduled to be held on 20/07/2023 at 1:00 PM in the registered of the Corporation, Bamunimaidan, Guwahati-21, as per the 'Agenda' attached herewith.

You are, therefore, requested to make it convenient to attend the meeting.

Yours faithfully,

(Purnima Hazarika)
Convenor
ASIDC Ltd.
Ph-9954397157

Memo No: SIDC/HO/G/DLSA/03/15/ 6072, 6072(A)-6072D, **Date:** 17.07.2023
Copy for information to:

- 1) The Managing Director, ASIDC Ltd.

(Purnima Hazarika)

AGENDA

for the meeting of "The Sexual Harassment of Women at workplace Prevention,
(Prohibition & Redressal) Act, 2013".

1. Chairman/ Presiding Officer to take Chair.
2. Introduction of the Members.
3. To discuss on the motto and spirit of the Act. and its effectiveness in the Corporation.
4. To place the matter of harassment, if any, arises in the Corporation.
5. To discuss on the steps/ procedures to be taken to create a healthy working atmosphere in the Corporation.
6. Any other matter with permission of the Chair.
7. Chairman's Speech.
8. The End.

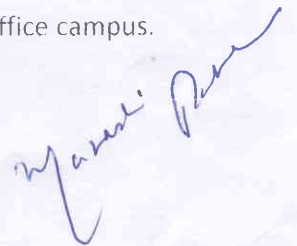
MINUTES OF THE MEETING OF INTERNAL COMPLAINT COMMITTEE (ICC) UNDER THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION & REDRESSAL) ACT, 2013 HELD ON 27-07-2023 AT 03:00 PM IN ASIDC LTD.

FOLLOWING MEMBERS OF ICC ATTENDED THE MEETING.

1. SMT. MANASHI PATHAK
ASSTT. MANAGER (LEGAL), AIDC LTD. : CHAIRPERSON
2. DR. JAYA CHOUDHURY
TREASURER
GEMS & JEWELLERY PROMOTION COUNCIL OF ASSAM. : MEMBER
3. MD. ABDUL HAMID
ASSTT. MANAGER, ASIDC LTD. : MEMBER
4. SMT. MANJULA DEVI
BRANCH OFFICER, ASIDC LTD. : MEMBER
5. SMT. PURNIMA HAZARIKA
CONVENER
S.T.O , ASIDC LTD. : MEMBER-SECRETARY

A committee on "Internal Complaint Committee (ICC)" has been constituted vide notification no: SIDC/HG/G/DLSA/03/15/6127 dated 28-06-2023. The above members assembled on 27-07-2023 when it was discussed as under:

- A) At the outset, Chairperson welcomed the members of the committee. It was enquired from the Committee members of ASIDC about the existence of any internal policy of the Corporation pertaining to sexual harassment of women at the workplace in terms of POSH Act, 2013. It was informed, no such policy exists as on date. Accordingly, it was suggested to prepare a policy so that the same could be uploaded in the website after its approval by the competent authority in compliance of the letter No. ECF.315818/5 received from Shri Rajib Thapa (ACS), Joint Secretary to the Govt of Assam, Industries, Commerce & PE Department.
- b) It was also suggested that information pertaining to constitution of the internal complaints committee and its members details shall be provided in the official website of the corporation.
- B) The committee noted that although no complaint has been received from any women employees of the corporation regarding sexual harassment till date, it was suggested to create a separate email id for receipt of any complaints pertaining to sexual harassment of women at the workplace in future or a complaint drop box must be placed in the office campus.



- C) The Committee members unanimously agreed to hold a Workshop/ Training/ awareness programme on the subject from time to time by inviting a subject expert from NGO or other Institutes dealing with women issues with the approval of the Competent Authority.
- D) The chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the committee will meet every quarter on a regular basis or earlier if need arises. Next meeting of the committee will be held in the month of October'2023.

MEETING ENDED WITH VOTE OF THANKS TO THE CHAIR.

