

**INTERNAL COMPLAINT COMMITTEE CONSTITUTION FOR DISTRICT COURT,
BHARUCH & ITS TALUKA COURT ESTABLISHMENTS AND FILING OF
COMPLAINT, INQUIRY PROCEDURE & PENALTIES UNDER POSH ACT**

In view of the directions given/ issued in the "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) (POSH), Act, 2013" and by the Honourable High Court of Gujarat, the District Court, Bharuch has constituted Committee, as per Section 4 of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal), Act, 2013" called "**Internal Complaints Committee**" to deal with the complaints of Sexual Harassment, if any, of any woman of **Bharuch Court at Headquarters** and Taluka Courts at respective Taluka Court establishments. The details of the Presiding officers and members establishment wise and the Contact information, including email IDs and phone numbers of the designated person(s) are enumerated below. Further the details of the filing of complaint, inquiry procedure & penalties under POSH Act, 2013 has been enumerated at the end.

(1) District Headquarters, Bharuch

| Sr. No. | Name | Designation |
|----------------|--|--------------------|
| 1 | Ms. S.R.Vakaliya, Chief Judicial Magistrate, Bharuch. | Chairperson |
| 2 | Ms. K.S.Rana 3 rd Additional Civil Judge, Bharuch. | Member |
| 3 | Ms.H.K.Prajapati 5 th Additional Civil Judge, Bharuch. | Member |
| 4 | Mrs. J.C.Parmar, Head Clerk, Chief Judicial Magistrate Court, Bharuch. | Member |
| 5 | Ms. S.V.Battiwala, Bench Clerk (Grade-II), Chief Judicial Magistrate Court, Bharuch. | Member |
| 6 | Ms.Varshaben Tapodhan | Member |

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| | Striniketan NGO, Soneri Mahal, Bharuch. | |
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Contact information of designated person :-

| Name | Contact Number | E-mail Address |
|-----------------|----------------|----------------------------------|
| Mr. H.D.Kataria | 9879241634 | dcourt-bha@gujarat.gov.in |

(2) Taluka Establishment, Vagra

| Sr. No. | Name | Designation |
|---------|--|-------------|
| 1 | Ms. J.V.Adhiya Additional Civil Judge & Judicial Magistrate First Class, Jambusar. | Chairperson |
| 2 | Ms. A.Z.Malek, Registrar, Principal Senior Civil Court, Jambusar. | Member |
| 3 | Ms. F.A.Raj Women Social Worker, Vagra | Member |
| 4 | Mr. A.A.Pathan Head Clerk, Principal Senior Civil Court, Vagra. | Member |

Contact information of designated person :-

| Name | Contact Number | E-mail Address |
|----------------|----------------|-----------------------------|
| Mr. N.M.Girach | 9409137704 | vagracourt@gmail.com |

(3) Taluka Establishment, Netrang

| Sr. No. | Name | Designation |
|---------|---|-------------|
| 1 | Ms. H.S.Patel, Principal Senior Civil Judge & Additional Chief Judicial Magistrate, Jhagadia. | Chairperson |
| 2 | Mr. N.P.Patel Principal Civil Judge, Netrang. | Member |
| 3 | Ms. A.K.Gamit | Member |

| | | |
|---|---|--------|
| | Assistant, Principal Civil Court, Netrang. | |
| 4 | Ms. Nainaben Kirankumar Vasava Women Social Worker, Valia. | Member |

Contact information of designated person :-

| Name | Contact Number | E-mail Address |
|----------------|----------------|------------------------|
| Mr. A.C.Ramani | 9825898259 | netrangcourt@gmail.com |

(4) Taluka Establishment, Jhagadia

| Sr. No. | Name | Designation |
|---------|---|-------------|
| 1 | Ms. H.S.Patel, Principal Senior Civil Judge & Additional Chief Judicial Magistrate, Jhagadia. | Chairperson |
| 2 | Mr. J.T.Patel Additional Civil Judge, Jhagadia. | Member |
| 3 | Ms. Jayaben Vijaybhai Panchal Women Social Worker, Jhagadia | Member |
| 4 | Mrs. R.B.Vasava Assistant, Principal Senior Civil Court, Jhagadia | Member |

Contact information of designated person :-

| Name | Contact Number | E-mail Address |
|----------------|----------------|--------------------------|
| Mr. J.M.Vasava | 8320243992 | jhagadia.court@gmail.com |

(5) Taluka Establishment, Hansot

| Sr. No. | Name | Designation |
|---------|--|-------------|
| 1 | Ms. Y.B.Patel 3rd Additional Senior Civil Judge & Additional Chief Judicial Magistrate, Ankleshwar. | Chairperson |

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|---|--|--------|
| 2 | Mr. F.F.Bardoliwala Principal Civil Judge, Hansot. | Member |
| 3 | Ms. S.G.Gondaliya Assistant, Principal Civil Court, Hansot | Member |
| 4 | Ms. Monikaben Jigneshbhai Mistry Women Social Worker, Hansot. | Member |

Contact information of designated person :-

| Name | Contact Number | E-mail Address |
|-----------------|----------------|---------------------------------|
| Mr. V.R.Kataria | 8128984711 | pri.civilcourt.hansot@gmail.com |

(6) Taluka Establishment, Valia

| Sr. No. | Name | Designation |
|---------|--|-------------|
| 1 | Ms. Y.B.Patel 3 rd Additional Senior Civil Judge & Additional Chief Judicial Magistrate, Ankleshwar. | Chairperson |
| 2 | Mr. H.R.Thakkar Principal Civil Judge, Valia. | Member |
| 3 | Mrs. K.M.Rana Assistant, Principal Civil Court, Valia. | Member |
| 4 | Ms. Nainaben Kirankumar Vasava Women Social Worker, Valia. | Member |

Contact information of designated person :-

| Name | Contact Number | E-mail Address |
|-----------------|----------------|-----------------------|
| Mr. J.P.Makwana | 9998996296 | valia.court@gmail.com |

(7) Taluka Establishment, Ankleshwar

| Sr. No. | Name | Designation |
|---------|----------------|-------------|
| | Ms. H.S.Patel, | Chairperson |

| | | |
|---|--|--------|
| 1 | Principal Senior Civil Judge & Additional Chief Judicial Magistrate, Jhagadia. | |
| 2 | Mr. N.P.Patel Principal Civil Judge, Netrang. | Member |
| 3 | Ms. A.K.Gamit Assistant, Principal Civil Court, Netrang. | Member |
| 4 | Ms. Nainaben Kirankumar Vasava Women Social Worker, Valia. | Member |

Contact information of designated person :-

| Name | Contact Number | E-mail Address |
|-----------------|----------------|----------------------------|
| Mr. N.R.Panchal | 9904444347 | ankleshwarcourts@gmail.com |

(8) Taluka Establishment, Jambusar

| Sr. No. | Name | Designation |
|---------|--|-------------|
| 1 | Ms. J.V.Adhiya, Additional Civil Judge & Judicial Magistrate First Class, Jambusar. | Chairperson |
| 2 | Ms. A.Z.Malek, Registrar, Principal Senior Civil Court, Jambusar | Member |
| 3 | Mr. R.V.Darji Head Clerk, Court of Principal Senior Civil Judge, Jambusar. | Member |
| 4 | Ms. Karishmaben Krunalkumar Patel Women Social Worker, Jambusar. | Member |

Contact information of designated person :-

| Name | Contact Number | E-mail Address |
|---------------|----------------|------------------------------|
| Ms. A.Z.Malik | 9978567632 | civilcourtjambusar@gmail.com |

(9) Taluka Establishment, Amod

| Sr. No. | Name | Designation |
|----------------|---|--------------------|
| 1 | Ms. J.V.Adhiya, Additional Civil Judge & Judicial Magistrate First Class, Jambusar. | Chairperson |
| 2 | Mr. R.P.Gandhi Registrar, Principal Civil Court, Amod. | Member |
| 3 | Ms. R.V.Darji, Head Clerk, Principal Senior Civil Court, Jambusar | Member |
| 4 | Ms. Urmilaben H. Padhiyar Women Social Worker, Amod. | Member |

Contact information of designated person :-

| Name | Contact Number | E-mail Address |
|----------------|-----------------------|----------------------------|
| Mr. R.P.Gandhi | 9925091093 | amodcourt@gmail.com |

FILING OF COMPLAINT, INQUIRY PROCEDURE & PENALTIES UNDER POSH ACT

Under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 (POSH Act), the procedure for making a complaint and the subsequent inquiry is as follows:

I. Filing an Application (Complaint) under the POSH Act

A woman employee who has faced sexual harassment at the workplace can file a written complaint with the Internal Committee (IC).

Steps for filing an application:

- 1. Who can file?** The aggrieved woman or her legal heir/colleague/friend if she is unable to do so.
- 2. Time Limit:** The complaint should be filed within 3 months from the date of the incident (extendable to 6 months with reasons).
- 3. Format of complaint:** A written complaint with necessary details (incident description, date, place, evidence, witnesses), is required to be filed.
- 4. Submission of complaint:** The complaint is submitted to the Internal Complaint Committee for further inquiry.

II. Inquiry Procedure on Receipt of Complaint

Once the Internal Committee receives the complaint, the inquiry is conducted as per the following steps:

Step 1: Pre-Inquiry Actions

Conciliation Option: Before starting an inquiry, the Internal Committee may try for conciliation (if the complainant agrees), but no monetary settlement is allowed. If conciliation fails, a formal inquiry begins.

Step 2: Formal Inquiry

1. Notice to Respondent:

Within **7 days**, the respondent (accused) is given a copy of the complaint.

The respondent must submit a written reply within **10 days** along with supporting evidence and witness details.

2. Hearings & Evidence Collection:

The Internal Committee conducts hearings, examines evidence, and records witness statements.

3. Confidentiality:

The identity of the complainant, witnesses, and respondent must not be disclosed as per Section 16 of the POSH Act.

III: Completion & Findings

The Internal Committee must complete the inquiry within **90 days**.

A detailed report with findings and recommendations is submitted to the employer or District Officer (DO) within **10 days** of completion.

IV. Actions & Penalties

1. If harassment is proven:

Employer's Action: Treated as Misconduct and Punished as per applicable Services Rules.

Monetary Compensation: Deducted from the respondent's salary (if applicable).

2. If the complaint is false/malicious:

If found false with malicious intent, action may be taken against the complainant under Rule 10 of POSH Rules.

However, mere inability to prove a complaint does not mean it was malicious.

3. Appeal:

Either party can appeal to an appropriate authority within 90 days from the decision.