OFFICE OF THE DISTRICT JUDGE
MALDA
ENGLISH DEPARTMENT

Malda Court Complex,
Near Netaji More,
P.O. & Dist. - Malda,
West Bengal, Pin – 732101.
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Order No. 168 **/G** **Dated : 05.07.2025**

Re: Instructions pertaining to and related to working of Internal Complaint Committee.

In terms of the discussion held with the Hon'ble Justices, all being Members of the Hon'ble Committee for 'Prevention of Sexual Harassment of Women in Office / Work Place', the following instructions are hereby being issued :-

1. The Judge-in-Charge, Nazareth Department, is hereby directed to issue appropriate work order through the District Nazir, for causing manufacture and installation of two wooden Complaint Boxes, for facilitating lodging of complaints pertaining to Sexual Harassment at Work Place / Office. Such complaint boxes shall be installed, one on the outer wall of English Office, Malda Sadar, and the other at any convenient place, in the immediate interior vicinity of the Chamber / Court room of Learned Additional District & Sessions Judge, Chanchal Sub-divisional Court. Such Complaint Box, shall be placed at a conspicuous place, to be selected by the said Learned Additional District & Sessions Judge, Chanchal Sub-divisional Court, but it shall not be inside any Court room and / or Judicial or Administrative Office. The Learned Additional District & Sessions Judge, Chanchal Sub-divisional Court, upon receiving such Complaint Box, shall cause its installation immediately and not later than one working day.

2. The Judge-in-Charge, Nazareth Department, is hereby directed to issue appropriate direction, in writing or otherwise, to the District Nazir for facilitating and ensuring such installation of wooden Complaint Box/es, preferably within two working days at Malda Sadar, and within 11-07-2025, in case of Chanchal Sub-divisional Court Complex.

3. Such wooden Complaint Box/es shall be opened at least once daily on each working day, by the Sheristadar / CAO and / or the Head Clerk, in respect of Malda Sadar, and the Learned Additional District & Sessions Judge, Chanchal Sub-divisional Court and / or Learned Additional Chief Judicial Magistrate, Chanchal Sub-divisional Court, in respect of the Complaint Box installed at Chanchal Sub-divisional Court Complex.

4. In case a complaint or any number of complaints are found inside the Complaint Box/es, the person opening the same (read Complaint Box), shall not open the envelope, and sent the same directly to the Presiding Officer, Internal Complaint's Committee of the respective Work Place/ Office.

5. The respective Presiding Officer of each Internal Complaint's Committee, one for Malda Sadar and the other for Chanchal Sub-divisional Court, shall maintain separate file/s for such purpose, and she shall be the custodian of such file. No such file and the contents thereof shall be destroyed, without the express direction of the respective Presiding Officer of the Internal Complaint's Committee.

6. All complaints, if the complainant chooses to lodge a written complaint, in hard copy, the same shall contain the detailed address and signature of the complainant, and the entire complaint along with annexure, if any, shall be contained in a sealed envelope. The Complaint Box/es, so installed shall be used only for the purpose, as stated herein.

7. In case, Women Learned Judicial Officers, stationed at either at Malda Sadar or Chanchal Sub-divisional Court, chooses to lodge a complaint, in respect of hard copy, the same may be sent through Post / Courier addressed to the Presiding Officer, Internal Complaint's Committee, C/o, Learned District & Sessions Judge, Malda Netaji Subhas Road, Bandh Road, P.O.- Malda, P.S.- English Bazar', PIN – 732101.

8. In case the Women Learned Judicial Officers are desirous of lodging such complaint through e-mail, they are required to write down their complaint, put their full signature, cause the same to be scanned, and uploaded for the purposes of sending the same as an attachment shall address their complaint to iccjomalda@gmail.com.

9. The staff, if any of them are desirous of lodging a complaint, through e-mail shall follow the same process and send the same to the e-mail i/d – iccmalda@gmail.com.

10. Such respective e-mail i/ds shall be operated by the respective Presiding Officers, who shall make all endeavour to keep the elements of confidentiality intact. Needless to mention, that it shall be the bounden duty of all such Presiding Officers of respective Internal Complaint's Committee, to open such e-mail at least once daily, at the end of each working day.

The Sheristadar/CAO and the Head Clerk of this Judgeship, are directed to provide all ministerial assistance to all categories of Internal Complaint's Committee, if or as and when required.

All concerned are hereby directed to give effect to the instructions contained herein forthwith.

Subhajyn Banerjee
District Judge, Malda

Memo No. 5851 **(40)/G.** **Dated : 05.07.2025**

Copy forwarded for information and taking necessary action to :-

1. Smt. Sanghamitra Podder, Ld. Additional District & Sessions Judge, 3rd Court, Malda Sadar, Presiding Officer of ICC for Women Ld. Judicial Officers of Malda Judgeship.
2. The Ld. Additional District & Sessions Judge, 1st Court, Malda.
3. The Ld. Additional District & Sessions Judge, 2nd Court, Malda.
4. The Ld. Additional District & Sessions. Judge, 3rd Court, Malda.
5. The Ld. Additional District & Sessions Judge, 4th Court, Malda.
6. The Ld. Additional District & Sessions Judge, 5th Court, Malda.
7. The Ld. Additional District & Sessions Judge, Chanchal, Malda.
8. The Ld. Additional District & Sessions Judge, Fast Track, 1st Court, Malda.
9. The Ld. Additional District & Sessions Judge, Fast Track, 2nd Court, Malda.
10. The Ld. Additional District & Sessions Judge, Fast Track, 3rd Court, Malda.
11. The Ld. Civil Judge (Senior Division), 1st Court, Malda.
12. The Ld. Civil Judge (Senior Division), 2nd Court, Malda.
13. The Ld. Civil Judge (Senior Division), Chanchal, Malda.
14. The Ld. Chief Judicial Magistrate, Malda.
15. The Ld. Additional Chief Judicial Magistrate, Chanchal, Malda.
16. The Ld. Judicial Magistrate, 1st Court, Malda.
17. The Ld. Judicial Magistrate, 2nd Court, Malda.
18. The Ld. Judicial Magistrate, 3rd Court, Malda.
19. The Ld. Judicial Magistrate, 1st Court, Chanchal, Malda.
20. The Ld. Judicial Magistrate, 2nd Court, Chanchal, Malda.
21. The Ld. Civil Judge (Junior Division), 1st Court, Malda.
22. The Ld. Civil Judge (Junior Division), 2nd Court, Malda.
23. The Ld. Civil Judge (Junior Division), Chanchal, Malda.
24. The Ld. Principal Magistrate, Juvenile Justice Board, Malda.
25. The Ld. Secretary, DLSA, Malda.
26. The Ld. Secretary, SDLSC, Chanchal, Malda.
27. The Ld. Nodal Officer, e-Courts Project, Malda.
28. The Ld. Judge-in-charge of Nazareth Department, Civil Courts, Malda.
29. The Ld. Judge-in-charge of Nazareth Department, Civil Courts, Chanchal, Malda.
30. The Ld. Judge-in-charge of Accounts Department, Civil Courts, Malda.
31. The Ld. Judge-in-charge of Civil Copying Department, Civil Courts, Malda.
32. The Ld. Judge-in-charge of Civil Copying Department, Civil Courts, Chanchal, Malda.
33. The Ld. Judge-in-charge of Criminal Copying Department, Malda.
34. The Ld. Judge-in-charge of Criminal Copying Department, Chanchal, Malda.
35. The Ld. Judge-in-charge of District Record Room, Civil Courts, Malda.
36. The Ld. Judge-in-charge of Forms & Stationery Department, Civil Courts, Malda.
37. Smt. Sreeparna Chakraborty, Eminent Scholar, and Assistant Professor, Deptt. Of Sociology, Gazole Mahavidyalaya.
38. The Presiding Officer, Internal Complaints Committee for Women staff of Malda Judgeship.
39. The Chief Administrative Officer, District Judge's Court, Malda.
40. The Head Clerk, District Judge's Office, Malda.

District Judge, Malda