

**OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE,**  
**KODERMA**

Order No. 79 /2026

Dated, Koderma, 14<sup>th</sup> day of May, 2026.

In the compliance of Hon'ble Court Letter No. 06/HCICC, dated 10.04.2024 and consequent upon the transfer of Smt. Kanchan Toppo, S.D.J.M -Cum- Presiding Officer of I.C.C., Koderma, The **Internal complaint committee of Civil Court, Koderma** (Constituted in the light of Section 4 of the Sexual Harassment of Women at work Place (Prevention, Prohibition and Redressal) Act-2013), is hereby reconstituted in following manner:-

| Sr. No. | Name of Officers & Designation                                               | Designation In I.C.C     | Contact Number | E- mail IDs                    |
|---------|------------------------------------------------------------------------------|--------------------------|----------------|--------------------------------|
| 01.     | Ms. Sandhya Prasad, (S.D.J.M, Koderma)                                       | <b>Presiding Officer</b> | 9608042079     | sandhyaprasad322@gmail.com     |
| 02.     | Smt. Jyotsna Pandey (JM.1 <sup>st</sup> Class, Koderma)                      | Member                   | 7503109378     | Jyotsnapandeyjjs2018@gmail.com |
| 03.     | Smt. Ekta Lakara (Assistant, Civil Court, Koderma)                           | Member                   | 9431309179     | ektaneena6767@gmail.com        |
| 04.     | Mrs. Sunita Pandey (Director, Delhi Public School, Jhumari Telaiya, Koderma) | Member                   | 8582068538     | Sunita.pandey1349@gmail.com    |

(1) The internal complaint committee shall ensure time bound treatment of complaints received from the victims and shall complete inquiry within a period of 90 days as per section 11 (4) of the Sexual Harassment of Women at work Place (Prevention, Prohibition and Redressal) Act-2013 and submit report within 10 days from the date of completion of inquiry as per section 13 (1) of the Act.

(2) The internal complaint committee shall in each calendar year prepare an annual report and submit the same to the undersigned before the **15<sup>th</sup> March** of the every calendar year as per the section 21(1) of the Act.

(3) The member appointed from amongst NGO or associations shall be paid such fees or allowances for holding the proceedings of the Internal complaint Committee as may be prescribed for the particular complaint by the under signed. The fees or allowances shall be paid to such member only on successful completion of inquiry by the Internal Complaint Committee and submission of its report to undersigned as per section 11(4) and Section 13(1) of the Act.

(4) The committee shall strictly follow the provisions of Sexual Harassment of Women at work Place (Prevention, Prohibition and Redressal) Act-2013.

Any aggrieved Women may make a complaint of Sexual Harassment at Workplace to the internal Complaint Committee (ICC) through online by sending the complaint on email ID **sandhyaprasad322@gmail.com** of Ms. Sandhya Prasad, Presiding officer of Internal Complaint Committee, Koderma.

D.S.A is directed to upload the information regarding composition of Internal Complaint Committee (ICC), Civil Court, Koderma along with online filing of complaint has also been uploaded in our official website of Civil Court, Koderma.

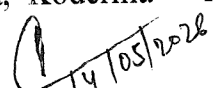
Inform all concerned.

  
Principal District and Sessions Judge,  
Koderma.

Dated:- 14/05/2026.

Memo No. 570-571/2026

Copy forwarded to (1) Ms. Sandhya Prasad - Presiding Officer of the committee, (2) Miss Jyotsna Pandey: **Member**, (3) Miss Ekta Lakara : **Member** (4) Mrs. Sunita Pandey, Director, Delhi Public School, Jhumari Telaiya, Koderma – Member, for information and needful

  
Judge-in-charge,  
Civil Court, Koderma