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केन्द्रीय विद्यालय संगठन KENDRIYA VIDYALAYA SANGATHAN

(शिक्षा मंत्रालय, भारत सरकार/ Min. of Education, Govt of India)

संभागीय कार्यालय, कोलकाता /REGIONAL OFFICE, KOLKATA

ई.बी. ब्लॉक, सैक्टर-1, लाबोनी, साल्ट लेक

EB Block, Sector-I, Laboni, Salt Lake

कोलकाता - 700064/Kolkata -700064

(033) 23372577 (DC) /23219490 (ACs)

Web: <https://rokolkata.kvs.gov.in>

E-mail: kvsolkata64@gmail.com / acadrokolkata@gmail.com

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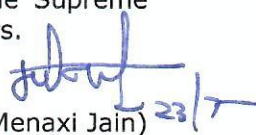
Date: 23.07.2026

OFFICE ORDER

With reference to KV (HQ), New Delhi Order No. F.11-55/ 2000-KVS (Vig)/Pt.I/ 1122-25 dated 05.03.2019 and as per provision of Section-4(2) of the Sexual Harassment of women at Workplace (Prevention, Prohibition & Redressal) Act 2013, the following Internal Complaint Committee (ICC) is re-constituted to redress any complaints of sexual harassment of women employees of Kendriya Vidyalayas under Kolkata Region and KVS Regional Office, Kolkata.

Sl. No.	Name and Designation	Internal Committee Member as
01	Smt. Ng. Sarjubala Devi, Assistant Commissioner, KVS RO Kolkata.	Presiding Officer
02	<u>Name of Principal (Female):</u> 1. Smt. Sabiha Shahin, Principal, PM SHRI KV No.1, Salt Lake. 2. Ms. Tek Dharni, Principal, PM SHRI KV Chittaranjan.	Member
03	<u>Name of the Principal (Male):</u> 1. Shri Dibyendu Dutta, Principal, PM SHRI KV Garden Reach. 2. Shri Uttam Kumar, Principal, PM SHRI KV Ballygunge.	Member
04	1. Ms. Mahua Chatterjee, Psychologist and Project Manager, The Hans Foundation, 7/D/1A, Picnic Garden, 3rd Lane, Kolkata-700039. 2. Ms. Manidipa Ghosh, Child Welfare Committee, 26A/1, Barabagan Lane, Serampore-712203	NGO Member

- The ICC will comprise of the Presiding Officer and any one member from each of categories (Sl. 2, 3 & 4) and inquire into complaints of sexual harassment and submit its report with all enclosures.
- The Presiding Officer and the members of the above Committee will hold office for a period not exceeding three years from the date of issue of this order.
- The Presiding Officer of the Committee will ensure the following:
 - Co-ordinate with the NGO member, other members and Principal of the Vidyalayas and fix the date and time to conduct the enquiry.
 - Co-ordinate with the NGO member and plan & facilitate the tour programme.
 - Submission of Inquiry Report with specific findings and supporting documents alongwith her comments/ recommendation within a period of one month from the date of such receipt of complaint.
 - The inquiry will be conducted in terms of guidelines contained in the judgment dated 13.08.1997 of the Hon'ble Supreme Court in Vishaka and others versus State of Rajasthan & Others and order dated 26.04.2004 passed by the Hon'ble Supreme Court in the case of Medha Kotwal Lele & Others vs Union of India & others.


(Menaxi Jain)
Deputy Commissioner

Distribution:

- The Presiding Officer of the Committee.
- The Members / NGO Members of the Committee.
- The Principal, All Kendriya Vidyalayas, Kolkata Region. The contents of this order are to be circulated among all employees working in her / his Vidyalaya for information.
- Smt. Sujata Mishra, Asstt. Commissioner, KVS RO, Ranchi - for information.
- The Deputy Commissioner, All KVS Regional Offices - for information.
- The Director, All KVS ZIETs - for information.
- The Asstt. Commissioner (Vig.), KVS (HQ), New Delhi - for information.