



भारत सरकार, रक्षा मंत्रालय / Govt. of India, Ministry of Defence  
कार्यालय छावनी परिषद् जूतोग / Office of the Cantonment Board Jutogh  
तहसील एवं जिला शिमला, हि०प्र०-171008 / Tehsil and District Shimla (H.P.) -171008  
दूरभाष : 0177-2837598, ईमेल : ceojuto-stats@nic.in ,  
वेबसाइट : https://jutogh.cantt.gov.in/

No. CBJ/81-E/REPORT/902

Dated: 15<sup>th</sup> September, 2023.

**OFFICE ORDER.**

Reference this office order No.CBJ/117/552 dated 30.07.2019.

As per the direction contained in Dte. DE, WC, Chandigarh letter No.15/1101/ADM/WC/DE dated 05.09.2023 and as per section 4(3) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 the undersigned being competent hereby re-constitute the Internal Complaints Committee with the following member for the period of 03 years i.e. w.e.f.15/09/2023 to 14.09.2026:-

Sr. No.	Name		Designation.	Email IDs with Contact numbers.
1	Smt. Kavita, TGT, Cantt Board Middle School Jutogh.	:	Presiding Officer	kavitadogra172005@gmail.com 09418624540 07018074016
2	Smt. Arun Prabha JBT, Cantt. Board Middle School Jutogh	:	Member	anukittu781@gmail.com 09418818660 07018468682
3	Smt. Priyanka JBT, Cantt. Board Middle School Jutogh	:	Member	priyaanc128@gmail.com 09816018837
4	Smt. Sarika Mittal, House Sy. No.74/28 House No.27 Sadar Bazaar Jutogh Cantt. (Non-Governmental Organization)	:	Member	sarika229mittal@gmail.com 08219401314

Further, the Presiding Officer is hereby directed to convene at least one workshop in the end of the quarter with all the women employees working Cantonment Board Jutogh to educate them about their rights, for filing complaints etc.

Contd.....2.

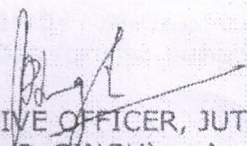


It is for the information of all-women employees working in Cantonment Board Jutogh that any aggrieved woman may make, in writing, a complaint to sexual harassment at the workplace to the ibid Internal Complaint Committee u/s 9 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 to any of the committee members within three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

Provide that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the woman for making the complaint in writing:

Provide further that the ICC for the reason to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

  
CHIEF EXECUTIVE OFFICER, JUTOGH  
(R. P. SINGH)

Copy to:-

1. Office Supdt./RMO/Head Master  
Cantt Board Jutogh.
2. All Members
3. All Notice Board.
4. Daftry..... to get it noted from all the woman employees as well as from the male employees.
5. Computer Programmer.....to display this office order on CB Jutogh's official website along with copy of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

CHIEF EXECUTIVE OFFICER, JUTOGH  
(R. P. SINGH)