Confidential

F.No.5(SS)/2(B)/Vol.II/C-42938/

प्रधान मुख्य वन संरक्षक का कार्यालय/

OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS

अंडमान तथा निकोबार द्वीप समूह /**ANDAMAN & NICOBAR ISLANDS**

वन सदन / **VAN SADAN**

*****

Sri Vijaya Puram, Date 24-11-2025

ORDER No.SS/05

In supersession of this office order No. SS/22 dated 04.02.2025 of the Department of Environment and Forests, the competent authority is pleased to re-constitute the **"Internal Complaints Committee"** comprising of the following in pursuance of the provision laid down in sub-section (1) of Section 4 ofthe Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, to enquire into the complaints of sexual harassment of women employees at workplace in respect of the Office of the PCCF (ANI), Department of Environment and Forests, Van Sadan, Haddo, Sri Vijaya Puram with immediate effect.

1.	Ms. Richa, DANICS (AGMUT: 2003, Secretary (OL/PA/Health), Spl. Secretary (Pers)	Presiding Officer
2.	Shri Anil Saha, ACF	Member
3.	Smti K Prema Charles, Office Superintendent	Member
4.	Smti Aasha, Sr. Translation Officer	Member Secretary
5.	Smti Ratna Kannan, Social Worker, R/o Aberdeen Bazaar, Sri Vijaya Puram.	Member

The Presiding Officer and the Members shall hold the office fora period of three years w.e.f the date of issue of this order. The "Internal Complaints Committee" shall take all necessary steps to prevent or deter the commission of acts of sexual harassment and monitor follow up action on specific complaints.

The non-official members of the Committee shall be paid fee or allowances

for holding the proceedings under Section 4(4) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 as prescribed.

The committee shall be deemed to be an Inquiry Authority as per the Rule 14(2) of CCS(CCA) Rules, 1965 and the report of the Complaints Committee shall be deemed to be an enquiry report for the Disciplinary Authority to act upon.

The committee shall also take appropriate action as per the prevalent Act/Rules on any matter as may be referred to it by PCCF(ANI) from time to time and submit an Annual Report on the complaints and the action taken by it to the direction office.

Digitally signed by
Shabu Kannapara Thomas
Date: 24-11-2025
12:47:02

Conservator of Forests
Headquarter

Copy to:

1. Ms. Smitha R, IAS (AGMUT: 2011) the then Secretary (Power/Archives) A & N Administration, presently posted at Puducherry, Govt. of Puducherry, with the request to handover the documents/ files etc. of ICC O/o of PCCF(ANI) to current incumbent.
2. Ms. Richa, DANICS (AGMUT:2003), Secretary (OL/PA/Health), Spl. Secretary (Pers) for information and necessary action.
3. The Members of the Internal Complaints Committee, O/o PCCF(ANI), Van Sadan, Haddo (As per list) for information and necessary action.
4. Smti Aasha, Sr. Translation Officer, Member Secretary, for information and coordination with the committee members for smooth conduct of proceeding.
5. SPS to Principal Chief Conservator of Forests (ANI)/(WL) for favour of information to PCCF(ANI)/(WL)
6. PS to Addl. Principal Chief Conservator of Forests(A&V)f o r favour of information to APCCF(A&V).
7. All section of PCCF(ANI)'s office.

(GIS)