Burn Standard Company Limited  
(A Govt. of India Undertaking)  
Ministry of Railways  
22-B, Raja Santosh Road,  
Kolkata – 700 027.

Ref. No. : PRSL/CIRCULAR/165  
16th March, 2016

CIRCULAR

In supersession of our earlier Circular No. PRSL/CIRCULAR/194 dated 13.05.2014, in order to prevent sexual harassment of women employees of the Company, as per The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, a Committee has been formed consisting of the following members:

1. Mrs. Nabaneeta Dey, Chief Manager (F&A) - II, H.O. – Convener.
3. Ms. Monalisa Panda, Officer- II(F&A), B.W.- Member.

Functioning of the Committee:

1. The Complaint Mechanism Procedure to File/report a complaint:
   • An aggrieved woman can file a complaint within one month of the incident (or later if allowed by the committee).
   • At first instance, the committee shall recommend appropriate psychological and emotional support/assistance.
   • The complainant will have to submit a written and signed complaint addressed to the Convener or any member of the Committee.
   • The identity of the aggrieved woman, respondent, witnesses as well as other details of the complaint will be kept confidential, cannot be published or disclosed to the public/media.

2. Follow up of the complaint:
   • The convener will call the complainant for a personal meeting, usually within a week from the submission of the written complaint.
   • The members of the committee will discuss the complaint.
   • The committee shall look into the truth of the allegations contained in the complaint.

Contd...2.
· If the case falls outside the purview of the committee, the complainant will be informed about the same by the appropriate authority.

3. If the case comes under the purview of the committee, an enquiry committee will be set up:
   · A three member enquiry/fact finding committee will be set up comprising of two female members and one male member of the committee,
   · The enquiry committee shall have the power to summon, witnesses and call for required information from any concerned person.
   · Documents/information to be retained by the committee.
   · The enquiry has to be completed within time period of 90 days.

4. Submission of report:
   · The enquiry committee will submit a report to WGRC committee and recommend the nature of action/penalties to be taken against person found guilty at the earliest by the appropriate authority.
   · As the case may be, Management is mandated to take action on the report within 60 days.
   · The Act provides the option of a settlement between the aggrieved woman and the respondent through conciliation but only on the request of the woman. However, money compensation cannot be a basis for the settlement.
   · In case of malicious complaints or false evidence, the committee may take action against the woman/person. However, simply not being able to prove an allegation will not mean that it is a false/malicious complaint.

This is issued with the approval of the Competent Authority,

(S. K. Sharma) 16/03/16
Manager (P&A)

Distribution:
Members of the Committee
Departmental Heads of H.O.
Notice Board.

Cc: CMD & D(F)
Cc: D(E)
Cc: Sr. GM, HW. { For wide circulation in your respective
Cc: GM(P&A) & Unit Head, BW. } Unit please.