

**OFFICE OF THE  
PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL**  
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N.S. No. Admn.I/S/23-1/2021-22/ 396

Dated: 21.12.2021

Please find overleaf minutes of meeting of the 'Internal Complaints Committee' held on 11.11.2021 at 02.30 PM in the Chamber of Sr. DAG (Admn.) of this office to discuss various issues pertaining to "Alignment of Service Rules with the sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013", for necessary information and action.

*Adm. Sr.*  
Sr. Dy. Accountant General/Admn.

To

1. Secretary to the Principal Accountant General (Audit-II), WB
2. Sr. PS/Stenos. to all Group all Officers
3. Sr. Audit Officer/Record & Hindi Cell
4. Shri Utpal Kumar Ghosh, Sr. Audit Officer/Admn-I
5. Smt. Manima Moktan, Sr. AO (Com)/AMG-IV
6. Smt. Tanishtha Pal, AAO/AMG-I (AS)
7. Shri Jimutesh Majumder, AAO/AMG-III
8. Smt. Reshma Roy Choudhury, AAO (LAD)
9. Assistant Audit Officer/Admn-I for transmission through e-mail
10. *AAO/EDP for hosting on website.*

*AAO/A-I (A)  
M.P.*

*M.P.*  
10/11/21  
Sr. Audit Officer/Admn-I

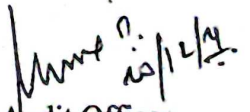
Minutes of the meeting of the Internal Complaints Committee held on  
11.11.2021

Venue: Chamber of Sr. DAG (Admn.)

The following members were present in the meeting:

Chairperson	Ms. Aditi Sharma, Sr. DAG (Admn. & AMG-I/Audit) O/o the Pr. AG (Audit-II), WB
Male Members	i) Mr. Utpal Kr Ghosh, Sr. AO (Admn.-I & EDP) ii) Mr. Jimutesh Mazumdar, AAO (AMG-III)
Lady Members	i) Ms. Manima Moktan, Sr. AO (AMG-II) ii) Ms. Tanishtha Pal, AAO (AMG-I/Audit) iii) Ms. Reshma Roy Choudhury, AAO (LAD)

1. The Chairperson started the meeting by enquiring if any complaint has been received in this regard. Further, she discussed about the points raised in the last meeting and status of their compliance.
2. The Chairperson suggested that Vishakha guidelines should also be issued to all the male officers and staff members also as part of gender sensitisation plan.
3. She also suggested that as part of seminars for gender sensitisation, if feasible, the hon'ble judge who was invited in January 2019, may again be requested to share her experience in this office.
4. Sr. AO (Record) may be requested to check the CCTV cameras installed at various places in the office as part of safety and security. Further, he may be requested to arrange to check the lights in the lifts of this building.
5. The meeting concluded with vote of thanks.

  
Sr. Audit Officer  
(Administration)