



Garden Reach Shipbuilders & Engineers Limited

43/46, Garden Reach Road, Kolkata – 700024

Ref No. HR/IC/280/3/23/7631

Date : 29 Mar 23

CIRCULAR

TO ALL EMPLOYEES OF DEP, RANCHI

1. In pursuance of Section 4 of 'The Sexual Harassment of Women at Workplace (Preventions, Prohibition and Redressal) Act, 2013, the Internal Committee for DEP Unit, Ranch will comprise of the following members :

Sl. No.	Name	Designation	Department	Position held
(i)	Smt. Lipi Das	General Manager (ER & Legal)	HR, Main Unit	Presiding Officer
(ii)	Mr. Santosh Kumar Mishra	Senior Manager (HR&A)/DEP	HR, DEP, Ranchi	Member
(iii)	Ms. Tumpa Gargary (Dana),	Manager (Material)	Purchase, Main Unit	Member
(iv)	Mr. Ashok Minz	Office Assistant	DEP, Ranchi	Member
(v)	Ms. Nikki Raj	AGM (Electrical)	MECON Ltd., Ranchi	External Independent Member

2. The new Internal Committee will come into force with immediate effect and will remain operative for three years or until otherwise re-constituted.

3. The Committee will function in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules framed thereunder. The Committee will also consult the respective Certified Standing Orders, Service Rules, Conduct Discipline and Appeal Rules of the Company and will look after the complaints alongwith other related issues of DEP Unit, Ranchi.

(Lipi Das)

General Manager (ER & Legal)

Distribution

All Committee Members
Notice Boards

Copy for information to

CMD
D (P)
D (F)
D (S)
CVO
CGM (BB & DEP)
AGM In-Charge (DEP)
DGM(Works)/DEP