



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER
KAMRUP METROPOLITAN DISTRICT::GUWAHATI

File No. SW/17/19/2024-MAG-KMM

Dtd./3/11/2025

PUBLIC NOTICE

(Constitution of Internal Complaints Committee under the POSH Act, 2013)

In compliance with the Hon'ble Supreme Court's Order dated 22.10.2024 in M.A. Diary No. 22553/2023 and in order to facilitate the implementation of the Office Order No.220 issued by the Labour Commissioner, Assam, all shops, commercial establishments, hotels, restaurants, factories, educational institutions, hospitals, NGOs, and other private establishments in Kamrup (Metro) District **employing ten (10) or more persons** are hereby directed to constitute an Internal Complaints Committee (ICC) under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act, 2013) with the following composition:

Every eligible establishment shall immediately constitute an ICC with the following composition.


Position	Eligibility Criteria
Presiding Officer	Woman Employee at a Senior Level of the Workplace
Internal Members (Not less than two)	Employee preferably committed to the cause of woman who have experience in social work or have legal knowledge.
External Member (One nos)	From NGO/Association committed to woman's right, a person familiar with issues related to sexual harassment.

Minimum 50% of ICC members must be women
External member must not be an employee of the establishment

Obligations:

1. Once constituted, the details of the ICC must be displayed prominently at the workplace.
2. After constituting the ICC, the employer must register in the She-Box portal (<https://shebox.wcd.gov.in/>)
3. A compliance report, along with the name and contact details (email and phone number) of the Nodal Officer of the establishment, shall be submitted to the Office of the Assistant Labour Commissioner, Kamrup (Metro), on or before 30th November, 2025, at alc.kamrupm@assam.gov.in

The above directions shall be treated as mandatory compliance requirements. Any failure to adhere to the same shall constitute a serious violation of the provisions of the said Act and may attract appropriate action including fine which may extend to fifty thousand rupees.


District Commissioner,
Kamrup (Metro) District
Guwahati