

Government of Jammu and Kashmir
Office of the Chief Education Officer,
Mini-Secretariat Complex Arhama Shopian

Subject:- Constitution of Internal Complaint Committee under Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Reference: Communication no. DCS/ADC-PS/24-25/5525-29, Dated:- 14/03/2025.

ORDER

In Pursuance of the Section 4(1) of the Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaints Committee with following composition is hereby constituted with immediate effect to register, enquire into and dispose of the complaints received, if any, regarding sexual harassment at workplace against female members of the School Education Department District Shopian.

S.No	Designation and Place of posting with contact no.	Remarks
01	Ms. Tanseema Jan, Principal HSS Keller-9149679469	Presiding Officer
02	Ms. Shabnam Akhter, Lecturer HSS Vehil-7889921937	Member
03	Mr. Mohd Afzal Sheikh, Principal HSS Ramnagri-7006253229	Member
04	Ms. Waheeda Akhter, Sr. Assistant HSS Narpura (Presently working in CEO Office Shopian)-7006784445	Member
05	Representative of an NGO to be nominated by the Social Welfare Department, J&K.	Member

The Committee shall report on each complaint received by it regarding sexual harassment against woman employee(s) of School Education Department District Shopian for consideration of authorities within a period of 10 days from the date of completion of inquiry and such report be made available to the concerned parties, besides the presiding officer shall submit Quarterly/Annual report

about the total number of complaints received/enquired into and action taken on the same. The committee shall meet as often as may be required after submitting the request to this Office.

No:-CEO/SPN/IMW/ 3331-3392/

Dated:- 18/03/2025

(Bashir Ahmad)

**CHIEF EDUCATION OFFICER
SHOPIAN**

18.3.25

Copy to the:-

1. Deputy Commissioner Shopian for favor of information.
2. Director, School Education Kashmir for favor of information.
3. Principal HSS Ramnagri/ HSS Keller for information and n/a.
4. All Principal of District Shopian. They are further advised to constitute internal complaint committee at their School level.
5. District Social Welfare Officer, Shopian for information. He is further requested to share the details of nominated representative at an earliest.
6. All Zonal Education Officers of District Shopian for information. They are further advised to constitute the internal complaint committee at Zonal level.
7. All Headmasters of District Shopian for information and n/a. They are further advised to constitute internal complaint committee at their School level.
8. Incharge website CEO Office Shopian for uploading copy of this Order on Official website of this Office.