

Annexure A

Procedure for filing complaint

1. The Complaint should be made by the Complainant in writing. In case where the Complaint cannot be made in writing, the Chairperson or any member of the ICC shall render all reasonable assistance to the Complainant to make the Complaint in writing.
2. Where the Complainant is unable to make a complaint on account of her physical incapacity, Complaint may be filed by:
 - i. Her relative or friend;
 - ii. Her co-worker;
 - iii. An officer of the National Commission for Women or State Women's Commission;
 - iv. Any person who has knowledge of the incident with the written consent of the Complainant
3. Where the Complainant is unable to make a complaint on account of her mental incapacity, Complaint may be filed by:
 - i. Her relative or friend;
 - ii. A special educator
 - iii. A qualified psychiatrist or psychologist
 - iv. The guardian or authority under whose care she is receiving treatment or care; or
 - v. Any person who has knowledge of the incident jointly with her relative or friend or a special educator or a qualified psychiatrist or psychologist or a guardian or authority under whose care she is receiving treatment or care;
4. Where the Complainant for any other reason is unable to make a complaint, a Complaint may be filed by any person who has knowledge of the incident, with the Complainant's written consent.
5. Where the Complainant is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of the legal heir.

6. The Complaint of sexual harassment at workplace to the ICC should be filed within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.
7. However, the ICC may for reasons recorded in writing extend the said period for a further period not exceeding three months, if it is satisfied that circumstances prevented the Complainant from filing the Complaint within the said period.
8. The Complainant shall file six copies of the Complaint and should include the name of the Respondent, details of the incidents (dates, times, locations, names and addresses of possible witness, what happened, supporting documents, response of the Complainant). In addition to the aforesaid, where possible, the Complainant should also forward a copy of the Complaint to email id <_____>
9. A Non -Disclosure Undertaking shall be signed by all individuals concerned with the Complaint; including the Complainant, the Respondent, witnesses (if any) prior to commencing an inquiry. The indicative format of the Non- Disclosure Undertaking is annexed as **Annexure H**, which may be modified by the ICC members as may be necessary from time to time.
10. One of the copies of the Complaint shall be sent to the Respondent within seven working days of the receipt of the Complaint.
11. The Respondent shall file his reply to the Complaint along with his list of documents and names and addresses of witnesses within a period not exceeding ten working days from the date of receipt of the Complaint.