

Internal Complaints Committee: Composition & Task

References: - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

Composition: - The composition of the 'Internal Complaint Committee' as mandated vide law under reference, for Ashiana Housing Limited including other subsidiary and associated companies shall be as under: -

1. For Head Office at New Delhi

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|----------------------|---|-------------------|
| a) Presiding Officer | - | Ms. Surbhi Dewan |
| b) Member No.1 | - | Mr. S K Palit |
| c) Member No. 2 | - | Mr. Bhagwan Kumar |
| d) Member from NGO | - | Ms. Sonal Mattoo |

2. For Bhiwadi & Neemrana

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|----------------------|---|------------------|
| a) Presiding Officer | - | Ms. Surbhi Dewan |
| b) Member No.1 | - | Mr. S K Palit |
| c) Member No. 2 | - | Location Head |
| d) Member from NGO | - | Ms. Sonal Mattoo |

3. For Jaipur

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|----------------------|---|------------------|
| a) Presiding Officer | - | Ms. Surbhi Dewan |
| b) Member No.1 | - | Mr. S K Palit |
| c) Member No. 2 | - | Location Head |
| d) Member from NGO | - | Ms. Sonal Mattoo |

4. For Halol & Jodhpur

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|----------------------|---|------------------------------|
| a) Presiding Officer | - | Ms. Surbhi Dewan |
| b) Member No.1 | - | Mr. S K Palit |
| c) Member No. 2 | - | Sr. Manager (Administration) |
| d) Member from NGO | - | Ms. Sonal Mattoo |

5. For Pune

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|----------------------|---|------------------|
| a) Presiding Officer | - | Ms. Surbhi Dewan |
| b) Member No.1 | - | Mr. S K Palit |
| c) Member No. 2 | - | Location Head |
| d) Member from NGO | - | Ms. Sonal Mattoo |

6. For Jamshedpur

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|----------------------|---|------------------|
| a) Presiding Officer | - | Ms. Surbhi Dewan |
| b) Member No.1 | - | Mr. S K Palit |
| c) Member No. 2 | - | Location Head |
| d) Member from NGO | - | Ms. Sonal Mattoo |

7. For Gurgaon

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|----------------------|---|------------------|
| a) Presiding Officer | - | Ms. Surbhi Dewan |
| b) Member No.1 | - | Mr. S K Palit |
| c) Member No. 2 | - | Location Head |
| d) Member from NGO | - | Ms. Sonal Mattoo |

8. For Chennai

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|----------------------|---|------------------|
| a) Presiding Officer | - | Ms. Surbhi Dewan |
| b) Member No.1 | - | Mr. S K Palit |
| c) Member No. 2 | - | Location Head |
| d) Member from NGO | - | Ms. Sonal Mattoo |

Investigation: - The 'Internal Complaints Committee' shall work under the scope of work as prescribed by the law under reference.

1. It shall investigate all written complaints of sexual harassment submitted to it and act on the report as per provisions of the law under reference.
2. It shall facilitate the submission of written complaints whenever a verbal complaint is made to it.
3. It shall ensure that victimization of the complainant by way of termination, transfer etc. is not done.
4. It shall record 'settlement of understanding' between the complainant and the accused, in case arrived at.
5. Conduct any other task as provided under the provisions of the relevant law.
6. For further details, please refer Guidelines for prevention and prosecution of acts of sexual harassment at workplace in policy section on HRMS or connect with HR team.

Contact Details of ICC

S No.	Name	Designation in ICC	Telephone No.	Email ID
1	Surbhi Dewan	Presiding Officer	011-42654265 (801)	surbhi.dewan@ashianahousing.com
2	Sonal Mattoo	Member NGO		sonamlmatto@gmail.com
3	S K Palit	Member No.1 at Delhi, Bhiwadi, Neemrana, Jaipur, Jodhpur, Halol, Pune, Jamshedpur, Chennai & Gurgaon	011-42654265 (201)	skpalit@ashianahousing.com
4	Bhagwan Kumar	Member No.2 at Delhi	011-42654265 (401)	bhagwan@ashianahousing.com
5	Shantanu Haldule	Member No.2 at Bhiwadi & Neemrana	01493-665666 (111)	shantanu.haldule@ashianahousing.com
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7	Jitendra Bohra	Member No.2 at Halol & Jodhpur	9829544220	jitendra.bohra@ashianahousing.com
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