



दि ब्रेथवेट बर्न एण्ड जेसप कंस्ट्रक्शन कंपनी लिमिटेड  
THE BRAITHWAITE BURN AND JESSOP  
CONSTRUCTION COMPANY LIMITED

(भारत सरकार का उद्यम)

(A GOVT. OF INDIA ENTERPRISE)

पंजीकृत कार्यालय : 27, राजेन्द्रनाथ मुखर्जी रोड, कोलकाता-700 001

Regd. Office : 27, Rajendra Nath Mukherjee Road

P.O. Box No. 264, Kolkata - 700 001

GRAM : "BEEBEEJAY" CAL  
PHONE : 91-33-2248 5841 to 44  
FAX : 91-33-2210 3961  
E-MAIL : info.bbjconst@bjconst.com  
Website : www.bbjconst.com  
CIN : U70100WB1986GOI041286

Ref.: BBJ/HRM/ON/ICC/2023

Date: 06.09.2024

Office Notice

1. The Internal Complaints Committee (ICC) under Section 4(1) of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 re-constituted w.e.f. 14 June 2023 shall consist of the following officials:-

Sl. No	Name & Designation	Post held in Internal Complaints Committee	Contact No.	E-Mail id
1	Smt. Chandrima Banerjee, Manager (Finance & Accounts)	Presiding Officer	033 - 22485841-44	cbanerjee@bjconst.com
2	Ms. Hia Bhattacharya, Asst. Officer (Finance & Accounts)	Member	033 - 22485841-44	hiab@bjconst.com
3	Shri Abhishek Bhattacharjee, Chief Manager (HRM)	Member	033 - 22485841-44	abhattacharjee@bjconst.com
4	Shri Subhashis Dasgupta, MBBS, MS	Member	7501240461	sdotolaryngol21@gmail.com

2. The above committee shall operate for a period of 03 (Three) years w.e.f. 14 June 2023.

*Abhishek Bhattacharjee*  
(Abhishek Bhattacharjee)  
Chief Manager (HRM) 06/09/2024

Copy to:

- (1) Presiding Officer (ICC)
- (2) Members (ICC) Sl. Nos. 2 to 4 of above
- (3) GO / DO Notice Board
- (4) Site offices / HPY
- (5) Company website

(अभिषेक भट्टाचार्य/Abhishek Bhattacharjee)  
मुख्य प्रबंधक (मा.सं.प्र.) / Chief Manager (H.R.M.)  
दि ब्रेथवेट बर्न एण्ड जेसप कंस्ट्रक्शन कंपनी लिमिटेड  
The BBJ Construction Company Limited  
(भारत सरकार का उद्यम/A Govt. of India Enterprise)  
27, आर. एन. मुखर्जी रोड/R. N. Mukherjee Road,  
कोलकाता/Kolkata-700 001

How to Register an Online Complaint in “She-Box” (Sexual Harassment Electronic Box) i.e. Online Complaint under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

1. Ministry of Women & Child Development launched Sexual Harassment Electronic Box (She-Box) on 24 July 2017 for registering complaints related to sexual harassment at workplace. The She-Box may be used to file complaints related to sexual harassment at workplace under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
2. Once a complaint is submitted to She-Box, it will be directly sent to the Internal Complaints Committee (ICC) of the concerned organization having jurisdiction to inquire into the complaint. The Internal Complaints Committee (ICC) The She-Box may be accessed at the following link:  
<http://www.shebox.nic.in/>
3. The steps required for filing of complaint through She-Box is described in the following Link:  
<http://www.shebox.nic.in/assets/site/downloads/manual.pdf>
4. The status of complaint can be viewed at any time by pressing the tab **“View Status of your Complaint”** within She-Box.