

Ramakrishna Mission, Imphal
(A unit of Ramakrishna Mission, Belur Math, Howrah, West Bengal)
Babupara, Opp-Old Secretariat Office, Imphal West, Manipur-795001

INTERNAL COMPLAINTS COMMITTEE (ICC)

COMPLAINT FORM

(Under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013)

1. Details of the Complainant

Name:			
Gender:		Age:	
Designation / Class:		Department / Section:	
Contact Number:			
Email ID:			
Address:			

2. Details of the Respondent (Accused)

Name:			
Gender:		Designation / Class:	
Department / Section:			
	CONTACT DETAILS (IF KNOWN)		
Contact Number:			
Address:			

3. Nature of Relationship with Respondent (Please tick ✓)

- ☐ Supervisor / Teacher
- ☐ Colleague
- ☐ Student
- ☐ Subordinate
- ☐ Other (Specify): _____

4. Details of the Incident

- Date(s) of Incident : _____
- Time : _____
- Place of Incident : _____

5. Description of the Complaint

(Please provide detailed description. Attach additional sheets if required)

6. Type of Harassment (Tick applicable)

- ☐ Physical contact and advances
- ☐ Demand/request for sexual favours
- ☐ Sexually coloured remarks
- ☐ Showing pornography
- ☐ Verbal / non-verbal conduct of sexual nature
- ☐ Other (Specify): _____

7. Witness Details (if any)

- Name : _____
- Contact : _____
- Other details : _____

8. Supporting Documents/Evidence - (Emails, messages, screenshots, photos, etc.)

Please mention very clearly and provide copies

9. Previous Complaint (if any)

- Have you reported this incident earlier?
☐ Yes ☐ No

If yes, provide details:

10. Relief/Action Requested- (Any specific action or support required)

11. Declaration

I hereby declare that the information provided above is true to the best of my knowledge and belief. I understand that the complaint will be handled confidentially by the Internal Complaints Committee.

Place: _____

Date: _____

Signature of Complainant: _____

12. For ICC Use Only

- Complaint Received By : _____ (NAME)
- Date of Receipt : _____
- Complaint No. : _____
- Signature : _____

Note:

- Complaint should be filed within **3 months** of the incident.
- Assistance in filing the complaint is available from ICC members.
- All proceedings shall remain **strictly confidential**.