



Information on procedure of filing complaint before Internal Complaint Committee, OSLSA (For its Staffs)

- ★ For the purpose of knowing about the Sexual Harassment of Women at work place and about Internal Complaint Committee (ICC) kindly refer to “Library” of OSLSA website under the head “Important Bare Act”. Information on Internal Complaint Committee (ICC) of OSLSA has been uploaded in “latest update” of OSLSA website.

Procedure of Writing a Complaint

- ★ Mention details like brief description of incident including date, time, place, name of witnesses and documents (if any).
- ★ The complainant should be honest and any false complaint would be viewed seriously and may result in penalties or any other punishment under law.
- ★ The complainant is required to file her complaint within a period of three months and in case of series of incidents, then within three months from last incident.

Procedure of filing Complaint before ICC

Submit in any of the following ways

- ★ Directly to the ICC functioning in the Office of the Odisha State Legal Services Authority, Aain Seva Bhawan, Sector-1, CDA, Cuttack-753014.
- ★ Or, through post or any other similar means.
- ★ Or, through the e-mail ID – icc.oslsa@gmail.com

