



OFFICE OF THE,  
CHIEF CONSERVATOR OF FORESTS, KASHMIR.

**Subject:** Constitution of "Internal Complaints Committee" under Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act, 2013.

**Reference:** PCCF (HoFF) J&K's communication No:PCCF/NG/Estt/C-7329765/87-88 dated: 19-01-2024.

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**ORDER**  
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In supersession to the previous orders and in terms of Section - 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, an internal complaints committee of following Officers / Officials is hereby re-constituted in respect of CCFK's Office for the purpose of receipt and disposal of complaints and for implementation of various provisions of the said Act:-

I	Mrs. Shaheena Kounsar	Head Assistant O/o APCCF(Kmr)	Presiding Officer
II	Mrs. Asifa Bano	Jr.Assistant O/o APCCF(Kmr)	Member
III	Mr. Firdous Ahmad Bhat	Jr.Assistant O/o APCCF(Kmr)	Member

The Committee shall co-opt one member from amongst non-government organization or association committed to the cause of women or a person familiar with the issues relating to sexual harassment.

The Committee shall also maintain records complaints in accordance to the rules.

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Addl. PCCF/ Chief Conservator of Forests,  
Kashmir.

No: CCF(K)/Admn/2024/

737-800

Dated: 22-04-2024

Copy to:-

1. The Principal Chief Conservator of Forests (HoFF), Jammu and Kashmir Government, Jammu for favour of information. In view of the non-availability of senior level women officer with this Office, the Head Assistant of this Office has been appointed as Presiding Officer for the Committee.
2. Conservators of Forests, Kmr. North, Kmr. South and Srinagar Circles with the request to constitute such Committees at Circle levels under intimation to this Office.
3. All Sectional heads of CCFK's Office Srinagar for information and necessary action.
4. Shri. Arun Kumar Sharma Incharge Website O/o the PCCF J&K (HoFF) (Mail ID: mail2aksharma@gmail.com ) with the request to upload the order on the Official Website of the Department.
5. All the above officials for information and compliance.
6. Notice Board.

(Mohammad Maqbool Bhat)

Administrative Officer

O/o APCCF/Chief Conservator of Forests,  
Kashmir