

No.: WCD/SH-3/2019 8798-8925
Directorate of Women and Child Development,
Himachal Pradesh, Shimla-1

To

- 21
1. All the Head of the Departments
 2. All the MD's of the Boards and Corporations
 3. All the Vice Chancellors of Universities
 4. All the Deputy Commissioners in HP
- Dated 21/7/2019 Shimla-1,
The Sexual Harassment of Women at Work Place
(Prevention, Prohibition and Redressal) Act 2013.

Subject: -

Sir/Madam,

The Hon'ble Minister of Women and Child Development & Textiles, Govt. of India has directed for effective implementation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (SH Act) in the State of Himachal Pradesh with special focus on the following issues(copy of the letter is enclosed at Annexure-A):

- i. Constitution of Internal Committees or ICs at all workplaces by employers through written orders as per Section 4 of the Act.
- ii. Constitution of Local Complaints Committees or LCs in all districts to receive complaints from organizations having less than 10 workers or if the complaint is against employer himself, as prescribed u/s 6 & 7 of the Act.
- iii. Notification of District Officers u/s 5 and designation of nodal officer's u/s 6(2) in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area all across the State.
- iv. Regular monitoring of the progress of action on the grievances under this Act.
- v. Ensuring display at conspicuous points in all workplaces of the penal consequences of sexual harassment of women at workplace and the details of LCs and related ICs.
- vi. Ensuring extensive training, sensitization and awareness exercises for training for all stakeholders on regular and ongoing basis, including induction training for all new entrants to workplace.
- vii. Any other steps or approaches which you may consider required and are suitable for achieving these goals.

This Directorate has already conveyed about the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Rules thereof. Further, it has been also requested that as per the section 19 (and Rule 13 and 14) of the Sexual harassment Act, 2013, the employer shall (Copy enclosed at Annexure-B and C):

- (a) Formulate and widely disseminate an internal policy or charter or resolution or declaration for prohibition, prevention and Redressal of sexual harassment at workplace intended to promote gender sensitive safe space and remove underlying factors that contribute towards a hostile work environment against women;

- (b) Carry out orientation programmes and seminars for the members of the internal committee;
- (c) Carry out employee awareness programmes and create forum for dialogues which may involve Panchayati Raj institutions, Gram Sabha, women's group, mother committees, adolescent group, urban local bodies and any other body as may be considered necessary;
- (d) Conduct capacity building and skill building programmes for the members of the internal committee;
- (e) Declare the names and contact details of all the members of the internal committee;

Preparation of annual report

The annual report which the complaints committee shall prepare under Section 21 shall have the following details:-

- (a) Number of complaints of sexual harassment received in the year;
- (b) Number of complaints disposed off during the year;
- (c) Number of cases pending for more than ninety days;
- (d) Numbers of workshops or awareness programme against sexual harassment carried out
- (e) Nature of action taken by the employer

In view of the direction of the Hon'ble Minister of Women and Child Development and Textiles, Govt. of India it is requested that all workplaces with ten or more employees are necessarily required to have Internal Committees and all districts are required to have Local Committees as prescribed in the Act.

Further, all districts are also necessarily mandated to be provided with notified District Officers who shall further designate nodal officers at sub-district levels to receive complaints under this Act. It may be also ensured that widespread training, awareness and environment building initiatives are carried out in your Departments/Corporations/Boards/Universities and Districts.

Yours faithfully,


Director,

Women and Child Development,
Himachal Pradesh.

Dated 31-7-19 Shimla-1

Endst:- Even no 8926-8939

Copy to:-

1. The Additional Chief Secretary (SJ&E) to the Govt. of H.P for information please.
2. The Spl Secretary to the (monitoring & Cord) to the Chief Minister, H.PO w.r.t letter no SJE-A-A(10)-5/2012 dated 18-7-2019 for information please.
3. All the District Programme Officers for information and necessary action for effective implementation of the SH Act in your District


Director,

Women & Child Development
Himachal Pradesh.