

**Government of Himachal Pradesh
Department of Personnel
Secretariat Administration Services-I**

No. Per(SAS-I)A(1)-1/2021 Dated : Shimla-02, the

7th July, 2023

NOTIFICATION

In supersession of all previous Notifications, the "Complaint Committee" constituted to consider the complaints of Sexual Harassment of working women in the H.P. Secretariat is hereby reconstituted. "The Complaint Committee" will comprise of the following officers/ officials :-

- | | | |
|----|---|----------------------|
| 1. | Smt. Seema Sagar, Under Secretary (Rev.) |Chairperson |
| 2. | Sh. Balwant Singh Thakur, Sr. Law Officer |Member |
| 3. | Sh. Surya Kant, Law Officer |Member Secretary |
| 4. | Smt. Asha Verma, Personal Assistant |Member |
| 5. | Smt. Deepika, Clerk |Member |
| 6. | Smt. Shisham Devi, Jamadar |Member |

The sphere of work of the Committee will be to look into the complaints relating to sexual harassment of female employees from daily wagers, part time workers, and Class-IV to Class-I upto the rank of Section Officer/ PS/ Sr. Law Officer/ Chief Librarian and other employees working in the Secretariat of equal rank. For this purpose, sexual harassment includes such unwelcome sexually determined behavior whether directly or by implication as laid down in the Hon'ble Supreme Court of India's Judgment in the case of Vishaka V/s. State of Rajasthan as under :-

- a) Physical contact and advances.
- b) A demand or request for sexual favours.
- c) Sexually coloured remarks.
- d) Showing pornography.
- e) Any other unwelcome Physical, verbal or non verbal, conduct of sexual nature.
- f) There could be any other unwelcome gestures which could be construed as sexual harassment which the committee may go into.

The Committee will furnish report to Secretariat Administration every month on the **enclosed proforma** for further action. The Committee can also involve a Non-Government Organisation or other body who is familiar with the issue of sexual harassment.


By Order

Bharat Khera
Pr. Secretary (SA) to the
Government of Himachal Pradesh.

Endst. No. As above Dated : Shimla-02, the 7th July, 2023.

Copy for information to :-

1. The Chairperson, H.P. State Commission for Human Rights, Shimla-02.
2. The Director, Women and Child Development, Himachal Pradesh, Shimla.
3. The above named Chairperson/Member Secretary/Members.
4. The earlier Chairperson/Member Secretary/Members nominated vide notification dated 25th March, 2022.
5. All Branch Officers/ Section Officers/Private Secretaries in the H.P. Secretariat.


(Anjana Kumari)
Under Secretary (SA) to the
Government of Himachal Pradesh.

(3)

PROFORMA

INFORMATION REGARDING DISPOSAL OF COMPLAINTS OF SEXUAL HARASSMENT
AT WORK PLACE.

NAME OF OFFICE:-

DETAIL OF COMPLAINT RECEIVED:

S.N.	Month/Year	No. of cases reported to the Committee.	No. of cases out of Col. No. 3 heard and disposed off.	Nature of disposal or recommendations made.	Average time taken for disposal.	Follow up disposal/recommendation by Complainant Committee.
1.	2.	3.	4.	5.	6.	7.

Signature