

No. 11013/2/2014-Estt (A-III)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
Establishment Division

North Block, New Delhi  
Dated February 2, 2015

OFFICE MEMORANDUM

Subject: Central Civil Services (Conduct) Rules 1964 – Guidelines regarding prevention of sexual harassment of women at the workplace— regarding

Following the promulgation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 [SHWW(PPR) Act] and notification of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 [SHWW(PPR) Rules] on 09.12.2013, the Government has recently, on 19.11.2014, notified the amendments to Central Civil Services (Conduct) Rules 1964 and Classification, Control and Appeal Rules, 1965. The amendments and other salient features of the Act/ Rules was brought to the notice of all concerned vide Office Memorandum of even no. dated 27.11.2014. The amendments to the Central Civil Services (Conduct) Rules 1964 and Classification, Control and Appeal Rules, 1965 and the Office Memorandum dated 01.12.2014 are available on the Department's website.

2. The following guidelines, conveying the decision of the Committee of Secretaries on this subject, were issued vide this Department's Office Memorandum No. 11013/3/2009-Estt.(A) dated 03.08.2009,

"As regards provisions for protection of women, it was suggested that the complaints committee mechanism provided under Vishakha guidelines relating to sexual harassment should be strictly in accordance with the judgment and steps should be taken to ensure that the committee is effective and functional at all times. It would also be desirable for the Committees to meet once a quarter, even if there is no live case, and review preparedness to fulfil all requirements of the Vishakha judgment in the Department/Ministry/ organization concerned."

3. As per the guidelines issued vide Office Memorandum dated 21.07.2009, it is also to be ensured that the Complaints Committee shall at all times be in existence and changes in its composition, whenever necessary, should be made promptly and adequately publicized. The composition of the Complaints Committee should also be posted on the websites of the concerned Ministries/Departments/Offices concerned.

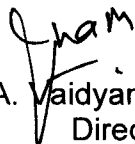
4. Vide the Office Memorandum dated 01.12.2014, the attention of the Ministries/ Departments was also invited to the reporting requirements mentioned in the SHWW(PPR) Act and SHWW(PPR) Rules.

*[Handwritten signature]*

5. All Ministries/ Departments are requested to please review the progress of implementation of the existing abovementioned guidelines issued in the aftermath of the Vishakha judgment.

6. Attention of all Ministries is invited to Section 22 of the Act relating to including information in Annual Report, and to request that information relating to number of cases filed, if any, and their disposal may be included in the Annual Report of the Ministry / Department.

7. All Ministries / Departments are also requested to furnish an annual return (as on 31<sup>st</sup> March) in the enclosed proforma to this Department by 30<sup>th</sup> April every year.

  
(J.A. Vaidyanathan)  
Director (E)  
Telefax: 2309 3179

To

1. The Secretaries of all Ministries/ Departments
2. President's Secretariat, New Delhi
3. Vice-President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi
5. Cabinet Secretariat, New Delhi
6. Rajya Sabha Secretariat/ Lok Sabha Secretariat, New Delhi
7. The Registrar General, the Supreme Court of India, New Delhi
8. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi
9. The Comptroller and Auditor General of India, New Delhi
10. The Secretary, Union Public Service Commission, New Delhi
11. The Secretary, Staff Selection Commission, New Delhi
12. The Chief Vigilance Officers of the all Ministries/ Departments
13. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
14. National Commission for Scheduled Castes, New Delhi
15. National Commission for Scheduled Tribes, New Delhi
16. National Commission for OBCs, New Delhi
17. The Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi
18. Director (Administration), DoPT
- ✓ 19. NIC (DOP&T) for placing this Office Memorandum on the Website.
20. Hindi Section for providing the Hindi translation

Reference: DOP&T O.M.No. 11013/2/2014-Estt.A-III dated February 2, 2015

Annual Return on cases of Sexual Harassment

Period : 1<sup>st</sup> April..... to 31<sup>st</sup> March, .....

Ministry / Department : .....

S.No.		Ministry / Department	Autonomous Bodies
1.	Number of complaints of sexual harassment received in the year		
2.	Number of complaints disposed off during the year		
3.	Number of cases pending for more than 90 days		
4.	Number of workshops on awareness programmes against sexual harassment conducted during the year		
5.	Nature of action		

Note:

1. Information is to be provided in consolidated form in respect of Ministry/ Department as a whole (including Attached / Subordinate Offices).
2. Information consolidated in respect of autonomous bodies may be provided in the appropriate column.