

F.No.18-2/2022-U.5
Government of India
Ministry of Education
Department of Higher Education
U.5 Section

New Delhi, dated the 9th March, 2022

OFFICE MEMORANDUM

Subject:- Maintenance of safe working environment for female employees at Workplace.

Sexual Harassment of Women at Workplace (Prevention, prohibition and Redressal) Act, 2013 gives legal right to female employees, both regular and contractual to voice against any type of sexual harassment at the workplace. As required under the provision of the Act, an Internal Complaints Committee (copy attached) has been constituted by this Ministry to examine complaints in this regard.

2. Any type of harassment including sexual harassment of women results in violation of her fundamental rights to equality under article 14 and 15 of the Constitution and her right to life and to live with dignity under article 21 of the Constitution and right to practice and profession or to carry on any occupation which includes a right to safe environment free from sexual harassment. All employers are expected to honour the Act and maintain a safe working environment for female employees, while discharging their duties.

3. Accordingly, it is requested to take the following action in order to sensitize the issue related to maintenance of safe working environment for female employees as per "Sexual Harassment of Women at Workplace (Prevention, prohibition and Redressal) Act, 2013":-

(i) To issue advisory to the Universities /Colleges to Constitute an Internal Complaints Committee (ICC) and a Special cell in the institutions under your administrative control to deal with the issue of gender based violence and to conduct gender sensitization programme.

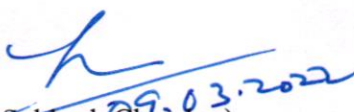
(ii) To display banners/posters at conspicuous places in the buildings to create awareness amongst employees about what is sexual harassment and how to prevent it.

(iii) To display names and contact details of the members of the Complaints Committee at Notice Boards in the Institutions.

(iv) To upload the (i) "Sexual Harassment of Women at Workplace (Prevention, prohibition and Redressal) Act, 2013"; (ii) Constitution of the Complaint Committee; and (iii) details of the Members of the Complaints Committee such as name, phone number, address etc., on their respective portal at a prominent place.

(v) To conduct training programmes to sensitize the employees of the Institutions.

4. Action taken in the matter may kindly be intimated to this Division.


(Subhash Chander)
Deputy Secretary (HE-CDN)
Tel. No. 011-23074080/ Telecom: 752

To
AS(TE)/ AS(Edu.) / JS&FA / JS(ICC/Vig.) / JS(NIT) / EA(CU&A) / JS(Mgt.) / JS(S&S) /
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