

By e-mail

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Circular No. 25-Staff (Disc.-I)/2024

No.-205/Staff (Disc.-I)/09-2024

OFFICE OF THE COMPTROLLER &  
AUDITOR GENERAL OF INDIA  
9, DEEN DAYAL UPADHYAYA MARG,  
NEW DELHI - 110 124

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय  
9, दीन दयाल उपाध्याय मार्ग,  
नई दिल्ली-110 124



दिनांक / DATE 29.07.2024

To,

1. All Heads of Department in IA&AD,
2. Director General (Headquarters)
3. Director General (Commercial)

विषय: Instructions regarding Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

महोदय/महोदया,

A one-day Workshop on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 with the focal point on the role of Internal Complaints Committee (ICC) was held on 12.07.2024 at Headquarters office, New Delhi.

2. Based on the deliberations held in the aforesaid workshop, the following decisions have been approved by the Competent Authority:

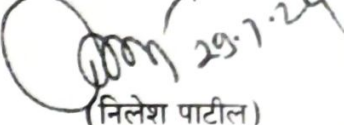
- i. It has been decided to hold a one day workshop on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 annually at Headquarters office in the 2<sup>nd</sup> week of July every year which shall be attended by the ICC Chairpersons of field offices of IA&AD. The workshop may inter-alia include deliberations on some interesting case studies on the subject matter as reported/noticed in the field offices of IA&AD. The exact date and venue of the Workshop shall be intimated to field offices separately in due course of time every year.
- ii. Since sensitization plays a vital role in preventing Sexual Harassment of Working Women at the workplace, therefore, the field offices are required to organize workshops and awareness programmes on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, at least twice in a year at regular intervals.
- iii. The Report D-12: Annual Return on cases of Sexual Harassment is henceforth required to be sent to the Headquarters office duly countersigned by ICC Chairperson of that office. A copy of the revised proforma is attached.

iv. The field offices are required to display the publicity Board of the ICC, depicting the updated names and contact numbers of the ICC Chairperson/Members, at main location of the office Building.

3. All the Heads of the Department in IA&AD are instructed to follow aforementioned instructions scrupulously.

संलग्नक-उपरोक्त

भवदीय,

 29.7.24  
(निलेश पाटील)

सहायक नियंत्रक महालेखापरीक्षक (अराज.)-I