

F.N. 17-02(Reports)/2023/HR-III

Dated 02.12.2024

प्रेषक : संयुक्त सचिव (प्रशासन)

From : Joint Secretary (Admn.)

सेवा में : सीएसआईआर की सभी राष्ट्रीय प्रयोगशालाओं/ संस्थानों / मुख्यालय / एककों के निदेशक / प्रधान

To : The Directors/Heads of all CSIR Labs/institts./Headquarters/Units

विषय/ Sub: Organising Sexual Harassment at Workplace Prevention Week -reg

महोदया Madam/ महोदय Sir,

I am directed to forward herewith a copy of D.O. No. 13016/2/2017-WW-Part (1) dated 26.11.2024 received from Secretary, Ministry of Women and Child Development for information and necessary action.

The Sexual harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 was notified on 9th December, 2013. The above letter is in connection with the observation of the week in the run up to 9th December 2024 as 'Sexual Harassment at Workplace Prevention Week' by forming or revamping the ICs conducting sensitization workshops, disposing of all pending cases, completing onboarding on the SHe-box Portal, if not done so far and to ensure strict compliance of each provision of the Act for creating a safe working environment, free from sexual harassment for the formal and non-formal and organized & un-organized sectors.

Accordingly, all the CSIR Labs/Instts/Hqrs./Units are requested to commemorate 'Sexual Harassment at Workplace Prevention Week' from 3rd to 9th December , 2024 and that a brief report on the activities undertaken in this regard may kindly be forwarded by email (ajay.rathi@csir.res.in) latest by 12/12/2024.

भवदीय/Yours faithfully,


(अजय कुमार राठी/ Ajay Kumar Rathi)

अवर सचिव/ Under Secretary

संलग्न/ Encl: यथोपरि/ as above

प्रतिलिपि / Copy To :

1. सीएसआईआर वेबसाइट / CSIR Website
2. कार्यालय प्रति / Office Copy

अनिल मलिक, आई.ए.एस.
सचिव

Anil Malik, I.A.S.
Secretary

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सत्यमेव जयते



भारत सरकार
महिला एवं बाल विकास मंत्रालय
शास्त्री भवन, नई दिल्ली-110 001
Government of India
Ministry of Women & Child Development

26th November, 2024

D.O.No. 13016/2/2017-WW-Part-I

Dear Secretary,

As you are aware, the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act) was notified on 9th December, 2013 to provide a safe and secure environment to women at their workplace.

2. With improved access to education and employment, millions of Indian women are entering the country's workforce. It is the responsibility of every employer to ensure compliance of the provisions of the POSH Act as well as sensitize all their employees towards the need to uphold the dignity of women and eliminate gender-based stereotypes so as to encourage more and more women to participate in economic and social activities. This will help realize the clarion call given by the Hon'ble Prime Minister for a Viksit Bharat during Amritkaal where we achieve just and inclusive growth for the benefit of the nation as a whole.

3. The POSH Act mandates all organizations, both private and public, to establish Internal Committees (ICs) for handling sexual harassment complaints. Also, the Government Authorities must form Local Committees (LCs) via District Officers to receive complaints from smaller organizations (having less than 10 workers) or in a situation where the complaint is against the employer himself.

4. The Ministry of Women & Child Development has launched the new version of SHe-Box portal, a central repository for complaints under the POSH Act. The portal requires all workplaces to input details of the nodal officer and its IC to enable complainants to file their grievances directly to the IC concerned.

5. In this regard, I request you to direct all officers in your jurisdiction to observe '**Sexual Harassment at Workplace Prevention Week**' leading up to 9th December, 2024 by forming or revamping the ICs, conducting sensitization workshops, disposing off all pending cases, complete onboarding on the SHe-Box Portal if not done so far and to ensure strict compliance of each provision of the Act for creating a safe working environment, free from sexual harassment for the working women both in formal and non-formal and organized & un-organized sectors. We aim to complete the data upload on the portal by the first week of December 2024 with your support.

6. I request you to kindly share a report of this exercise taken up in your Ministry/ Department by 15th December, 2024 at e-mail ID: women-welfare1@gov.in

With regards,

Yours sincerely,


(Anil Malik)

Secretaries to Govt. of India, all Ministries/Departments/Independent Autonomous bodies