

MOST IMMEDIATE

F.No.O-21030/15/2010-Coord.

Government of India
Ministry of Finance
Department of Revenue

Room No.267-D, North Block
New Delhi, the 28th May, 2013

OFFICE MEMORANDUM

Subject: - Guidelines to be followed in prevention of sexual harassment of women in the work place.

The undersigned is directed to draw your attention to Department of Personnel and Training O.Ms No. 11013/3/2009-Estt (A), dated 21st July, 2009 and O.M. No. 11013/2009-Estt (A) dated 7th August, 2009 and Cabinet Secretary's D.O. letter No. 1/109/7/2009-TS, dated 7th August, 2009 (copies enclosed), on the subject mentioned above and to say that as per Section 4 (1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 "every employer of a workplace shall by an order, in writing constitute a committee to be known as "Internal Complaints Committee". Under Section 26 (1) of the Act it has been mandated that where an employer fails to constitute an Internal Committee under Sub Section (1) of Section 4;...he shall be punishable with a fine which may extend to fifty thousand rupees.

2. In this context, it is requested that guidelines in the matter may kindly be issued to all concerned under your administrative control immediately to constitute Internal Complaints Committee as per the existing rules and guidelines so as to ensure compliance of the instructions by all concerned in case no such committee exists in their office/division. Action taken may be communicated to this office.

Encl : As above.


(Niranjana choudhary)

Under Secretary to the Govt. of India

Tele: 23095484

1. Chairperson, CBEC
2. Chairperson, CBDT
3. Director General, CEIB.
4. Director (Enforcement)
5. Director (FIU-IND)
6. Director (NC) - with respect of GOAF & CBN
7. Director (HQrs.)
8. Pay & Accounts Office, Department of Revenue, Church Road, New Delhi.
9. Shri Nagesh Shastri, Sr. Tech, Director-NIC, Department of Revenue for uploading on the Website of Department
10. Guard file (2 copies)

