



File no. .C- 19019/1/2015-Admn

Dated: 21/05/2019

भारत सरकार
कर्मचारी चयन आयोग (पूर्वी क्षेत्र)
कार्मिक लोक शिकायत और पेंशन मंत्रालय,
निज़ाम पैलेस, प्रथम एम. एस. ओ. भवन
(8 वां तल), 234/4 ए.जे.सी. बोस रोड,
कोलकाता -700020.

Government of India

Staff Selection Commission
(ER)
Ministry of Personnel, Public
Grievances & Pensions,
Nizam Palace, 1st M.S.O.
Building (8th Floor), 234/4,
A.J.C. Bose Road, Kolkata -
700020.

OFFICE ORDER

Subject: Constitution of Complaints Committee to enquire into complaints of sexual harassment of women at work place in the Eastern Regional Office of the Staff Selection Commission.

It has been decided to re- constitute a Complaints Committee to enquire into any complaints of sexual harassment of women at work place in the Eastern Regional Office of the Staff Selection Commission.

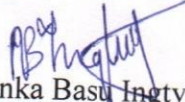
2. Composition of the Committee will be as under:

(i) Ms. Priyank Basu Ingty, IAS Regional Director Staff Selection Commission, Eastern Regional Office 8 th Floor, 1 st M.S.O. Building, Nizam Palace 234/4, A. J. C. Bose Road Kolkata- 700020	Presiding Officer
(ii) Shri Aloke Sarkar Assistant Director Staff Selection Commission, Eastern Regional Office 8 th Floor, 1 st M.S.O. Building, Nizam Palace 234/4, A. J. C. Bose Road Kolkata- 700020	Member
(iii) Ms. Shyama Dhara Assistant Section Officer	Member

Contd. - P/2

Staff Selection Commission, Eastern Regional Office 8 th Floor, 1 st M.S.O. Building, Nizam Palace 234/4, A. J. C. Bose Road Kolkata- 700020	
(iv) Ms. Sanjana Chattopadhyay Stenographer Grade D Staff Selection Commission, Eastern Regional Office 8 th Floor, 1 st M.S.O. Building, Nizam Palace 234/4, A. J. C. Bose Road Kolkata- 700020	Member

3. The Committee will function in terms of guidelines contained in DoPT O. M. No. O.M. No. 11013/ 2/ 2014- Estt. A- III dated 02.02.2015.(copy enclosed)
4. The Committee will have tenure of one year with effect from the date of issue of this Order.


(Priyanka Basu Ingty)
REGIONAL DIRECTOR(ER)

Copy to:

1. Ms Priyanka Basu Ingty, Regional Director, Staff Selection Commission, Eastern Regional Office, Nizam Palace, 1st MSO Building, 8th floor, 234/4 AJC Bose, Road, Kolkata 700 020 for information please.
2. The Under Secretary (Estt.II) , Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi – 110504 w.r.t letter No. A- 48012/12019-Estt.II dated 17.05.2019.
3. All DDs/ADs SSC(ER), Kolkata
4. Shri Alope Sarkar, Assistant Director, SSC(ER)
5. Ms. Shyama Dhara, Assistant Section Officer, SSC(ER)
6. Ms. Sanjana Chattopadhyay, Stenographer Grade D, SSC(ER)
7. Notice Board of this office
8. PA to RD
9. M/S Universal Solutions for uploading the Order in the website of SSC(ER)

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.

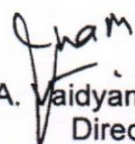
4. Vide the Office Memorandum dated 01.12.2014, the attention of the Ministries/ Departments was also invited to the reporting requirements mentioned in the SHWW(PPR) Act and SHWW(PPR) Rules.



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 31st March) in the enclosed proforma to this Department by 30th 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 : 1st April..... to 31st 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.