

**Circular**

**Sub:** Prevention of sexual harassment of women at the work place – reg.

**Ref:** Do. No: WCD: S-75WC 2019 Dated: 3-11-2018 from principal secretary to govt WCD Dept.

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With reference to the above subject it is to inform that necessary action is to be taken to create a safe working environment free from sexual harassment as per article 19 (1) (G) of the Indian constitution.

Hence the following measures have to be taken by the concerned officers to provide safety environment at the work place.

- Provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace.
- Display notices regarding the constitution of Internal Committee and penal consequences of sexual harassment etc at conspicuous place in the workplace.
- Organise workshops and awareness programmes at regular intervals for sensitizing the employees about the provision of this legislation, and
- Conduct orientation programme for building capacity of Internal Committee members.
- Provide assistance to the aggrieved woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code
- Treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct.
- Monitor the timely submission of reports by the Internal Committee.

**Immediate action is to be taken and the same may be intimated to this office.**

  
**Director**  
**Health and Family Welfare Services**

**Copy to:-**

- 1) The principal secretary to govt. H & FW Department, Vikasa Soudha for kind information
- 2) The principal secretary to govt. Department of Women & Child Development & Empowerment and Differently Abled and Senior Citizen for kind information.
- 3) District Health and Family Welfare Officers / District Surgeon for information and necessary action
- 4) Office copy.