



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

ई-मेल/e-mail:cda-guw@.nic.in फ़ैक्स/FAX:0361-2640204 फ़ोन/Ph: 0361-2640394, 2641142.



No. AN/IB/3320/Vol-XI

Dated: 12/07/2017

**Important Circular-No. 39**

To

All IDAS officers  
All GOs/All SAOs  
All AOs/All AAO (Independent offices)  
Under CDA, Guwahati.

(Through Website)

Sub: Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013-reg.

Ref: Hqrs. office letter No. AN/XIII/13006/Vol-XXII dated 05.07.2017.

Please refer to Hqrs. office letter cited above. In this connection Hqrs. office has intimated that Ministry of Women & Child Development vide DO/letter no 13016/5/2015-WW dated 28.04.2017(copy attached) have developed a Handbook on Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the same is available on the Ministry's [website www.wcd.nic.in](http://www.wcd.nic.in).

2. It has also been intimated that the Ministry has empanelled 29 institutions working in various parts of the country to provide training on the subject mentioned above. The list of empanelled institution may also be viewed on Ministry's website [www.wcd.nic.in](http://www.wcd.nic.in).

3. Further, it has also been intimated that a training module has been prepared by the Ministry through Institute of Secretariat Training and Management (ISTM), New Delhi to build the capacity of Government Officers about the provision of the Act. The copy of training module is also available at Ministry's website [www.wcd.nic.in](http://www.wcd.nic.in).

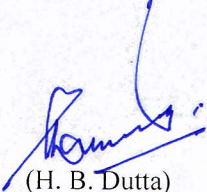
4. It is therefore requested that the Handbook and training Module available at the Ministry of women and child development's website [www.wcd.nic.in](http://www.wcd.nic.in), may be downloaded and disseminated to the concerned authorities to ensure proper implementation of the Act.

Encls: As above.

  
(K. Lalbiakchhunga)  
Asstt. Controller (AN)

Copy to:

The Officer in Charge : For uploading in CDA, Guwahati Website Please.  
EDP Centre (Local)

  
(H. B. Dutta)  
SAO (AN)

रक्षा लेखा महानियंत्रक  
Controller General of Defence Accounts  
उलन बटार मार्ग, पालम, दिल्ली छावनी-110010  
Ulan Batar Road, Palam, Delhi Cantt 110010

No. AN/XIII/13006/Vol-XXII

Dated 05.07.2017

To

All Pr. Controllers/Controllers  
(Through Website)

Subject: Sexual Harassment of Woman at Workplace (Prevention,  
Prohibition and Redressal) Act, 2013.


Ministry of women & Child Development vide DO/letter no. 13016/5/2015-WW dated 28.04.2017 (copy attached) has intimated that they have developed a Handbook on Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the same is available on the Ministry's website [www.wcd.nic.in](http://www.wcd.nic.in).

2. It has also been intimated that the Ministry has empanelled 29 institutions working in various parts of the country to provide training on the subject mentioned above. The list of empanelled institution may also be viewed on Ministry's website [www.wcd.nic.in](http://www.wcd.nic.in).

3. Further, it has also been intimated that a training module has been prepared by the Ministry through Institute of Secretariat Training and Management (ISTM), New Delhi to build the capacity of Government Officers about the provisions of the Act. The copy of training module is also available at Ministry's website [www.wcd.nic.in](http://www.wcd.nic.in).

4. It is therefore requested that the Handbook and Training Module available at the Ministry of women and child development's website [www.wcd.nic.in](http://www.wcd.nic.in), may be downloaded and disseminated to the concerned authorities and sub-ordinate Offices to ensure proper implementation of the Act.

This issues with the approval of Sr. Dy. CGDA (Admin)

  
(Brij Kishore)  
For CGDA

लेना नायर  
Leena Nair



सचिव  
भारत सरकार  
महिला एवं बाल विकास मंत्रालय  
शास्त्री भवन, नई दिल्ली - 110001

Secretary  
Government of India  
Ministry of Women & Child Development  
Shastri Bhawan, New Delhi-110001  
Website : <http://www.wcd.nic.in>

Dated : 28<sup>th</sup> April, 2017

D.O.No.13016/5/2015-WW

Dear Secretary,

As you aware, the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 has been enacted on 9<sup>th</sup> December, 2013 to provide safe and secure environment to women at the workplace. It is the responsibility of every employer to ensure safety of women in a work environment and improve their participation.

2. In order to uphold and enforce the provisions as laid in the Act, which is in keeping the principles of equality, freedom, life and liberty as enshrined in the Constitution of India, the Ministry of Women and Child Development has developed a Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Handbook is meant for all workplaces, institutions, organisations to provide basic understanding of sexual harassment at places of work. It is also designed to explain to Internal Committee(s) and Local Complaints Committee(s) established under the Act with simple, user friendly information about their role, responsibilities and steps for conducting inquiry in the cases of workplace sexual harassment.

3. I would also like to take this opportunity to share that recently, the Ministry has empanelled 29 institutions working in various parts of the country to provide training programmes on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013. The list of empanelled institutes may be viewed on Ministry's website i.e. [www.wcd.nic.in](http://www.wcd.nic.in).

4. Furthermore, in order to create awareness and capacities about the Act, a training module has been prepared by Ministry through the Institute of Secretariat Training and Management (ISTM), New Delhi to build the capacity of Government Officers around the provision of the Act. The Training Module can also be used by private organizations by adopting the same as per their own extant service rules.

5. I am pleased to share with you 25 copies of this Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and two copies of Training Module for Two Day Workshop on Sexual Harassment of Women At Workplace (Prevention, Prohibition and Redressal) Act, 2013 which are also available on the Ministry's website i.e. [www.wcd.nic.in](http://www.wcd.nic.in).

6. I would request you to direct your officers for dissemination of these handbooks and Training Module to the concerned authorities in your Ministry and its attached and subordinate offices to ensure proper implementation of the Act.

7. I look forward to hearing from you on steps taken by your Ministry in this regard.

-With regards,

Yours sincerely,

*Leena Nair*  
(Leena Nair)

Encl: as above

Shri S.K. Kohli,  
Secretary  
Department of Defence Finance

DTA (AS)

24/1/17

21/05/2017  
11/5/17  
27/05/17  
25/5/17  
24/5/17