Policy on Prevention of Sexual Harassment at the Workplace framed by News Broadcasters Association (NBA) in accordance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

On 9th December, 2013, the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 [“Act”] came into force which Act provides for protection of women against sexual harassment at their workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

1. The Act requires that an Internal Complaints Committee be constituted and Guidelines drawn up for redressal of any complaint related to sexual harassment of a woman employee at her place of employment or workplace.
2. Therefore in accordance with the requirements of the Act, the New Broadcasters Association (NBA) which is a not-for-profit Company duly registered under Section 8 of the Companies Act, 2013 has made a Policy on Prevention of Sexual Harassment at the Workplace (“Policy”) which will be applicable to all employees of the NBA employed currently and in future.
3. The Policy extends to all employees of NBA and is deemed to be incorporated in the service conditions of all employees. All employees will receive a copy of the Policy and are expected to abide by the Policy and to act in a professional manner and to respect the dignity of all colleagues they are working with.

A. Definition of Sexual Harassment:
The “Sexual Harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

• Physical contact and advances;
• Demand or request for sexual favours;
• Sexually coloured remarks;
• Showing pornography;
• Other unwelcome physical, verbal or non-verbal conduct of a sexual nature;
• Innuendos;
• Gender based insults or sexist remarks;
• Unwelcome sexual overtones in any manner whatsoever through any medium example phones;
• Forcible physical touch or molestation or physical confinement against one's will and any other act likely to violate one's privacy;
B. An Internal Complaints Committee shall be in place consisting of the following members:

1. Presiding Officer – NBA Representative. Phone and E-mail
2. Member-NBA Representative. Phone and E-mail
3. Member-NBA Representative Phone and E-mail
4. External member – NGO representative/a person familiar with issues relating to sexual harassment Phone and E-mail

a) Any changes in the Internal Complaints Committee members or the contact details should be conveyed to all the employees immediately upon such change taking place;

b) The names of the Internal Complaints Committee members with their contact details shall be prominently displayed in the office and/or NBA’s website.

c) A quorum of 3 members is required to be present for the proceedings to take place. The quorum shall include the Presiding Officer and at least two members, one of whom shall be a lady.

d) The Presiding Officer and every Member of the Internal Complaints Committee shall hold office for such period, not exceeding 3 years from the date of their nomination as may be specified by NBA.

C. Procedure:

a. An aggrieved employee (complainant) shall make a complaint in writing to the Presiding Officer of the Internal Complaints Committee giving details of the incident relating to sexual harassment within period of three months from the date of the incident and in case of a series of incidents, within a period of three months from the date of the last incident.

b. Where such complaint cannot be made in writing, the Presiding Officer or any member of the Internal Complaints Committee shall render all reasonable assistance to the complainant for making the complaint in writing.

c. The Internal Complaints Committee may for the reasons to be recorded in writing, extend the time limit not exceeding 90 days, if it is satisfied that the circumstances were such which prevented the complainant from filing a complaint within the said period.

d. Where the complainant is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, a relative, friend, co-worker, the legal heir or dependent or any other person who has knowledge of such incident may make the complaint on her behalf.

e. Once the complaint is received, the contents will be kept strictly confidential.
f. On receipt of a written complaint, the Internal Complaints Committee may, if required, ask the complainant to furnish additional information about the alleged harassment.

g. Where the person complained about (alleged perpetrator) is an employee of NBA, the Internal Complaints Committee shall proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to both employees.

h. The Internal Complaints Committee shall provide a copy of the complaint along with supporting documents of such complaint to the alleged perpetrator within 7 working days of receipt of such documents.

i. The alleged perpetrator shall file a reply along with list of documents, names and addresses of witnesses within 10 working days of receipt of the complaint.

j. The Internal Complaints Committee may before initiating an inquiry, at the request of the complainant take steps to settle the matter between her and the alleged perpetrator through conciliation proceedings.

k. If the conciliation proceedings are held and the matter/issue is settled between the complainant and the alleged perpetrator, the settlement shall be recorded in writing and the complaint will not be investigated further by the Internal Complaints Committee. A copy of the settlement will be provided to both parties. The settlement arrived at shall be forwarded to the NBA Board.

l. If the complainant does not wish to undergo conciliation, an inquiry will be instituted and both parties will receive a notice regarding the same.

m. Both the complainant and the alleged perpetrator will be questioned separately initially with a view to ascertain the veracity of their contentions. If required, the person who has been named as a witness will need to provide the necessary information to assist in resolving the matter satisfactorily.

n. The Internal Complaints Committee shall ensure that a fair and just investigation is undertaken immediately.

o. Where both the parties are employees, the parties shall during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

p. The Internal Complaints Committee shall have the right to terminate the inquiry or give ex-parte decision on the complaint, if the alleged perpetrator or the complainant remain absent for 3 consecutive hearings, without sufficient cause. Such termination or ex-parte order shall only be passed after giving 15 days advance notice, in writing, to the party concerned.

q. If the Internal Complaints Committee decides not to conduct an enquiry into a complaint, it shall record the reasons for the same in the minutes of the Internal Complaints Committee meeting. The Internal Complaints Committee shall make the same available to the complainant in writing.
r. Where the complaint is made against any member of the Internal Complaints Committee, then such member will not participate in the proceedings of the inquiry or in any meeting of the committee, till the time the inquiry is finished.
s. The victim of sexual harassment has the option to seek transfer of the alleged perpetrator or her own transfer or request that she be permitted to go on leave for three months during the pendency of the inquiry and in accordance with the Act.
t. The complainant and the alleged perpetrator shall be informed of the outcome of the investigation. The investigation shall be completed within 90 days of the receipt of the complaint.
u. Within 10 days of completion of the inquiry report, the Internal Complaints Committee shall send the said report to the Board of NBA.
v. If the Internal Complaints Committee arrives at a conclusion that the allegations made have not been proved, it shall recommend to the NBA Board that no action be taken against the alleged perpetrator.
w. Appeal against the decision/recommendations of the Committee may be preferred within 90 days of the date of the recommendations in accordance with section 18 of the Act.

D. Disciplinary Action
Where any misconduct is found by the Internal Complaints Committee, it will recommend to the NBA Board that appropriate disciplinary action be taken against the alleged perpetrator. Depending on the seriousness of the offence, disciplinary action may be taken in accordance with the provisions of service rules applicable and where no such rules are applicable in such a manner as given below:

a. Warning or censure in writing;
b. Withholding or stoppage of increments/Promotions;
c. Order to give a written apology to the complainant;
d. Withdrawal of Company provided facilities of the alleged perpetrator;
e. Transfer or debar from differentiated reward & recognition program;
f. Direct the alleged perpetrator to undergo a session with a psychologist or carry out community service;
g. Debarring the employee from taking up supervisory duties;
h. transfer, suspension or even dismissal from service without compensation in lieu of notice;
i. Compensation to the victim for mental trauma, loss of career opportunity, medical expenses incurred etc. interalia through deduction from the salary of the person found guilty;
j. All the above actions shall be in addition to any legal recourse sought by the complainant;
E. Powers of Internal Committee
As stated in the Act, for the purpose of making an inquiry the Internal Complaints Committee shall have the same powers as are vested in a civil court the Code of Civil Procedure, 1908 (5 of 1908) when trying a suit in respect of the following matters, namely:-
(a) Summoning and enforcing the attendance of any person and examining him on oath;
(b) Requiring the discovery and production of documents; and
(c) Any other matter which may be prescribed.

F. Employer's Duties
The Employer is required to act on the recommendations of the Internal Complaints Committee within 60 days of receipt of the said recommendations.
The Employer will abide by the duties specified in Section 19 of the Act.

G. Confidentiality
All information received by the Internal Complaints Committee in respect of the complaints, inquiry, recommendation or disciplinary action will be kept confidential. Any person (including witnesses) who breaches confidentiality shall be subject to disciplinary action.

H. Protection against retaliation
Regardless of the outcome of the complaint made in good faith, the complainant lodging the complaint and any person providing information or any witness, will be protected from any form of retaliation. While dealing with complaints of sexual harassment, the Internal Complaints Committee shall ensure that the complainant or the witness are not victimized or discriminated against by the alleged perpetrator.
Any unwarranted pressures, retaliatory or any other type of unethical behaviour from alleged perpetrator against the complainant while the investigation is in progress should be reported by the complainant to the Internal Committee as soon as possible. Disciplinary action will be taken by the Internal Complaints Committee against any such complaints which are found genuine.

I. Documentation
The Internal Complaints Committee shall keep complete and accurate documentation of the complaint, its investigation and the resolution thereof. The incident would be documented in both the complainant’s and the alleged perpetrator’s files with the full report of the Internal Complaints Committee.

J. Awareness of the Policy
A copy of the Policy shall be given to all employees and to all new recruits and they shall sign a statement acknowledging that they have received, read, understood and will abide by the Policy.
K. Complaints made with a malicious intent
The Policy has been evolved as a tool to ensure that in the interest of justice and fair play, the employees have a forum to approach in the event of instances of sexual harassment. However, if on investigation it is revealed that the complaint was made with a malicious intent and with the motive of maligning the concerned individual / tarnishing his/her image in the organization and to settle personal/professional scores, strict action will be taken against the complainant including but not limited to, suspension, transfer, and dismissal from service depending on the seriousness of the allegations made.

L. Annual Report
The Internal Complaints Committee shall in each calendar year prepare and submit an annual report which mentions the number of cases filed, if any, the number of disposals, number of cases pending for more than ninety days, number of awareness programs against sexual harassment carried out, nature of action taken by employer under the Act and submit the same to the NBA Board and the District Officer.

M. Review
The Policy shall be reviewed annually by the Board of NBA.

NOTE:
1. A copy of this Policy will be made available on the Company’s Notice Board/common server/paper form to create awareness among the employees about their rights against Sexual Harassment.
2. If there are any allegations in respect of any member of the Internal Complaints Committee, the Internal Complaints Committee shall be dissolved and reconstituted with another person immediately.

The provisions of the Policy are in consonance with and in compliance of the Act.

For News Broadcasters Association

Annie Joseph
Secretary General

Dated: 26.7.2019

Note: Annexures attached
POLICY ON SEXUAL HARASSMENT OF WOMEN AT WORKPLACE
(PREVENTION, PROHIBITION & REDRESSAL ACT), 2013

List of Annexures

1. List of Internal Complaints Committee Members
2. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
3. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules.
Internal Complaints Committee Members

1. Presiding Officer – NBA Representative.
   Ms Anuradha Prasad Shukla
   Mobile: 09810608774
   Email: <anurradha@bagnetwork.in>

2. Member-NBA Representative.
   Ms Kshipra Jatana
   Mobile: 09871526663
   Email: <kshipra.jatana@nw18.com>

3. Member-NBA Representative
   Dr Puneet Jain
   Mobile: 09810098279
   Email: <puneet.jain@aajtak.com>

4. External Member
   Ms Nisha Bhambhani
   Mobile: 09811042721
   Email: <nbhambhani@hotmail.com>
MINISTRY OF LAW AND JUSTICE
(Legislative Department)

New Delhi, the 23rd April, 2013/Vaisakha 3, 1935 (Saka)

The following Act of Parliament received the assent of the President on the 22nd April, 2013, and is hereby published for general information:

THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013
(No. 14 of 2013)

[22nd April, 2013.]

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.
Be it enacted by Parliament in the Sixty-fourth Year of the Republic of India as follows:

CHAPTER I

PRELIMINARY

1. (1) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(2) It extends to the whole of India.

(3) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

2. In this Act, unless the context otherwise requires,—

(a) “aggrieved woman” means—

(i) in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;

(ii) in relation to a dwelling place or house, a woman of any age who is employed in such a dwelling place or house;

(b) “appropriate Government” means—

(i) in relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly

(A) by the Central Government or the Union territory administration, the Central Government;

(B) by the State Government, the State Government;

(ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

(c) “Chairperson” means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;

(d) “District Officer” means an officer notified under section 5;

(e) “domestic worker” means a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;

(f) “employee” means a person employed at a workplace for any work on regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

(g) “employer” means—

(i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;

(ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace.
Explanation.—For the purposes of this sub-clause “management” includes the person or board or committee responsible for formulation and administration of policies for such organisation;

(iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;

(iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;

(h) “Internal Committee” means an Internal Complaints Committee constituted under section 4;

(i) “Local Committee” means the Local Complaints Committee constituted under section 6;

(j) “Member” means a Member of the Internal Committee or the Local Committee, as the case may be;

(k) “prescribed” means prescribed by rules made under this Act;

(l) “Presiding Officer” means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;

(m) “respondent” means a person against whom the aggrieved woman has made a complaint under section 9;

(n) “sexual harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:—

(i) physical contact and advances; or
(ii) a demand or request for sexual favours; or
(iii) making sexually coloured remarks; or
(iv) showing pornography; or
(v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

(o) “workplace” includes —

(i) any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or a Government company or a corporation or a co-operative society;

(ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, unit or service provider carrying on commercial, professional, vocational, educational, entertainment, industrial, health services or financial activities including production, supply, sale, distribution or service;

(iii) hospitals or nursing homes;

(iv) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;

(v) any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey;
(vi) a dwelling place or a house;

(p) "unorganised sector" in relation to a workplace means an enterprise owned by individuals or self-employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than ten.

3. (1) No woman shall be subjected to sexual harassment at any workplace.

(2) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:

(i) implied or explicit promise of preferential treatment in her employment; or

(ii) implied or explicit threat of detrimental treatment in her employment; or

(iii) implied or explicit threat about her present or future employment status; or

(iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or

(v) humiliating treatment likely to affect her health or safety.

CHAPTER II

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

4. (1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee":

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(2) The Internal Committee shall consist of the following members to be nominated by the employer, namely:

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section (1):

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.
(5) Where the Presiding Officer or any Member of the Internal Committee,

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

CHAPTER III

CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

5. The appropriate Government may notify a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector as a District Officer for every District to exercise powers or discharge functions under this Act.

6. (1) Every District Officer shall constitute in the district concerned, a committee to be known as the “Local Complaints Committee” to receive complaints of sexual harassment from establishments where the Internal Complaints Committee has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

(2) The District Officer shall designate one nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned Local Complaints Committee within a period of seven days.

(3) The jurisdiction of the Local Complaints Committee shall extend to the areas of the district where it is constituted.

7. (1) The Local Complaints Committee shall consist of the following members to be nominated by the District Officer, namely:--

(a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women;

(b) one Member to be nominated from amongst the women working in block, taluka or tehsil or ward or municipality in the district;

(c) two Members, of whom at least one shall be a woman, to be nominated from amongst such non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed:

Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge:

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time;

(d) the concerned officer dealing with the social welfare or women and child development in the district, shall be a member *ex officio*.

(2) The Chairperson and every Member of the Local Committee shall hold office for such period, not exceeding three years, from the date of their appointment as may be specified by the District Officer.
(3) Where the Chairperson or any Member of the Local Complaints Committee—
(a) contravenes the provisions of section 16; or
(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
(c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
(d) has so abused his position as to render his continuance in office prejudicial to the public interest,
such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

(4) The Chairperson and Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (3) shall be entitled to such fees or allowances for holding the proceedings of the Local Committee as may be prescribed.

8. (1) The Central Government may, after due appropriation made by Parliament by law in this behalf, make to the State Government grants of such sums of money as the Central Government may think fit, for being utilised for the payment of fees or allowances referred to in sub-section (4) of section 7.

(2) The State Government may set up an agency and transfer the grants made under sub-section (1) to that agency.

(3) The agency shall pay to the District Officer, such sums as may be required for the payment of fees or allowances referred to in sub-section (4) of section 7.

(4) The accounts of the agency referred to in sub-section (2) shall be maintained and audited in such manner as may, in consultation with the Accountant General of the State, be prescribed and the person holding the custody of the accounts of the agency shall furnish, to the State Government, before such date, as may be prescribed, its audited copy of accounts together with auditors' report thereon.

CHAPTER IV
COMPLAINT

9. (1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

10. (1) The Internal Committee or, as the case may be, the Local Committee, may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation:
Provided that no monetary settlement shall be made as a basis of conciliation.

(2) Where a settlement has been arrived at under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer or the District Officer to take action as specified in the recommendation.

(3) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

(4) Where a settlement is arrived at under sub-section (1), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be.

11. (1) Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a domestic worker, the Local Committee shall, if prima facie case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code, and any other relevant provisions of the said Code where applicable:

Provided that where the aggrieved woman informs the Internal Committee or the Local Committee, as the case may be, that any term or condition of the settlement arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee or the Local Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police:

Provided further that where both the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

(2) Notwithstanding anything contained in section 509 of the Indian Penal Code, the court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent, having regard to the provisions of section 15.

(3) For the purpose of making an inquiry under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:—

(a) summoning and enforcing the attendance of any person and examining him on oath;

(b) requiring the discovery and production of documents; and

(c) any other matter which may be prescribed.

(4) The inquiry under sub-section (1) shall be completed within a period of ninety days.

CHAPTER V

INQUIRY INTO COMPLAINT

12. (1) During the pendency of an inquiry, on a written request made by the aggrieved woman, the Internal Committee or the Local Committee, as the case may be, may recommend to the employer to:

(a) transfer the aggrieved woman or the respondent to any other workplace; or
(b) grant leave to the aggrieved woman up to a period of three months; or

(c) grant such other relief to the aggrieved woman as may be prescribed.

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

(1) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section (1), the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

13. (1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.

(3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be—

(i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;

(ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15:

Provided that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman:

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or, as the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

(4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

14. (1) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.
(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

15. For the purpose of determining the sums to be paid to the aggrieved woman under clause (ii) of sub-section (3) of section 13, the Internal Committee or the Local Committee, as the case may be, shall have regard to ... 
(a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;
(b) the loss in the career opportunity due to the incident of sexual harassment;
(c) medical expenses incurred by the victim for physical or psychiatric treatment;
(d) the income and financial status of the respondent;
(e) feasibility of such payment in lump sum or in instalments.

16. Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

17. Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

18. (1) Any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or sub-section (7) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.

(2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI
DUTIES OF EMPLOYER

19. Every employer shall —
(a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
(b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under sub-section (1) of section 4;
(c) organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;

(d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;

(e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;

(f) make available such information to the Internal Committee or the Local Committee, as the case may be, as it may require having regard to the complaint made under sub-section (f) of section 9;

(g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force;

(h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;

(i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;

(j) monitor the timely submission of reports by the Internal Committee.

CHAPTER VII
DUTIES AND POWERS OF DISTRICT OFFICER

20. The District Officer shall,

(a) monitor the timely submission of reports furnished by the Local Committee;

(b) take such measures as may be necessary for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women.

CHAPTER VIII
MISCELLANEOUS

21. (1) The Internal Committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer.

(2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.

22. The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organisation or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.

23. The appropriate Government shall monitor the implementation of this Act and maintain data on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.

24. The appropriate Government may, subject to the availability of financial and other resources,

(a) develop relevant information, education, communication and training materials, and organise awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of women at workplace.
(b) formulate orientation and training programmes for the members of the Local
Complaints Committee.

25. (1) The appropriate Government, on being satisfied that it is necessary in the
public interest or in the interest of women employees at a workplace to do so, by order in
writing,—

(a) call upon any employer or District Officer to furnish in writing such information
relating to sexual harassment as it may require;

(b) authorise any officer to make inspection of the records and workplace in
relation to sexual harassment, who shall submit a report of such inspection to it within
such period as may be specified in the order.

(2) Every employer and District Officer shall produce on demand before the officer
making the inspection all information, records and other documents in his custody having a
hearing on the subject matter of such inspection.

26. (1) Where the employer fails to—

(a) constitute an internal Committee under sub-section (1) of section 4;

(b) take action under sections 13, 14 and 22; and

(c) contravenes or attempts to contravene or abets contravention of other
provisions of this Act or any rules made thereunder,

he shall be punishable with fine which may extend to fifty thousand rupees.

(2) If any employer, after having been previously convicted of an offence punishable
under this Act subsequently commits and is convicted of the same offence, he shall be liable to—

(i) twice the punishment, which might have been imposed on a first conviction,
subject to the punishment being maximum provided for the same offence.

Provided that in case a higher punishment is prescribed under any other law for
the time being in force, for the offence for which the accused is being prosecuted, the
court shall take due cognizance of the same while awarding the punishment;

(ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or
cancellation of the registration, as the case may be, by the Government or local authority
required for carrying on his business or activity.

27. (1) No court shall take cognizance of any offence punishable under this Act or any
rules made thereunder, save on a complaint made by the aggrieved woman or any person
authorised by the Internal Committee or Local Committee in this behalf.

(2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of
the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

28. The provisions of this Act shall be in addition to and not in derogation of the
provisions of any other law for the time being in force.

29. (1) The Central Government may, by notification in the Official Gazette, make rules
for carrying out the provisions of this Act.

(2) In particular and without prejudice to the generality of the foregoing power, such
rules may provide for all or any of the following matters, namely:—

(a) the fees or allowances to be paid to the Members under sub-section (1) of
section 4;

(b) nomination of members under clause (c) of sub-section (1) of section 7;

(c) the fees or allowances to be paid to the Chairperson, and Members under
sub-section (4) of section 7;
(d) the person who may make complaint under sub-section (2) of section 9;
(e) the manner of inquiry under sub-section (1) of section 11;
(f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;
(g) the relief to be recommended under clause (c) of sub-section (1) of section 12;
(h) the manner of action to be taken under clause (i) of sub-section (3) of section 13;
(i) the manner of action to be taken under sub-sections (1) and (2) of section 14;
(j) the manner of action to be taken under section 17;
(k) the manner of appeal under sub-section (1) of section 18;
(l) the manner of organising workshops, awareness programmes for sensitising the employees and orientation programmes for the members of the Internal Committee under clause (c) of section 19; and
(m) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.

(3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(4) Any rule made under sub-section (4) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

30. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

Provided that no such order shall be made under this section after the expiry of a period of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.

P.K. MALHOTRA,
Secy. to the Govt. of India

CORRIGENDA
THE PREVENTION OF MONEY-LAUNDERING (AMENDMENT) ACT, 2012
(2 of 2013)

At page 18, in line 2, for “Arts”, read “Art”.
At page 21, in line 14, for “Protection”, read “(Protection)”. 
CORRIGENDUM

THE UNLAWFUL ACTIVITIES (PREVENTION) AMENDMENT ACT, 2012
(3 of 2013)

At page 6, in line 22, for “clause”, read “clause”.

CORRIGENDUM

THE BANKING LAWS (AMENDMENT) ACT, 2012
(4 of 2013)

At page 8, in line 29, for “sections 30”, read “section 30,”.

CORRIGENDUM

THE APPROPRIATION ACT, 2013
(9 of 2013)

At page 1, in the marginal heading to section 2, for “4715,54,00,000”, read “49715,54,00,000”.

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अधिनियम

नई दिल्ली, 9 दिसम्बर, 2013

राज.निर. 760(व)—भारतीय सरकार, महिलाओं का कार्यवाह करने वाले उच्च उपचालित (निर्देशन, प्रतिष्ठान एवं प्रतिष्ठान) अधिनियम, 2013 (2013 का 14) की धारा 29 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, निम्नलिखित नियम जा नती है: अथवा—

1. शासित नाम और प्रारंभ.—(1) इन नियमों का लाभार्थी महिलाओं का कार्यवाह करने वाले उच्च उपचालित (निर्देशन, प्रतिष्ठान एवं प्रतिष्ठान) नियम, 2013 है।

(2) वे दातावंश में प्रकाशन की वार्षिक को प्रकाशित होगे।

2. परिपार्श्वों.—इन नियमों में, जब एक संदर्भ में प्रत्यक्ष अपेक्षा न हो, —

(क) "अधिनियम" से कार्यवाह करने वाले उच्च उपचालित (निर्देशन, प्रतिष्ठान एवं प्रतिष्ठान) अधिनियम, 2013 (2013 का 14) को मान्यता ।

(ख) "शासित" से धारा 9 के अंत में "शासित" अधिनियम है;

(ग) "शासित तिथि" से अंतिम तिथि और अन्य स्थानीय तिथियों को अधिकत्र है;

(घ) "शासित" से धारा 7 के रूप (ii) में या—परिमाण से उच्च उपचालित की घटना अधिकत्र है;

(ङ) "भार तिथि" से अधिनियम की कोई दाता अधिकत्र है;

(च) "विशेष शासित" से कोई ऐसा अवसर अधिकत्र है जो उन्हें लाभार्थी नाम के साथ ऐसे दम से उपलब्ध करने के लिए प्रशिक्षित है, जिससे उनके व्यक्तिगत मान्यता एवं अवसरों का समाप्त होना है;

(इ) यह दाता और पर जो यह प्रवक्ता है और परिमाण उन्हें फिर दाता कहता है, किंतु अधिनियम में परिमाण कहते गए हैं, उनके अर्थ वही होगे, जो अधिनियम में दी गई है।

3. आंशिक समिति के संदर्भों के लिए कान या नै:—

(1) गार-सरकारी संगठनों में नियुक्त सदस्य, आंशिक समिति की कार्यवाहिनियों के विभाग के लिए दिनियम 200 रुपये के आपस में हकदार होंगे, और उनका पता रहेगा से धी तक्तावाद क्ललक्ष्य तक तक से राथा आदोरिता या दैवता के अथवा यथा दैवता की गई तक्तावाद वाणी, जो भी, कम ही दिनियम के भी हकदार होगे।

(2) निवेदन से उप-नियम (1) में निर्दिष्ट मात्रों के संदर्भ द्वारा होगा।

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(1)
4. लोकतंत्र चुनिन्दा से अधिक बुद्धि से परिवर्तित यात्रा : धारा 7 की उप-धारा (1) के खंड (g) के प्रयोजन के लिए लोकतंत्र चुनिन्दा से संबंधित बुद्धि ऐसा यात्रा होगा जिसे लोकतंत्र चुनिन्दा से संबंधित बुद्धि पर विशेषज्ञता प्राप्त हो तथा इसके लिए विनिर्देश से से कोई संबंधितता हो सकेगी।

(g) समाज कार्य के क्षेत्र में कम से कम 5 वर्षों के अनुसार यात्रा कोई सार्वजनिक कार्यकारी जो महिलाओं के सामाजिक कार्यक्रम तथा विशेषता कार्यक्रम पर लोकतंत्र चुनिन्दा की सामर्थ्य को पूरा करने के लिए अनुशंसा सामाजिक विशेषज्ञों का सुझाव करने के गर्व रखना करता है।

(h) ऐसी यात्रा जिसे वह लोकतंत्र चुनिन्दा साधित करता, विस्तार शीर्षक विषय में अवश्य प्राप्त हो।

5. सामाजिक शिक्षा के अवसर तथा सर्वोच्च के लिए अवसर या मात्रा : 

(1) स्नातकोत्तर शिक्षा के अवसर तथा सर्वोच्च की कार्यवाहिकों के आवेदन के लिए प्रतिदिन 250 रुपये (या वह निर्धारित) के साथ के लिए विकास होगे।

(2) धारा 7 की उप-धारा (1) के खंड (d) और (h) के अधीन नामितक सर्वोच्च से मिलन स्नातकोत्तर शिक्षा के स्तर, जिस से संबंधित की कार्यवाहिकों के आवेदन के लिए प्रतिदिन दो रुपये के साथ के लिए होगे और रईसी से बी टॉपर वाणिज्य विभाग, वाणिज्यविभाग द्वारा तथा वाणिज्यिक विभाग से अवधि योजना पर उसके द्वारा खर्च की मूल्यांकित लागत के वह रूप हौ, जो प्रतिकृति के वह हक करे हो।

(3) जिन्हीं अधिकारी, उपविभाग (1) और उपविभाग (2) में निर्देश देने की संबंधि के लिए उल्लिखित होगा।

6. विशेष उद्देश्य की शिक्षाविभाग के उप-धारा (9) के विषय के लिए:

(i) यहाँ व्यापक महत्व, अग्रणी शास्त्रीय अभावन्तों के कारण शिक्षाविभाग करने में असमर्थ है, जिस विद्यार्थी द्वारा शिक्षाविभाग फाइल की जा सकती है। लिखित रूप से तथा या विनिर्देश द्वारा शिक्षाविभाग फाइल की जा सकती है।

(ii) उसका उत्तरदायी या निर्देश : अवधि।

(2) उसका साक्षरता, या

(3) रा. सर्वाधिक विभाग या रा. सर्वाधिक विभाग या कोई अन्य विभाग के लिए।

(4) व्यापक महत्व, अग्रणी शास्त्रीय अभावन्तों के कारण शिक्षाविभाग करने में असमर्थ है, जिस विद्यार्थी द्वारा शिक्षाविभाग फाइल की जा सकती है।

7. शिक्षाविभाग की यात्रा का दृष्टि —

(1) शिक्षाविभाग फाइल करने समय, धारा 11 के उपधारा के अनुसार शिक्षाविभाग की तरीके द्वारा लाभ के लिए शिक्षाविभाग फाइल की प्रति प्राप्त करे।

(2) शिक्षाविभाग फाइल करने पर शिक्षाविभाग उपविभाग (1) के अधीन व्यापक महत्व, अग्रणी अभावन्तों के कारण शिक्षाविभाग फाइल की प्राप्त करे।

(3) व्यापक महत्व, अग्रणी अभावन्तों के कारण शिक्षाविभाग फाइल की प्राप्त करे।

(4) शिक्षाविभाग या नैतिक व्यवस्था के संबंधित निर्देशिका के अनुसार, शिक्षाविभाग की जाति करे।

(5) शिक्षाविभाग को यात्रा की यात्रा के संबंधित निर्देश करे तथा शिक्षाविभाग पर एक परीक्षण निर्देश देने का अधिकार होगा, यदि शिक्षाविभाग या जीवन यात्रा पर एक विवाहित देंने के लिए यह व्यवस्थित करो अथवा या पेशेवर अनुसार कार्य अनुमतित विभाग से अनुमोदित रहने या रहते हैं।
पहली स्थिति पत्रालार को अभिव ग्रहित सूची में प्रवर्तन में मध्य तिन में वर्तमान कारण दिन का नोटिस देंगे नियम सांसद के एक वर्षीय आदेश प्रदान करने नहीं किया जा सकता।

(6) पत्रालार को बिना संबंधित के लिये कार्यवाही करने को निर्देश देंगे यथा सांसद के अंतर्गत कार्य करने के लिए विभिन्न बोधिः बोधिः तत्त्व को लाने की अनुमति नहीं होगी।

(7) जान का संबंधित करने वाले विभिन्न तत्त्व के कम से कम चार सदस्य शाख के साथ शाख के साथ शाख के साथ नियमक विधियों के अनुसार अन्तर्गत कार्य करेंगे।

8. ध्यान लगात रहने के लिये नियमन अधिकारक को अनुमति देंगे जिसका नियमन शाख के साथ शाख के साथ नियमक विधियों के अनुसार कार्य करेंगे।

(१) विधियों विधान का कार्य विधान का अनुमति देंगे जिसका नियमन शाख के साथ शाख के साथ नियमक विधियों के अनुसार कार्य करेंगे।

(२) शैक्षिक संस्था के लिये विधियों की विभिन्न विधियों का प्राप्त करने के लिए प्रस्तुति करेंगे।

9. नि:यम उर्ध्वोत्पन्न के लिए कार्यवाही करने की रीति : ऐसे सांसद को छोड़कर, जहां इन्हें नियम उर्ध्वोत्पन्न है जहां नियम उर्ध्वोत्पन्न संबंधित दिन नियम के अनुसार होती है जब प्रदर्शन के लिए उर्ध्वोत्पन्न होती है या वह ग्रहित के लिए जो होती है या जो ग्रहित का है तत्त्व तत्त्वा अधिकारक या तत्त्वा अधिकारक नियम के अनुसार कार्य करेंगे।

10. नियम अधिकारक के लिए कार्यवाही अधिकारक अधिकारक के लिए कार्यवाही अधिकारक के लिए कार्यवाही अधिकारक के लिए कार्यवाही करने के लिए नियमन अधिकारक के लिए कार्यवाही करने के लिए नियमन अधिकारक के लिए कार्यवाही करने के लिए नियमन अधिकारक के लिए कार्यवाही करने के लिए नियमन अधिकारक के लिए कार्यवाही करने के लिए नियमन अधिकारक के लिए कार्यवाही करने के लिए नियमन अधिकारक के लिए कार्यवाही करने के लिए नियमन अधिकारक के लिए कार्यवाही करने के लिए नियमन अधिकारक के लिए कार्यवाही करने के लिए नियमन अधिकारक के लिए कार्यवाही करने के लिए नियमन अधिकारक के लिए कार्यवाही करने के लिए नियमन अधिकारक के लिए कार्यवाही करने के लिए नियमन अधिकारक के लिए कार्यवाही करने के लिए नियमन अधिकारक के लिए कार्यवाही करने के लिए नियमन अधिकारक के लिए कार्यवाही करने के लिए नियमन अधिकारक के लिए कार्यवाही करने के लिए नियमन अधिकारक के लिए कार्यवाही करने के लिए नियमन अधिकारक के लिए कार्यवाही करने के लिए नियमन अधि
MINISTRY OF WOMEN AND CHILD DEVELOPMENT  
NOTIFICATION  
New Delhi, the 9th December, 2013

G.S.R. 769(E).—In exercise of the powers conferred by section 29 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013), the Central Government hereby makes the following rules, namely:—

1. Short title and commencement. — (1) These rules may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013.  
(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions. — In these rules, unless the context otherwise requires,—

(a) “Act” means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);  
(b) “complaint” means the complaint made under section 9;  
(c) “Complaints Committee” means the Internal Committee or the Local Committee, as the case may be;  
(d) “incident” means an incident of sexual harassment as defined in clause (n) of section 2;  
(e) “section” means a section of the Act;  
(f) “special educator” means a person trained in communication with people with special needs in a way that addresses their individual differences and needs;  
(g) words and expressions used herein and not defined but defined in the Act shall have the meanings respectively assigned to them in the Act.

3. Fees or allowances for Member of Internal Committee.— (1) The Member appointed from amongst non-government organisations shall be entitled to an allowance of two hundred rupees per day for holding the proceedings of the Internal Committee and also the reimbursement of travel cost incurred in travelling by train in three tier air conditioned or air conditioned bus and auto rickshaw or taxi, or the actual amount spent by him on travel, whichever is less. The employer shall be responsible for the payment of allowances referred to in sub-rule (1).

4. Person familiar with issues relating to sexual harassment.— Person familiar with the issues relating to sexual harassment for the purpose of clause (c) of sub-section (1) of section 7 shall be a person who has expertise on issues relating to sexual harassment and may include any of the following:—

(a) a social worker with at least five years’ experience in the field of social work which leads to creation of societal conditions favourable towards empowerment of women and in particular in addressing workplace sexual harassment;  
(b) a person who is familiar with labour, service, civil or criminal law.

5. Fees or allowances for Chairperson and Members of Local Committee.— (1) The Chairperson of the Local Committee shall be entitled to an allowance of two hundred and fifty rupees per day for holding the proceedings of the said Committee.  
(2) The Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) of section 7 shall be entitled to an allowance of two hundred rupees per day for holding the proceedings of the said Committee and also the reimbursement of travel cost incurred in travelling by train in three tier air conditioned or air conditioned bus and auto rickshaw or taxi, or the actual amount spent by him on travel, whichever is less.  
The District Officer shall be responsible for the payment of allowances referred to in sub-rules (1) and (2).

6. Complaint of sexual harassment. — For the purpose of sub-section (2) of Section 9,—

(i) where the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed by —
(a) her relative or friend; or
(b) her co-worker; or
(c) an officer of the National Commission for Women or State Women's Commission; or
(d) any person who has knowledge of the incident, with the written consent of the aggrieved woman;

(ii) where the aggrieved woman is unable to make a complaint on account of her mental incapacity, a complaint may be filed by-
(a) her relative of friend; or
(b) a special educator; or
(c) a qualified psychiatrist or psychologist; or
(d) the guardian or authority under whose care she is receiving treatment or care; or
(e) any person who has knowledge of the incident jointly with her relative or friend or a special educator or qualified psychiatrist or psychologist, or guardian or authority under whose care she is receiving treatment or care;

(ii) where the aggrieved woman for any other reason is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with her written consent;

(iv) where the aggrieved woman is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of her legal heir.

7. Manner of inquiry into complaint.- (1) Subject to the provisions of section 11, at the time of filing the complaint, the complainant shall submit to the Complaints Committee, six copies of the complaint along with supporting documents and the names and addresses of the witnesses.

(2) On receipt of the complaint, the Complaints Committee shall send one of the copies received from the aggrieved woman under sub-rule (1) to the respondent within a period of seven working days.

(3) The respondent shall file his reply to the complaint along with his list of documents, and names and addresses of witnesses, within a period not exceeding ten working days from the date of receipt of the documents specified under sub-rule (1).

(4) The Complaints Committee shall make inquiry into the complaint in accordance with the principles of natural justice.

(5) The Complaints Committee shall have the right to terminate the inquiry proceedings or to give an ex-parte decision on the complaint, if the complainant or respondent fails, without sufficient cause, to present himself or herself for three consecutive hearings convened by the Chairperson or Presiding Officer, as the case may be:

Provided that such termination or ex-parte order may not be passed without giving a notice in writing, fifteen days in advance, to the party concerned.

(6) The parties shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the Complaints Committee.

(7) In conducting the inquiry, a minimum of three Members of the Complaints Committee including the Presiding Officer or the Chairperson, as the case may be, shall be present.

8. Other relief to complainant during pendency of inquiry.- The Complaints Committee at the written request of the aggrieved woman may recommend to the employer to-
(a) restrain the respondent from reporting on the work performance of the aggrieved woman or writing her confidential report, and assign the same to another officer;
(b) restrain the respondent in case of an educational institution from supervising any academic activity of the aggrieved woman.

9. Manner of taking action for sexual harassment.- Except in cases where service rules exist, where the Complaints Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be, to take any action including a written apology, warning, reprimand or censure, withholding of promotion, withholding of pay rise or increments, terminating the respondent from service or undergoing a counselling session or carrying out community service.
10. Action for false or malicious complaint or false evidence.- Except in cases where service rules exist, where the Complaints Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or District Officer, as the case may be, to take action in accordance with the provisions of rule 9.

11. Appeal.- Subject to the provisions of section 18, any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the appellate authority notified under clause (a) of section 2 of the Industrial Employment (Standing Orders) Act, 1946 (20 of 1946).

12. Penalty for contravention of provisions of section 16.- Subject to the provisions of section 17, if any person contravenes the provisions of section 16, the employer shall recover a sum of five thousand rupees as penalty from such person.

13. Manner to organise workshops, etc.— Subject to the provisions of section 19, every employer shall—
(a) formulate and widely disseminate an internal policy or charter or resolution or declaration for prohibition, prevention and redressal of sexual harassment at the workplace intended to promote gender sensitive safe spaces and remove underlying factors that contribute towards a hostile work environment against women;
(b) carry out orientation programmes and seminars for the Members of the Internal Committee;
(c) carry out employees awareness programmes and create forum for dialogues which may involve Panchayati Raj Institutions, Gram Sabha, women's groups, mothers' committee, adolescent groups, urban local bodies and any other body as may be considered necessary;
(d) conduct capacity building and skill building programmes for the Members of the Internal Committee;
(e) declare the names and contact details of all the Members of the Internal Committee;
(f) use modules developed by the State Governments to conduct workshops and awareness programmes for sensitising the employees with the provisions of the Act.

14. Preparation of annual report.— The annual report which the Complaints Committee shall prepare under Section 21, shall have the following details:
(a) number of complaints of sexual harassment received in the year;
(b) number of complaints disposed of during the year;
(c) number of cases pending for more than ninety days;
(d) number of workshops or awareness programme against sexual harassment carried out;
(e) nature of action taken by the employer or District Officer.

[F. No. 19-5/2013-WW]
Dr. SHERAFANJAN, Jr. Secy.