



प्रो (डॉ) जसपाल एस सन्धु

सचिव

Prof. Dr. Jaspal S. Sandhu

MBBS, MS (Ortho), DPM, FAIS, FASM, FAFSM, FFMS, FAMS

Secretary



विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23239337, 23236288,
Fax : 011-23238858, email : jssandhu.ugc@nic.in

By Speed Post

D.O.No.F.91-1/2013(GS)

23rd July, 2015

Dear Sir/Madam,

UGC had earlier sent an advisory vide letter No. 91-3/2014(GS) dated 28th January, 2015 enumerating various measures to prevent sexual harassment, followed by a letter dated 15th June, 2015 for forwarding annual returns on cases of sexual harassment. You were also requested to constitute Internal Complaints Committee (ICC) as per Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and hold regular meetings of the ICC and also ensure adequate publicity about it by displaying posters in prominent places, their contact details and the procedure for filing the complaint with the ICC. Copies of the earlier letters alongwith proforma are available on UGC website i.e. www.ugc.ac.in under 'Notices' section.

You are, therefore, requested to send the Annual Return on cases of Sexual Harassment as per proforma for the period from 1st April, 2014 to 31st March, 2015 and also details of constitution of ICC to the UGC on email i.e. ugc.iccg@gmail.com latest by **7th August, 2015** so as to enable UGC to compile and furnish the information to the Government of India. This may also be brought to the notice of the colleges affiliated to your esteemed University for compliance.

This may please be accorded **Top Priority**.

With kind regards,

Yours sincerely,

(Jaspal S. Sandhu)

The Vice-Chancellor of all Universities.

Copy to :

The Publication Officer, UGC, New Delhi for uploading on UGC website.

(Jaspal S. Sandhu)



प्रो. (डॉ.) जसपाल एस. सन्धू
सचिव

Prof. Dr. Jaspal S. Sandhu

MBBS, MS (Ortho), DSM, FAIS, FASN, FAFSM, FFIMS, FAMS

Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23239337, 23236288,
Fax : 011-23238858, email : jssandhu.ugc@nic.in

D.O. No. F.91-3/2014 (GS)

January, 2015
12 8 JAN 2015

Dear Sir/Madam,

You may be aware that the UGC had constituted a Task Force to review the existing arrangements for the safety and security of girls & women in particular and of the entire youth in general on the campuses of institutions of higher learning. It is necessary that the University/Institute/College must have a committee and a separate cell to deal with issues of gender based violence and gender sensitization programs, to evaluate, assist and support Higher Educational Institutes to meet certain requirements which will make mandatory in order to give effect to a policy of zero tolerance on campuses for gender based violence and harassment with a view to eliminating cultures of impunity (and also cultures of silence and complicity). The Cell could provide on-going management advice, supervision and oversight, as well as information material from time-to-time. The senior officers/faculty members, including Registrar of the University, and Principal of the College should keep a close watch to ensure that such incidents do not occur at all.

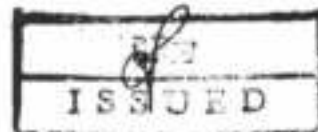
Further, the University/Institute/College may develop a page on their web-site for lodging such complaints of Sexual harassment and also place a complaint register in the Registrar/Principal office for the purpose. If any such incident comes to the notice of the authorities, action should be taken against the erring official/faculty members promptly under intimation to UGC.

With regards,

Yours sincerely,

(Jaspal S. Sandhu)

The Vice-Chancellor
(All 676 Universities)



dc



विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23232055, Telefax : 011-23219716
Email : pankajugc@nic.in | pankajugc@gmail.com

डॉ. (श्रीमती) पंकज मिश्रा
(पूर्व कुलपति, बीपीएस महिला विश्वविद्यालय, हरियाणा)
संयुक्त सचिव

Dr. (Mrs.) Pankaj Mittal
(Former Vice-Chancellor, BPS Women University, Haryana)
Joint Secretary

June, 2015

115 JUN 2015

No. F. 91-1/2013 (GS)

The Vice Chancellor
(All 706 Universities)
As per list attached

Sub: Forwarding of Annual Return on cases of Sexual Harassment - reg.

I am directed to enclose letters No.C-36011/1/2010-PG dated 27th February, 2015 and No.C-30011/1/2015-Vig. Dated 12th May, 2015 received from Ministry of Human Resource Development regarding forwarding of Annual Report on cases of Sexual Harassment. As the information has to be furnished to the Ministry of Human Resource Development immediately, you are requested to send the required information for the period 1st April, 2014 to 31st March, 2015 in the enclosed proforma to the UGC latest by 22nd June, 2015 to enable UGC to furnish the information to MHRD for onward transmission to DOPT.

An immediate action in the matter would be highly appreciated.

Yours faithfully,

(Pankaj Mittal)

Encl: As above.



Copy to:

Publication Officer, UGC with a request to upload on the UGC Website.



Most Immediate

No.C-30011/1/2015-Vig.
Government of India
Ministry of Human Resource Development
(Department of Higher Education)
Vigilance Section

Room No.231 'C', Shastri Bhawan,
New Delhi, the 12th May, 2015.

To

Vice Chancellor/Directors,
All autonomous Organizations.
(As per list attached)

Sent Through e. office
Secretary Sect. 255/7
Date 3/6/15

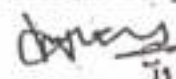
Subject:-Forwarding of Annual Return on cases of Sexual Harassment - regarding.

Sir/Madam,

I am directed to refer to Vigilance Wing's letter No. C-36011/1/2010-PG dated 27th February 2015 on the above mentioned subject and to state that Annual Return for the period from 1st April 2014 to 31st March 2015 sought from the attached/ subordinate offices/ autonomous bodies/ PSUs on which the Ministry has jurisdiction, is still awaited from most of organizations. As the information has to be furnished to DOPT, it is once again requested that the requisite information may kindly be furnished to Vigilance Wing immediately *repeat immediately* to enable us to furnish the information to DOPT.

2. This may please be accorded top priority.

Yours faithfully,


(Vijay Kumar)
Under Secretary (Vig.)

Copy to:


All Bureau Heads
as per list attached.

JS (g.s.)

Most Immediate

No.C-36011/1/2010.PG.
Government of India
Ministry of Human Resource Development
(Department of Higher Education)
Vigilance Section

Room No.231'C', Shastri Bhawan,
New Delhi, the 27 February, 2015.

To

The Head of Organizations,
(As per list attached)

Sent Through : office

Secretary Sectt.

Date 17/3/15

Subject:- Central Civil Services (Conduct) Rules 1964 – Guidelines regarding
preventions of sexual harassment of women at the workplace and
Annual Report on cases of Sexual Harassment – regarding.

Sir/Madam,

The undersigned is directed to forward herewith a copy of Department
of Personnel and Training (DOPT)'s OM No. 11013/ 2/2014-Estt. (A-III) dated
2nd February 2015 on the above mentioned subject to comply with the
instructions/guidelines issued by DOPT. It is also requested to furnish annual
return (as on 31st March) in the enclosed proforma to the Ministry by 15th April
every year to enable Vigilance Wing to furnish the report to DOPT within the
stipulated time.

Yours faithfully,

(K.D. Verma)

Under secretary (Vig.)

DS(GS)

Encl. as above.

Copy to

All Bureau Heads
as per list attached.

[Handwritten signature]

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.

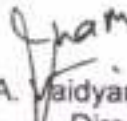
4. Vide the Office Memorandum dated 01.12.2014, the attention of the Ministries/ Departments was also invited to the reporting requirements mentioned in the SHWW(PPR) Act and SHWW(PPR) Rules.

[Handwritten signature]

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.