From
The Member Secretary,
Haryana State Legal Services Authority,
Institutional Plot No.9, Sector-14,
Panchkula (Haryana).

To
The Director,
Women & Child Development Department,
Haryana, Bays 15-20,
Sector-4, Panchkula

Dated, Panchkula, the 11/9/2017

Subject:- Constitution of Internal Complaints Committee under Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013.


Madam,

Please refer to the letters under reference mentioned in the subject noted above.

The requisite information has already been sent to your department vide letter no. 7252 dated 19.05.2017. The copy of the same is again attached herewith for your information and necessary action.

Encl.: - As above.

Joint Member Secretary
For Member Secretary,
Haryana State Legal Services Authority,
Panchkula

Priyanka\D:\pp lastest\Sexual Harassment Sept 2017\Letters to DJ's & CIMs.doc
From
The Member Secretary,
Haryana State Legal Services Authority,
Institutional Plot No.9,
Sector-14, Panchkula.

To
The Director,
Women & Child Development Department,
Haryana, Bays 15-20,
Sector-4, Panchkula.

No.7252/2017/Supdt./MS/HALSA,
Dated, Panchkula, the 19/5/2017.

Subject: Regarding annual reports on the implementation of Sexual
Harassment of Women at Workplace (Prevention, Prohibition
and Redressal) Act, 2013.

Sir,
Please refer to your letter No.5460-629/A-2/WWW, dated
11.05.2017 on the subject cited above.

It is submitted that information has already been sent to your
department for the years 2014-2015, 2015-2016 and 2016-2017 in the
prescribed format vide letter No.3616/2017/MS/HALSA, dated 23.02.2017
of this Authority.

The copy of the same is again being sent to your department for
information and necessary action.

Encl: as above

[Signature]
Joint Member Secretary,
For Member Secretary,
Haryana State Legal
Services Authority,
Panchkula.
**Status of the Implementation of the Sexual Harassment of Women at Workplace (Prevention and Redressal) Act, 2013.**

**Format-1**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Department</th>
<th>Internal Complaint Committee Constituted (with copy of order)</th>
<th>Name and designation of the Nodal Compli Officers (with date notification) (attach copy of notification)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Haryana State Legal Services Authority</td>
<td>There are 21 District Legal Services Authorities in the State of Haryana. At the District level, the process in to constitute the Internal Committee where the employees have become 10 or more than due to recent recruitment.</td>
<td>Smt. Vani G. Sharma, Additic District &amp; Session Judge, Chandigarh Judicial Academy, Sector 43-D, Chandigarh (attached)</td>
</tr>
</tbody>
</table>

**Format No.2**

Total Number of District in the State:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Districts</th>
<th>District Officer notified (Attach a copy of notification)</th>
<th>Local Complaint Committee Established (attach copy of notification)</th>
<th>Name and designation of the Nodal Complaint Officers (with date of notification) (attach a copy of notification)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Format No.3**

1. With reference to section 19 (and Rule 13) of the SH Act kindly furnish the following information from each and every department/districts of the State (all the department/districts through District Officer may be requested to forward this information to department of Women and Child which will collate it in the given format). Please respond by stating YES/NO/In the process:
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Department</th>
<th>Development of IEC Material in local dialect</th>
<th>Display of definition of sexual harassment and its penal consequences at conspicuous places in department (with list of offices at State, district division and subdivisional level)</th>
<th>Display of information about the constitution of Internal Committee (with the list of offices at State, district division and subdivisional level)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Haryana State Legal Services Authority</td>
<td>Booklet on &quot;Sexual Harassment at Workplace&quot; has been prepared by HALSA. It is in English and Hindi.</td>
<td>Copies of booklet prepared on &quot;Sexual Harassment at Workplace&quot; are distributed in the Awareness Camps. Copies have been kept in the library and have also been sent to District Legal Services Authorities for creating awareness about the definition of sexual harassment and its penal consequences etc.</td>
<td>Information about the Constitution of Internal Committee at the Administrative Building of HALSA, Plot No.9, Sector-14, Fanchukla has been displayed at the reception.</td>
</tr>
</tbody>
</table>

**Format No-3.1**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the District</th>
<th>Display of IEC Material in local dialect with its location</th>
<th>Display of definition of sexual harassment and its penal consequences at public places (specify the name and location of the place)</th>
<th>Display of information about the constitution of Internal Committee at public places (specify the name and location of the place)</th>
</tr>
</thead>
</table>

**Format No-3.2**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Department</th>
<th>Number of workshop/training/orientation programmes organized</th>
<th>Total number of participants</th>
<th>Resourced by (kindly state name and expertise of Resource Person)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Employee</td>
<td>For IC members</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Haryana State Legal Services Authority</td>
<td>Booklets have been distributed amongst employees. In the State of Haryana, Legal Services Authorities have conducted 96</td>
<td>about 50-80 in Awareness Camps</td>
<td>CJM-cum-Secretary, DLSA and Panel Lawyers</td>
</tr>
</tbody>
</table>
Format No-4

2. With reference to the Section 22 (and Rule 14) of the SH act kindly furnish the following information:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Medium</th>
<th>Number of the complaints received</th>
<th>Number of case Adjudicated</th>
<th>Action taken on (nature specified i.e. out of the total in 4 cases suspension of 4 months was awarded, 2 were transferred to other place, sum deducted from salary in 5 cases etc.)</th>
<th>Number of cases pending for more than 90 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Internal Committee</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>Local Committee</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Format No-5

3. With reference to section 21 and 22 of the SH Act kindly furnish the following information:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of districts in which Annual reports is submitted to District Officer by</th>
<th>Name of the district from which information on Annual Report is submitted by District Officer to DWCD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Local Committee</td>
<td>Internal Committee</td>
</tr>
</tbody>
</table>
OFFICE ORDER

Subject: Committee for sexual harassment cases at workplace

Pursuant to the Section 4 sub section (c) of "The Sexual Harassment of Women at Work-Place (Prevention, Protection and Redressal) Act, 2013" notified by Government vide notification No. 17, 2013, the "Sexual Harassment Committee" is hereby constituted to provide protection to women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. The members of the committee shall be as under:

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Designation</th>
<th>Name</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ms. Vani Sharma</td>
<td>Additional District &amp; Session Judge, Chandigarh Judicial Academy, Sector 43-D, Chandigarh</td>
<td>Gopal</td>
<td>Member</td>
</tr>
<tr>
<td>2</td>
<td>Sh. D.D. Vohra</td>
<td>Administrative Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Smt. Tripta Malik</td>
<td>Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Sh. Rishi Ram Bhatt</td>
<td>Deputy Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Ms. Anju Arora</td>
<td>Advocate, Punjab &amp; Haryana High Court, Chandigarh</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Endst. No. 1259-61/2014/MS/HALSA

A copy is forwarded to the following for information and necessary action:

1. Ms. Vani Gopal Sharma, Additional District & Session Judge, Chandigarh Judicial Academy, Sector 43-D, Chandigarh.
2. The officers/officials concerned (by name).
3. Ms. Anju Arora, Advocate, Punjab and Haryana High Court, Chandigarh.

Dated 15/12/2015