

	HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED.
	(A State Govt. Undertaking)
Registered Office	: Vidyut Bhawan, Kumar House, Shimla-171004.
Number (CIN)	: U40109HP2009SGC031255
GST No.	: HPSEBL 02AACCH4894EHZB
Telephone No.	: 0177-2803600,2801675(Office),2658984(Fax)
Website Address	: www.hpseb.com
Email	: cmd@hpseb.in & directorfa@hpseb.in .

No.HPSEBL(Sectt./R&E/Sexual Harassment/2019-39/68-368 Dated:- 7-9-19
Copy forwarded for information and necessary action to:-

1. The Managing Director HPPCL, Himfed Building, BCS, New Shimla-9.
2. The Managing Director BVPCL, Jogindernagar, Distt. Mandi (H.P.).
3. The Managing Director HPPTCL, Panjri, Tutikandi, Shimla-5.
4. All the Chief Engineers in HPSEB Ltd.
5. The Chief Electrical Inspector, H.P. Govt. Kasumpti, Shimla-9.
6. The Chief Accounts Officer/Chief Auditor, F&A wing, HPSEB Ltd., Shimla-4.
7. The Director (Pers.), SJVNL, Shakti Sadan, Corporate Office Complex, Shanan Shimla-
8. The Superintending Engineer (IT) HPSEB Ltd., Shimla for uploading the HPSEB Ltd.web site.
9. The Resident Audit Officer, HPSEB Ltd., Shimla-4.
10. The Land Acquisition Officer, HPSEB Ltd., Mandi/Shimla.
11. All the Superintending Engineers in HPSEB Ltd.
12. The Special Private Secretary/Sr. P.S. / P.S. to Chairman/Managing Director/ Directors/Executive Director (Pers.) in Board Secretariat HPSEB Ltd.
13. All the Dy. Secretaries/Under Secretaries in Board Secretariat HPSEB Ltd.
14. The Secretary, Consumer Grievances Redressal Forum (CGRF) HPSEB Ltd., Kasumpti, Shimla-9.
15. All the Sr. Executive Engineer/Resident Engineer in HPSEB Ltd.
16. The Deputy Director (Personnel)/ Joint Director/PR/IR in Board Secretariat HPSEBL.
17. All Section Officers in Board Secretariat HPSEB Ltd., Shimla-4.
18. Meeting Section of the Board Sectt.
19. Guard File.

DA:-As above.

(Pyare Lal Thanta)
 (Pyare Lal Thanta),
 Under Secretaary(R&E),
 HPSEB Ltd., Vidyut Bhawan,
 Shimla-4

No.: WCD/SH-3/2019 8718-8978
Directorate of Women and Child Development,
Himachal Pradesh, Shimla-1

1. All the Head of the Departments
 2. All the MD's of the Boards and Corporations
 3. All the Vice Chancellors of Universities
 4. All the Deputy Commissioners in HP
- Dated 21/7/2019 Shimla-1,
The Sexual Harassment of Women at Work Place
(Prevention, Prohibition and Redressal) Act 2013.

Subject: -

Sir/Madam,

The Hon'ble Minister of Women and Child Development & Textiles, Govt. of India has directed for effective implementation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (SH Act) in the State of Himachal Pradesh with special focus on the following issues(copy of the letter is enclosed at Annexure-A):

- i. Constitution of Internal Committees or ICs at all workplaces by employers through written orders as per Section 4 of the Act.
- ii. Constitution of Local Complaints Committees or LCs in all districts to receive complaints from organizations having less than 10 workers or if the complaint is against employer himself, as prescribed u/s 6 & 7 of the Act.
- iii. Notification of District Officers u/s 5 and designation of nodal officer's u/s 6(2) in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area all across the State.
- iv. Regular monitoring of the progress of action on the grievances under this Act.
- v. Ensuring display at conspicuous points in all workplaces of the penal consequences of sexual harassment of women at workplace and the details of LCs and related ICs.
- vi. Ensuring extensive training, sensitization and awareness exercises for training for all stakeholders on regular and ongoing basis, including induction training for all new entrants to workplace.
- vii. Any other steps or approaches which you may consider required and are suitable for achieving these goals.

This Directorate has already conveyed about the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Rules thereof. Further, it has been also requested that as per the section 19 (and Rule 13 and 14) of the Sexual harassment Act, 2013, the employer shall (Copy enclosed at Annexure-B and C):

- (a) Formulate and widely disseminate an internal policy or charter or resolution or declaration for prohibition, prevention and Redressal of sexual harassment at workplace intended to promote gender sensitive safe space and remove underlying factors that contribute towards a hostile work environment against women;

R&E Dairy No. 612
Dated 17-8-19

- (b) Carry out orientation programmes and seminars for the members of the internal committee;
- (c) Carry out employee awareness programmes and create forum for dialogues which may involve Panchayati Raj institutions, Gram Sabha, women's group, mother committees, adolescent group, 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;

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 off during the year;
- (c) Number of cases pending for more than ninety days;
- (d) Numbers of workshops or awareness programme against sexual harassment carried out
- (e) Nature of action taken by the employer

In view of the direction of the Hon'ble Minister of Women and Child Development and Textiles, Govt. of India it is requested that all workplaces with ten or more employees are necessarily required to have Internal Committees and all districts are required to have Local Committees as prescribed in the Act.

Further, all districts are also necessarily mandated to be provided with notified District Officers who shall further designate nodal officers at sub-district levels to receive complaints under this Act. It may be also ensured that widespread training, awareness and environment building initiatives are carried out in your Departments/Corporations/Boards/Universities and Districts.

Yours faithfully,


Director,

Women and Child Development,
Himachal Pradesh.

Dated 31-7-19 Shimla-1

Endst:- Even no 8926-8939
Copy to:-

1. The Additional Chief Secretary (SJ&E) to the Govt. of H.P for information please.
2. The Spl Secretary to the (monitoring & Cord) to the Chief Minister, H.P.O w.r.t letter no SJE-A-A(10)-5/2012 dated 18-7-2019 for information please.
3. All the District Programme Officers for information and necessary action for effective implementation of the SH Act in your District


Director,

Women & Child Development
Himachal Pradesh.

ते ज़ुबिन इरानी
mrity Zubin Irani



सत्यमेव जयते

मंत्री
महिला एवं बाल विकास और वस्त्र
भारत सरकार
नई दिल्ली
Minister
Women & Child Development and Textiles

D.O. No. WW-12016/2/2019-W

Aadarniya Shri Jai Ram Thakur

Sh. DPS 1/17 8/17

I would like to draw your participation of women in our country's economic activity in a conducive work environment. However, possibilities and fear of sexual harassment of women at workplace remains a concern till date.

2. The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 [The SH Act] had been brought in force six years ago to provide legal and administrative mechanism to deal with this menace. Under this Act, women, whether employed or not, who suffer sexual harassment at workplace, are all covered. All workplaces, including a dwelling place or a house and the places visited by an employee arising out of or during the course of her employment (including transportation provided by the employer for undertaking such journey), are covered. Further, all workplaces with ten or more employees are necessarily required to have Internal Committees and all districts are required to have Local Committees as prescribed in the Act. All districts are also necessarily mandated to be provided with notified District Officers who shall further designate nodal officers at sub-district levels to receive complaints under this Act. Widespread training, awareness and environment building initiatives are to be carried out. Discharge of prescribed duties by employers (in relation to providing of safe working environment for women at their workplaces) and for action/ outcome related disclosures (pertaining to this Act) by companies and employers, are to be ensured. And, most importantly, time bound support, inquiry and redressal for aggrieved women are to be ascertained.

3. Unfortunately, very often it has been observed that the implementation of the SH Act is lacking in many of the afore-mentioned critically important aspects. I would like to request you to kindly ensure its strong and effective implementation with special focus on the following issues:

- Constitution of Internal Committees or ICs at all workplaces by employers through written orders as per Section 4 of the Act.
- Constitution of Local Committees or LCs in all districts to receive complaints from organizations having less than 10 workers or if the complaint is against employer himself, as prescribed u/s 6 & 7 of the Act.

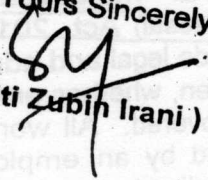
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- iii. Notification of District Officers u/s 5 and designation of nodal officers u/s 6(2) in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area all across your State.
- iv. Regular monitoring of the progress of action on the grievances under this Act.
- v. Ensuring display at conspicuous points in all workplaces of the penal consequences of sexual harassment of women at workplace and the details of LCs and related ICs/
- vi. Ensuring extensive training, sensitization and awareness exercises for all stakeholders on regular and ongoing basis, including induction training for all new entrants to workforce.
- vii. Any other steps or approaches which you may consider required and suitable for achieving these goals.

I shall be grateful for your intervention and support towards effective implementation of The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 which I am sure will go a very long way in providing safe and secure workplaces to women and in promoting women empowerment in our country.

With regards.

Shri Jai Ram Thakur
Hon'ble Chief Minister of Himachal Pradesh
Room No. E-100,
Armsdale Building, HP Secretariat
Shimla

Yours Sincerely

(Smriti Zubin Irani)

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Handwritten: 3.0)

Handwritten: 24

No.: 5-10/87-Wel-W.W.-1-
Directorate of Women and Child Development,
Himachal Pradesh, Shimla-1.

To

1. All the Head of the Departments
2. All the M.Ds of Boards and Corporations
3. All the Vice Chancellors of Universities
4. All the Deputy Commissioners
in Himachal Pradesh.

Dated Shimla-1. 25-4-14

Subject:

The Sexual Harassment of Women at Workplace (Prevention,
Prohibition and Redressal) Act, 2013

Madam/ Sir,

The Sexual Harassment of Women at Workplace (Prevention,
Prohibition and Redressal) Act, 2013 and the Rules thereof are enclosed for
information and necessary action please.

Yours faithfully,

Joint Director,
Women and Child Development,
Himachal Pradesh.
Dated Shimla-1.

Endst. No. Even

Copy to Additional Chief Secretary (SJ&E) to the Government
of H.P. for information please.

Joint Director,
Women and Child Development,
Himachal Pradesh.

4. 5
No.: 6-10/87-Wel-W.W.-1-

Directorate of Women and Child Development,
Himachal Pradesh, Shimla-1.

To

1. All the Head of the Departments
2. All the MDs of Boards and Corporations
3. All the Vice Chancellors of Universities
4. All the Deputy Commissioners — 6281-6292
in Himachal Pradesh.

Dated 26-4-2014.

Shimla-1.

17/04/2015

Subject:

The Sexual Harassment of Women at Workplace
(Prevention, Prohibition and Redressal) Act, 2013

Madam/ Sir,

In continuation with this office letter of even no dated 26-4-2014 vide which the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules thereof have been circulated.

As per the section 19 (and Rule 13 and 14) of the Sexual harassment Act, 2013, the 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 workplace intended to promote gender sensitive safe space 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 employee awareness programmes and create forum for dialogues which may involve Panchayati Raj institutions, Gram Sabha, women's group, mother committees, adolescent group, 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;

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Preparation of annual report

The annual report which the complaints committee shall prepare under Section 25 shall have the following details:-

- (a) Number of complaints of sexual harassment received in the year;
- (b) Number of complaints disposed off during the year;
- (c) Number of cases pending for more than ninety days;
- (d) ~~Number of cases pending for more than ninety days;~~ awareness programme against sexual harassment carried out
- (e) Nature of action taken by the employer

In view of the above it is submitted that the Annual Report for the year 2014-15 may kindly be provided on the format enclosed at Annexure-A please.

Yours faithfully,

9
Joint Director,
Women and Child Development,
Himachal Pradesh.

Endst. No. Even. 6305

Dated Shimla-1. 17/08/2015

Copy to the Additional Chief Secretary (SJ&E) to the Government of H.P. for information please.

9
Joint Director,
Women and Child Development,
Himachal Pradesh.