

# इंस्टिट्यूट ऑफ पब्लिक अड्मिनिस्ट्रेशन INSTITUTE OF PUBLIC ADMINISTRATION

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**New Act**

Ref: IPA/321/SH-36/2014-15

October 24, 2015

To,

The Chief Executives

All Government Offices, Boards, Ports, Universities, IIMs, IITs, NITs,  
Indian Railways, Central Public Sector Undertakings, Reserve bank Of India,  
Public Sector Banks, Financial Institutions, Research Institutes, LIC,  
GIC, Insurance Companies, Autonomous Bodies, Ordnance Factories,  
DRDOs, Multi - National Companies, Industrial Houses, IT Companies,  
All Airlines, All other Establishments, etc.

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**Sub: 36th - 2 Day Residential Training Programme on "THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013" on December 18 & 19, 2015 at The Solitaire Hotel , 3, Kumara Krupa Road, Madhavnagar , Bengaluru- 560 001.**

Madam / Sir,

*1/10*

Perhaps, you may be aware that the Central Government, with a view to providing protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith, has enacted "**THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013**", on April 22, 2013 and made the **SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSALS), Rules, 2013** on December 09, 2013.

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02. Earlier, the Deptt. of Personnel & Training (DoP&T) Ministry of Personnel, Public Grievances and Pensions, Govt. of India, vide O.M. No. 11013/10/97 Estt. (A) dated 13/02/1998 had advised all the Chief Executives for adoption of an additional clause in their standing orders as per the directives of the Hon'ble Supreme Court regarding Sexual Harassment at workplace. Subsequently, the Ministry of Labour, Govt. of India have issued a Gazette notification dated 05.11.1999 amending the Industrial Employment (Standing Orders) Central Rules, 1946, incorporating the guidelines and norms issued by the Hon'ble Supreme Court on Sexual Harassment at workplace.

03. Rule No.13 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Rules, 2013 made under the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, inter alia, mandates that every employer shall carry out orientation programmes and seminars for the members of Internal Committee.

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04. With a view to giving proper rendition of the Act and Rules, the Institute is organizing its' 36th – 2 Day Residential Training Programme on **“THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013”** on December 18 and 19, 2015 at The Solitaire Hotel, 3, Kumara Krupa Road, Madhav Nagar, Bengaluru- 560 001. (Tel. No. 080 – 4044 3636) The schedule of programme is enclosed (Annexure – I).

05. The main objective of this training programme is two fold. One is to apprise the employer of the provisions of the Act and Rules made thereunder and the other is to train the chairpersons and members of the Internal Complaints Committee to conduct domestic inquiry flawlessly so that the establishment does not lose the sexual harassment case on technical ground in the court of law. **The participants will be provided with a copy of the Act, the Rules and Handbook on conduct of inquiry.**

06. The programme fee will be Rs.15,000/- (inclusive of Service Tax of Rs. 1842/- payable to the Govt.). The crossed D.D towards this **non - refundable** fee should be drawn in favour of "Institute of Public Administration", payable at Bengaluru and should be sent along with the nomination letter.

07. Incase, the participant wishes to stay at The Solitare Hotel he will be required to pay a **non – refundable participation fee of Rs. 28,500/- (participation fee = Rs. 25,000/- + Service Tax @14% = Rs. 3,500/-) per participant.** The participation fee covers the cost of lodging and boarding, breakfast, lunch, dinner and study materials. If participant is willing to share a room with co - participant, the fee will be **Rs. 24,510/- (participation fee = Rs. 21,500/- + Service Tax @ 14% = Rs. 3,010/-) per participant.** The lodging & boarding will be available from December 17,2015 (afternoon) to December 20,2015 (morning) under this arrangement. If lodging and boarding is required before and after the scheduled dates, the participant will be required to pay all inclusive an additional amount of Rs. 4,500/- per day. The participants who desire to have an independent room and wish to bring their spouse, will be required to pay all inclusive an additional amount of Rs. 7,500/- at the time of checking in at the hotel towards the lodging and boarding of the spouse.

08. An early nomination of Chairpersons, Members, Secretaries, Member Secretary of the Internal Complaints Committees, POs and other officers from Establishment HR or Personnel and Administration will be highly appreciated.

*Yours faithfully,*



**(Subhash C Kochar)**

**Director**

**Cell No. 098453 33383**

**Encl: Annexure - I**

# इंस्टिट्यूट ऑफ पब्लिक अड्मिनिस्ट्रेशन INSTITUTE OF PUBLIC ADMINISTRATION

**36th – 2 Day Residential Training Programme on “THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013” on December 18 & 19, 2015 at The Solitaire Hotel, 3, Kumara Krupa Road, Madhav Nagar, Bengaluru- 560 001.**

Date	Time (Hrs.)	Session
Dec. 18, 2015 (Friday)	9.30 – 10.00	Registration
	10.00 – 11.00	What is Sexual Harassment?
	11.00 – 11.15	Tea Break
	11.15 – 13.00	Constitutional safeguards against sexual harassment
	13.00 – 14.00	Lunch
	14.00 – 15.30	The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013
	15.30 – 15.45	Tea Break
	15.45 – 17.15	The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013
Dec. 19, 2015 (Saturday)	10.00 – 11.15	Preventive measures to combat Sexual Harassment at workplace
	11.15 – 11.30	Tea Break
	11.30 – 13.00	Redressal of Sexual Harassment committed: (a) at workplace (b) outside workplace (c) by colleagues (d) by third party
	13.00 – 14.00	Lunch
	14.00 – 15.30	Conduct of domestic enquiry by the Internal Complaints Committee
	15.30 – 15.45	Tea Break
	15.45 – 16.45	Mock Inquiry
	16.45 – 17.00	How to prevent misuse of the Act & Rules?