



Tea Board  
14, Biplabi Trailokya Maharaj Sarani,  
Kolkata-700 001

No. 20(26)/2023/Prom/

962


Dated : 28.11.2023

C I R C U L A R

The undersigned is directed to enclose herewith a copy of the D.O. letter bearing No. 13016/2/2017-WW-Part (1) dated 22.11.2023 issued by the Secretary, Ministry of Woman & Child Development, Govt. of India addressed to Secretary to the Govt. of India, Ministry of Commerce & Industry wherein it has been requested to commemorate the week in the run upto 9<sup>th</sup> December, 2023 as "Sexual Harassment at Workplace Prevention Week" by organising various activities which may include organising sensitisation workshops for the employees, disposing off the pending cases and to ensure strict compliance of each of the provisions of the Sexual Harassment Act in letters and spirit for creating a safe working environment free from sexual harassment for the working women both in formal and non-formal/organised and un-organised sectors.

Accordingly, the Internal Complaints Committee to redress the complaint of sexual harassment of woman working in the Tea Board as notified vide Office Memorandum No. 24/2023 dated 09.03.2023 is requested to take necessary follow-up action in this regard in accordance with the guidelines as summarised above and submit a detailed report immediately after completion of the said programme in Tea Board.

Encl : As stated.

  
(Dr. Rishikesh Rai)  
Secretary (I/C)

Distribution :-

1.	Smt. Dipannita Dutta Gupta, Publicity Officer & Presiding Officer of Internal Complaints Committee, Tea Board	With the request to please bring the content of this Circular amongst all other members.
2.	Executive Director, Tea Board, Coonoor & Guwahati	
3.	All HoDs in Board's Head Office, Kolkata (excepting Dy. Chairman & Secretary)	
4.	DDTD, Siliguri, S.O (NWI), New Delhi, FAO, Palampur	
5.	M/s. C-Quel Management Services Pvt. Ltd., P.S. : Srijan Corporate Park, Unit No. VIII, Tower-1, 13 <sup>th</sup> floor, G-2, Block EP & GP, <u>Salt Lake, Sector-V, Kolkata-700 091</u>	With the request to please expedite arranging of programmes, workshops, seminars and awareness programme under Sexual Harassment of women at Tea Board under (Prevention, Prohibition and Redressal) Act, 2013 immediately as was requested vide this office letter No. 23(2)/Estt/2023/732 dated 19.09.2023 in consultation with Smt. Dipannita Dutta Gupta, Publicity Officer, Tea Board.
6.	Secretary to Dy. Chairman & P.As to FA&CAO/Secretary	
7.	File No. 23(2)/Estt/2023	
8.	IT Cell	With the request to upload in Board's website.
9.	T.B.E.A.	
10.	Secretariat Branch	with spare copies

इन्दीवर पान्डेय, आई.ए.एस.  
सचिव

**INDEVAR PANDEY, I.A.S.**  
Secretary

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सत्यमेव जयते



आज़ादी का  
अमृत महोत्सव

भारत सरकार  
महिला एवं बाल विकास मंत्रालय  
शास्त्री भवन, नई दिल्ली-110 001

Government of India  
Ministry of Women & Child Development



D.O. No.13016/2/2017-WW-Part (1)

22<sup>nd</sup> November, 2023

Dear Sir/Madam,

As you are aware, the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as the Act) has been notified on 9<sup>th</sup> December, 2013 to provide a safe and secure environment to women at workplace.

2. The Act upholds women's fundamental right to equality as guaranteed under Articles 14 and 15 of the Indian Constitution, right to live with dignity under Article 21 and right to practice and profession or to carry on any occupation, trade or business which includes a right to a safe working environment free from sexual harassment as provide under Article 19(1) (g) of the Indian Constitution.

3. With improved access to education and employment, millions of Indian women are entering the country's workforce. It is responsibility of every employer to ensure compliance of the provisions of the Act as well as sensitise their employees towards the need to uphold the dignity of women and end gender stereotype so as to encourage more and more women to participate in economic activities. This will contribute to realisation of a gender just society and the call of the Hon'ble Prime Minister for 'Viksit Bharat' in Amritkaal resulting in inclusive growth for the benefit of the nation as a whole.

4. The Act casts an obligation upon all the organizations whether private or public to constitute Internal Complaint Committee (ICC) for receiving complaints of sexual harassment. Similarly, the Appropriate Government is authorized to constitute Local Complaint Committee (LCC) in every district which will receive complaints from organizations having less than 10 workers or if the complaint is against employer himself. For this, the State Governments have to notify a District Magistrate/ Additional District Magistrate/ Collector/ Deputy Collector as a District Officer for every district who has the authority to constitute LCC and a nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area to receive complaint and forward the same to LCC for inquiry.

5. Regarding monitoring, provision has been made under Section 23 of the SH Act which reads as '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. Further, Section 2 (b) of the Act, which defines the Appropriate Government', (i) in relation to a workplace which is established,

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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.

6. I, therefore, request you to direct all the organisations/ PSUs/ offices under your respective jurisdictions to commemorate the week in the run up to 9<sup>th</sup> December, 2023 as '**Sexual Harassment at Workplace Prevention Week**' by organising various activities, which may include constituting/ revamping ICs/LCs, in case the same has not been done so far, organising sensitisation workshops for the employees, disposing off the pending cases before ICs & LCs, and to ensure strict compliance of each of the provisions of the SH Act in letters and spirit for creating a safe working environment free from sexual harassment for the working women both in formal and non-formal/ organised & un-organised sectors.

With regards,

Yours sincerely,  
Sd/-

(Indevar Pandey)

Secretaries to Govt. of India, all Ministries/Departments.

**Copy for similar action to:**

- (i) CII/FICCI/ASSOCHAM with the request to share with their members.
- ✓(ii) Chairperson, Tea Board/Coffee Board/Spices Board/ Coir Board,



(Indevar Pandey)