

**GOVERNMENT OF NCT OF DELHI  
PRINCIPAL ACCOUNTS OFFICE  
A-BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI-110002  
(VIGILANCE BRANCH)**

No.F.1(1)/24/ICC(SHWW)/Pr.AO/VIG/2023 /1088-1102

Date: 01-12-23

**CIRCULAR**

Attention is invited towards a letter dated 15.11.2023(copy enclosed) received from Services Department, GNCTD alongwith a letter dated 04.09.2023 of MHA, Women Safety Division, addressed to the Chief Secretaries, All state Governments/UT Administrations, on the subject of Civil appeal no. 2482 of 2014: Aureliano Vs. State of Goa and others in the Supreme Court of India.

Vide letter dated 04.09.2023, directions of the Hon'ble Supreme Court of India, have been forwarded for effective implementation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013(PoSH Act, 2013). The Hon'ble Supreme Court of India has directed all the States/UT's government to undertake time bound exercise to verify that all concerned Ministries, Departments, Govt. Organizations, Authorities, PSUs, Institutions, bodies etc. have constituted the Internal Complaints Committee(ICC's), Local Committees (LCs) and Internal Committees (ICs) as mandated by the PoSH Act, 2013.

It has further been directed that necessary information regarding the constitution and composition, details of the designated person(s), the procedure prescribed for submitting and online complaint, as also the relevant rules, regulations and internal policies are made readily available/updated on the website of the concerned organizations. The Hon'ble Supreme Court has also directed to take effective steps to familiarize and up skill the members of these committees about the provisions of PoSH Act, 2013 and their duties and matter of inquiry ought to be conducted on receipt complaint.

The Services Department has further stated that the Chief Secretary, Delhi has directed for strict compliance of the instruction provided in the above mentioned letter dated 15.11.2023.

This Department vide order dated 18.10.2022 has already constituted an Internal Complaint Committee in terms of section 4 of Sexual harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (PoSH Act, 2013) to examine & recommend in such complaints.

In compliance of the instructions/direction issued by Services Department vide letter dated 15.11.2023, all the PAOs, GPF Cell and all branches of this office are hereby directed to ensure strict compliance of the following:

- i) To ensure the effective implementation of the Sexual harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (PoSH Act, 2013) in their office. Any complaint of Sexual Harassment must be sent to Pr. AO(HQ) for further examination by the Internal Complaint Committee of the Department constituted for this purpose.

- ii) To strictly follow guidelines issued by DoPT, Services Department, GNCTD and Women & Child Development Department, GNCTD on Prevention of Sexual Harassment of Women at the Workplace in handling the cases of sexual harassment of women at workplace and also to follow the provisions for inquiry mentioned under CCS(CCA) Rules.
- iii) To spread awareness and publicity widely in the office about the process for filing/registering of complaints by Women Employees through She-Box at <http://shebox.nic.in/>.
- iv) To participate in the training /workshop/orientation programmes etc. on PoSH Act, 2013 organized by the Directorate of Training (UTCS), GNCTD through the training module available on "KARAMYOGI PRARAMBH" online training portal of GNCTD.

This issues with the prior approval of the Controller of Accounts.

Encl: As above.

  
(SANJEEV SHARMA)  
Dy. Controller of Accounts (Vig.)

1. All Pay & Accounts Officers, GNCTD.
2. DCA(Funds), GPF Cell, GNCTD.
3. All branches of Pr. AO(HQ).

No.F.1(1)/24/ICC(SHWW)/Pr.AO/VIG/2023 / 1088-1102 Date: 01-12-23

**Copy to:**

1. The Deputy Secretary(Services), Services Department: Services-I Branch, Delhi Secretariat, 5<sup>th</sup> Level, B-Wing, I.P. Estate, New Delhi w.r.t. their office letter no. F.2/13/2020/S.I/3498-3501 dated 15.11.2023, for information.
2. PA to Controller of Accounts, Pr. Accounts Office, GNCTD.
3. Smt. P.P. Rajani, A.O.(Tech.)/ Presiding Officer, Internal Complaint Committee, Pr. A.O., GNCTD, for information and necessary action.
4. Sr. System Analyst, Pr. Accounts Office, GNCTD with the request to arrange to upload the circular on the official Website of this department.

  
(SANJEEV SHARMA)  
Dy. Controller of Accounts (Vig.)

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT: SERVICES - I BRANCH**  
**DELHI SECRETARIAT: 5<sup>TH</sup> LEVEL: B-WING**  
**I.P. ESTATE: NEW DELHI**  
**http://services.delhigovt.nic.in**  
**(Tel:011 - 23392038)**

No. F. 2/13/2020/S.I /3498-3501

Dated: 15/11/2023

To

PAO

- 1) All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/ Head of Departments /Local & Autonomous Bodies Govt. of NCT of Delhi.
- 2) The Secretary, Department of Women and Child Development, Govt. of NCT of Delhi, Maharana Pratap ISBT Complex, Kashmere Gate, Delhi-110006.
- 3) The Director, Dte. of Training (UTCS), Vishwas Nagar, Institutional Area, Behind Karkardoom Courts, Delhi - 110032.

**Sub: Civil Appeal No. 2482 of 2014: Aureliano Vs. State of Goa and others in the Supreme Court of India - Reg.**

Madam/ Sir,

Please refer to the enclosed letter dated 04/09/2023 of Women Safety Division, Ministry of Home Affairs (MHA), GOI vide which decision/direction of Hon'ble Supreme Court of India, on the captioned subject, have been forwarded for effective implementation of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (PoSH Act, 2013).

The Hon'ble Supreme Court vide aforesaid direction/decision has directed all States/UTs Government to undertake time bound exercise to verify that all concerned Ministries, Departments, Govt. Organisations, Authorities, PSUs, Institutions, bodies etc. have constituted the Internal Complaints Committee (ICCs), Local Committees (LCs) and Internal Committees (ICs) as mandated by the PoSH Act, 2013.

It has further been directed that necessary information regarding the constitution and composition, details of the designated persons(s), the procedure prescribed for submitting an online complaint, as also the relevant rules, regulations and internal policies are made readily available/updated on the website of the concerned organizations. The Hon'ble Supreme Court has also directed to take effective steps to familiarize and upskill the members of these committees about the provisions of PoSH act, 2013 and their duties and matter of inquiry ought to be conducted on receipt of complaint.

In this regard it is to inform that as per direction from the Competent Authority, the Services Department has already circulated an OM dated 04/10/2023 to all Departments/Organizations under Govt. of NCT of Delhi regarding prevention of Sexual Harassment of Women at Workplace and constituted a Committee vide order dated 04/10/2023 to examine the functioning of all the "Internal Complaint Committees (ICCs) set up under "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" in respect of all the Departments/Organizations under GNCT of Delhi.

4/11/23  
PRINCIPAL ACCOUNTS OFFICE  
Govt. of NCT of Delhi

for smar capture

15/11/23

In the said OM dated 04/10/2023 of Services Department, the following points have been highlighted for strict compliance:-

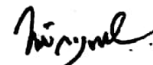
- Departments/Organizations have to strictly follow DoPT's guidelines on Prevention of Sexual Harassment of Women at the Workplace in handling the cases of sexual harassment of women at workplace and also to follow the provisions for inquiry mentioned under CCS (CCA) Rules.
- To publish information widely in the offices about the process for filing/registering of complaints by Women Employees through She-Box at <http://shebox.nic.in/>.
- To convert all the pending cases/ complaints of sexual harassment of women from physical file mode to e-office mode within a week's time.
- Department of Women & Child Development, GNCTD in coordination with IT Department, GNCTD shall ensure that the complaints received through She-Box be combined with e-Office in 100% cases.

Keeping in view of the above the Chief Secretary, Delhi has further directed for strict compliance of the following:

1. All HODs of Departments/Organisations under GNCT of Delhi shall ensure the effective implementation of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (PoSH Act, 2013) in their offices/departments/organizations etc.
2. Department of Women & Child Development, Govt. of NCT Delhi being Nodal Department for implementation of PoSH Act, 2013 in GNCTD, shall take up the matter with department/organisations etc. in GNCTD for effective implementation of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (PoSH Act, 2013).
3. Department of Women & Child Development will further seek status report from the departments/organisations under GNCTD and submit compiled report to Services Department for review of the same by the Pr. Secretary (Services).
4. Directorate of Training (UTCS), GNCTD shall organise regular (at least once in every six month) training/workshop/orientation programmes etc. on PoSH Act, 2013 through the training module available on "KARAMYOGI PRARAMBH" online training portal of GNCT of Delhi.

This issues with the approval of Chief Secretary, Delhi.

Yours faithfully,



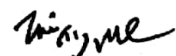
(AMITABH JOSHI)  
DEPUTY SECRETARY (SERVICES)

No. F. 2/13/2020/S.I /3498- 350/

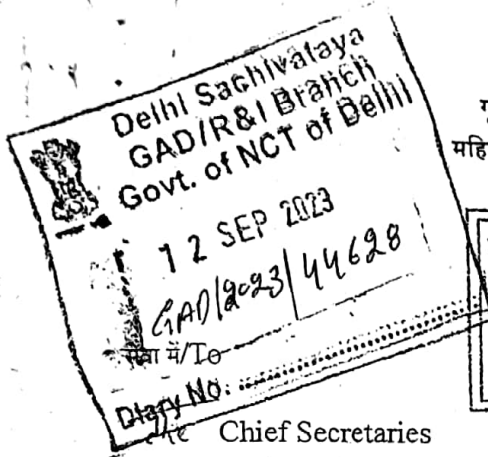
Dated: 15/11/2023

Copy for information to:

The Deputy Secretary to GOI, Women Safety Division, Ministry of Home Affairs, GOI,  
2nd Floor, MDC National Stadium, New Delhi -110001.

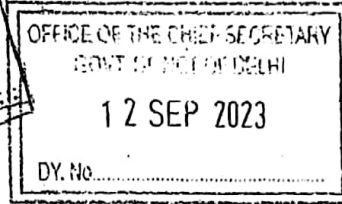


(AMITABH JOSHI)  
DEPUTY SECRETARY (SERVICES)



F. No. 24013/324/2023-SC/ST-W  
भारत सरकार/ Government of India  
गृह मंत्रालय/Ministry of Home Affairs  
महिला सुरक्षा प्रभाग /Women Safety Division

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2<sup>nd</sup> Floor, MDC National Stadium,  
नई दिल्ली /New Delhi- 110001.  
दिनांक /Dated: 4<sup>th</sup> September, 2023

Chief Secretaries  
All State Governments/UT Administrations  
(As per list attached)

विषय/Sub: Civil Appeal No. 2482 of 2014: Aureliano Vs. State of Goa and others in  
the Supreme Court of India.-regarding

महोदय/Sir,

I am directed to enclose herewith self-explanatory Judgement dated 12.05.2023, of Hon'ble Supreme Court of India, passed in Civil Appeal No. 2482 of 2014: Aureliano Vs. State of Goa and others regarding effective implementation of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (PoSH Act, 2013).

2. The Hon'ble Supreme Court of India has passed direction to undertake timebound exercise to verify that all concerned Ministries, Departments, Govt. Organisations, authorities, PSUs, Institutions, bodies, etc. have constituted the committees (ICCs/LCs/ICs) as mandated by the PoSH Act, 2013 and that these Committees are strictly in terms of the provisions of the PoSH Act, 2013. Further, it has been directed that necessary information regarding the constitution and composition, details of the designated person(s), the procedure prescribed for submitting an online complaint, as also the relevant rules, regulations and internal policies are made readily available/updated on the website of the concerned organisations. Further, it has been directed to take effective steps to familiarize and upskill the members of these committees about the provisions of PoSH Act, 2013 and their duties and matter of inquiry ought to be conducted on receipt of a complaint.

3. Accordingly, it is requested that necessary action may please be taken for compliance of the order of Hon'ble court.

*Pl. speak, urgently*

अनुलग्नक/Encl.: As above.

भववीय /Yours faithfully,

*th*

*12/9/2023*

*12/9*

(लक्ष्मी कान्त हालदार/Lakshmi Kanta Halder)

उप सचिव /Deputy Secretary to the Government of India

दूरभाष सं./Tele No. 23075293; E-mail/ ईमेल: lakshmi.kanta.halder@gov.in