

इंस्टिट्यूट ऑफ पब्लिक अड्मिनिस्ट्रेशन INSTITUTE OF PUBLIC ADMINISTRATION

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October 02, 2017

To,
The Secretaries, All Ministries / Departments of Central and State Governments.
The Chief Executives, All CPSUs, Public Sector Banks and Financial Institutions
The Chief General Manager (DAPM), Reserve Bank of India
The Chairmen, LIC, GIC and Insurance Companies
The Directors, All National Institutes of Technology / IITs/IIMs
The Chairmen, All Ports
The Directors, All Institutes
The Chairmen, All Boards & Autonomous Bodies
The Vice Chancellors, All Universities/ Autonomous Institutions
The Directors, All Research Institutes
The Directors, DRDOs
The Chairmen, IRDA, TRAI, PFRDA, SEBI and other Statutory Bodies
The Chief Executives Officers, All Private Companies.

Madam / Sir,

Sub: 42th 2 day Workshop on “THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013”, on November 17 & 18, 2017 at the hotel Gem Park Ooty.

Madam / Sir,

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 published the SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL), Rules, 2013, thereunder, on December 09, 2013.

02. Earlier, the Dept. of Personnel & Training (DoP&T), Ministry of Personnel, Public Grievances and Pensions, Govt. of India, vide their O.M.No. 11013/10/97 Estt. (A) dated February 13, 1998 had advised all the Chief Executives of all Establishments 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, issued a Gazette Notification dated November 05, 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 Complaints Committee.

04. With a view to giving proper rendition of the Act and Rules, the Institute is organizing its 42th 2 day Residential Workshop on "THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013" on November 17 & 18, 2017 at the hotel Gem Park Ooty, Sheddon Road, Pudumund, Ooty, Tamil Nadu 643 001 (Tele No: 0423 244 1760). The schedule of programme is Annexed. (Annexure - I).

05. The main objective of this Workshop is twofold. 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 Workshop fee per participant will be Rs. 14,986/- (program fee of Rs. 12,700 + GST @18% Rs. 2,286/- subject to Central Govt. Notification). The crossed DD 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. In case the participant wishes to stay at the Hotel Gem Park, he will be required to pay a non-refundable participation fee of Rs. 31,860/- (Participation fee Rs. 27,000/- + GST @18% = Rs. 4,860/-) per participant. This fee includes the programme fee of Rs. 14,986/- and also covers the cost of lodging and boarding, breakfast, lunch dinner. If the Organization is nominating two officials (same gender) for the above Workshop and they are willing to share a room, the fee per participant will be Rs. 25,370/- (Rs. 21,500/- + GST @ 18% = Rs. 3,870/-). The lodging & boarding will be available from November 16, 2017 (afternoon) to November 19, 2017 (morning) under this arrangement. If lodging & boarding is required before and after the scheduled dates, the participant will be required to pay all inclusive an additional amount of Rs.5,900/- 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. 4000/- at the time of checking in at the hotel towards the lodging and boarding of the spouse.

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

Thanking you,

Yours faithfully,



Subhash C Kochhar) Director

Cell No. : 098453 33383

Encl: Annexure – I

इंस्टिट्यूट ऑफ पब्लिक अड्मिनिस्ट्रेशन INSTITUTE OF PUBLIC ADMINISTRATION

42th – 2 Day Workshop on “THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013” on on November 17 & 18, 2017 at the hotel Gem Park Ooty, Sheddon Road, Pudumund, Ooty, Tamil Nadu 643 001 (Tele: 0423 244 1760).

Date	Time (hrs.)	Session
November 17, 2017, (Friday)	09.30 – 10.00	Registration
	10.00 – 10.15	Introduction of the delegates and the program
	10.15 – 11.30	Definition of Sexual Harassment
	11.30 – 11.45	Tea Break
	11.45 – 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) Rules , 2013
November 18, 2017 (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 c) by third party
	13.00 – 14.00	Lunch Break
	14.00 – 15.15	Powers & Functions of ICC. (SH Committee) i) Conduct of domestic inquiry by the Internal Complaints Committee(ICC) ii) Appeals
	15.15 – 15.30	Tea Break
	15.30 – 17.00	Mock Inquiry
	17.00 – 17.15	How to prevent the misuse of the Act & Rules?