To
All ACC(HQ)/ACC(Zones), Director(PDNASS),
All RPFC/OIC in-charge of RO/ZTI/ASD-HO/DO.

विषय :Internal Complaints Committee (ICC) under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal ) Act, 2013.

संदर्भ: Circular No.HR/AVS/II/NZ/75/I.GHC&WH/2013/4997 dated 29.05.2014

Madam/Sir,

Attention is invited to above referred circular dated 29.05.2014 issued by Head Office with direction to constitute Internal Complaints Committee as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal ) Act, 2013.

2. Now, Secretary, Ministry of Women and Child Development vide D.O. letter dated 22.05.2019 (copy enclosed) has drawn attention to Section 26 of the Act *ibid* wherein it is stipulated that if the employer fails to constitute an Internal Committee, he shall be punishable with fine which may extend to Rs.50,000/- in the first instance.

3. The aforesaid is brought to the notice of all the concerned for taking necessary action to constitute Internal Complaints Committee, if not already done, strictly in accordance with the provisions of the Act *ibid*.

Yours faithfully,

Encl. As above.
No. A-42011/16/2013-Adm.I  
Government of India  
Ministry of Labour & Employment  
Shram Shakti Bhawan, Rafi Marg  

New Delhi, Dated June, 2019

OFFICE MEMORANDUM

Subject: Internal Complaints Committee (ICC) under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (The SH Act) — reg.

The undersigned is directed to forward a copy of Secretary, Ministry of Women & Child Development's D.O. No. WW-13016/5/2015-WW dated 22.05.2019 on the subject mentioned above.

2. As per Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, every organization is obliged to constitute an Internal Complaints Committee to deal with the complaints relating to Sexual Harassment of Women at Workplace, failing which is a punishable offence with fine up to Rupees fifty thousand, under Section 26 the SH Act.

3. It is requested to ensure its compliance in respect of all offices under their administrative control. The information whether or not the Internal Complaints Committees have been constituted as per statutory provisions in all offices of each organization may be furnished to the undersigned by 15.06.2019 so that a consolidated reply could be furnished to the Ministry of Women and Child Development.

Encl: As above.

(C. S. Rao)  
Under Secretary to the Govt. of India  
Tele: 23766903

To

1. AS (L&E), in respect of all offices under/of DGE and DTNBWED (erstwhile CBWE)  
2. PLEA, in respect of all offices under/of Labour Bureau  
3. JS&DGLW, in respect of all offices under/of Labour Welfare Offices  
4. JS (VB), in respect of all offices under/of DGFASLI and ESIC  
5. JS (RKG), in respect of all offices under/of CGIT and EPFO  
6. JS (KR), in respect of all offices under/of DGMS and WGNLI
D O No. WW-13016/5/2015-WW (3-11600)

Dated: 22nd May, 2019

Dear Secretary,

I am writing in the context of the constitution of Internal Committee (IC) under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (The SH Act).

2. You would be aware that The SH Act has been enacted to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. In this regard, Section 4 of The SH Act obligates every organisation to constitute an IC in the manner prescribed therein. Section 4 of The SH Act is enclosed herewith.

3. It is relevant to mention here that as per Section 26 of the SH Act, if the employer fails to constitute an Internal Committee, he shall be punishable with fine which may extend to fifty thousand rupees in the first stance.

4. You will agree that providing safe working environment to women at the workplace is of utmost importance. I shall be grateful, if you kindly issue necessary instructions for the constitution of Internal Committees not only within all offices and administrative units of your Ministry/Department but also in every organisation/PSU/Autonomous Body/Attached office etc. working under, or in some or other manner affiliated with your Ministry/Department.

5. I would be grateful if the Ministry is apprised about the action taken and the results obtained in this regard.

With regards,

Yours sincerely,

(Rabindra Panwar)

Secretaries,
All Government of India Ministries / Departments