

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
(LABOUR DEPARTMENT)  
5-SHAM NATH MARG, DELHI-54**

No. F-1/31/616/LC/Estt/09/ptfile/ 5600

Dated :- 10/3/10

**CIRCULAR**

Find enclosed herewith copy of the under mentioned letter/circular for necessary action/compliance.

*S. K. Nigam*

**(S. K. NIGAM)**

**Assistant Labour Commissioner (HQ/Admn.)**

List of paper(s) forwarded :-

Sl. No.	Name of the Officer & Ministry/ Department	O.M. No./Endorsement No.	Subject
1	Joint Secretary, CVO, Ministry of Labour & Employment, GOI, New Delhi	No.S-27016/1/2008-C&WL-II dated 15/01/2010	Guidelines for prevention of Sexual Harassment at work place.
2.	Dy. Secy. (Services), Govt. of NCT of Delhi	F. No. 2/01/2010/S-I/176 dated 19/01/2010	Appointment of Liaison Officer for Kailash Manasarover Yatra-2010

Copy forwarded for information and necessary action to :-

- 5 PA to LC, Labour Department, Delhi.
- 6 PA to JLC-I, II, Labour Department, Delhi.
- 7 All DLCs and Branch Incharge.
- ✓ 8 A.D.(Plg.)/EDP Cell, for updation on the web site of Labour Department.

2835/PBS  
10-3-10

S. Anand  
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Anplg

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT (SERVICES-I BRANCH)  
DELHI SECRETARIAT, 7<sup>TH</sup> LEVEL, 'B' WING,  
I.P. ESTATE, NEW DELHI - 110113.  
(<http://services.delhigovt.nic.in>)

*Wm*  
*15325/6*  
*2/2/10*

F.No. 2/01/2010/S.1/176

Dated: 19/01/2010

To

All Pr. Secretaries/Secretaries/  
Heads of Department/  
Local and Autonomous Bodies,  
Govt. of NCT of Delhi,  
Delhi/New Delhi.

Sub: Appointment of Liaison officers for Kailash Manasarovar Yatra 2010.

Sir/Madam,

The Ministry of External Affairs vide letter No. E/122/3/2010-CH(KMY)(East Asia Division) dated 01.01.2010 has circulated an Office Memorandum regarding appointment of Liaison officers for Kailash Manasarovar Yatra 2010.

It is requested that above mentioned Office Memorandum may be circulated among all eligible Officers of your department and application in respect of willing and eligible officers in the prescribed format along with the Bio-Data and other relevant information may be sent to this office for taking necessary action latest by 12.02.2010.

Yours faithfully,

*Alka Diwan*  
19/1/10

(ALKA DIWAN)

ADDL. SECRETARY (SERVICES)

Encl: As above.

*OS(A)*  
*3/2*  
*Pt. Circulate*  
*to all Dist. Offices/branches.*  
*for forwarding of willing*  
*persons names.*  
*19/1/10*  
*for Sasthi*

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522/10493

**Most Immediate** 55

No.E/122/3/2010-CH (KMY)  
Ministry of External Affairs  
(East Asia Division)

**OFFICE MEMORANDUM**

New Delhi, 1<sup>st</sup> January, 2010

**Subject: Appointment of Liaison Officers for Kailash  
Manasarovar Yatra 2010**

The Ministry of External Affairs will be organizing the Kailash Manasarovar Yatra 2010 from June - September 2010. A circular and application format for application for the post of Liaison Officer for Kailash Manasarovar Yatra 2010 is enclosed.

2. You are requested to circulate the application form and circular to all concerned.
3. The last date for receipt of application form is **March 05, 2010.**

*Ghildiyal*

(M.K. Ghildiyal)  
Attache (China)  
Telefax : 23014900  
Fax : 23792124  
E-mail: kmyatra@mea.gov.in

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To:

1. All officers of the rank of Under Secretary and above in the Ministry of External Affairs, New Delhi.
2. All Joint Secretaries (Administration) in other Ministries and Departments of the Govt. of India with the request that it be circulated in their departments.
3. All Joint Secretaries (Administration) in State Governments with the request that this be circulated in their departments.
4. Commandant Staff (O&T), ITBP HQs., Block No. 2, CGO Complex, - New Delhi.
5. All Resident Commissioners of State Governments.

207++  
11/1/2010  
By Rawat

No. E/122/3/2010-CH (KMY)  
Ministry of External Affairs  
(East Asia Division)

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South Block, New Delhi,  
Dated: January 1, 2010

**CIRCULAR FOR LIAISON OFFICERS FOR  
KAILASH MANASAROVAR YATRA 2010**

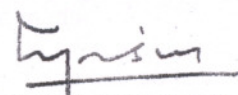
The Ministry of External Affairs will be organising the Kailash Manasarovar Yatra-2010 from the end of May to September, 2010. The Yatra is a pilgrimage and involves Parikramas of Mount Kailash and Lake Manasarovar in Tibet. The route for the Yatra is along the western part of the India-Nepal border and crosses into China at Lipulekh Pass. The total duration of the Yatra is 26 days, of which 13 days are spent in Tibet.

2. This year, it is planned to send about 16 batches of pilgrims, consisting of 60 pilgrims each. The first batch is tentatively scheduled to depart from New Delhi by the end of May/beginning of June 2010. Thereafter, batches will depart once every six days or so. The last batch is expected to depart in end of August / beginning of September 2010.
3. The Kailash Manasarovar Yatra is extremely arduous and involves trekking at high altitudes upto 19,500 feet, under inhospitable conditions. The Indian Mountaineering Foundation has recognised the Kailash Manasarovar Yatra as a trekking expedition and it may involve high risk to the person or property of the applicant caused by any natural calamity or due to any other reason.
4. Government shall not be responsible for any loss or damage to the person or property of the Liaison Officer (LO) due to any natural calamity or due to any other reason.
5. A Liaison Officer will be appointed for each batch by the Ministry of External Affairs. His / her task is to liaise with the Chinese and the Indian authorities on behalf of the pilgrims in all respects, including communication, medical requirements and air-evacuation in case of emergency. He / she is responsible for ensuring the well-being and safety of the group. The expenditure on travel, board and lodging of the Liaison Officer, amounting to approximately Rs. 95,000/- each, would be borne by the Department in which he/she is working.
6. Applications are invited from officers equivalent to the rank of Under Secretary to the Government of India and above in Ministries/ Departments of the Government of India and State Governments, as well as officers from the Armed Forces and Para Military Services.
7. The officer should be in good physical health, medically fit and should not suffer from conditions such as high-blood pressure, diabetes, asthma, heart disease, epilepsy etc. The Yatra may prove hazardous for those who are not physically and medically fit. Selection as Liaison Officer will be confirmed only after the concerned officer passes a comprehensive medical test conducted by the DHLI/ITBP Hospital in New Delhi prior to the commencement of the Yatra.
8. The officer should preferably also have past experience of high altitude trekking/mountaineering. Experience of normal pilgrimage like Vaishnodevi and Amarnath yatras will not be counted as experience in this regard.

- 9. The officer should preferably have first-aid experience.
- 10. The officer should be able to manage a diverse group of persons belonging to different linguistic, regional and professional backgrounds. Detailed instructions regarding duties and responsibilities will be communicated to all selected Liaison Officers.
- 11. Officers selected will be assigned batch-wise and are expected to do the Yatra with the assigned batch only.
- 12. Officers who have gone on the Yatra as Liaison Officers or as a Yatri in any year prior to this year will not be considered for selection.
- 13. Liaison Officers should ensure that they possess an **ORDINARY INDIAN PASSPORT** valid for more than six months as on September 1, 2010.
- 14. Each Liaison Officer is required to submit a detailed report on the Yatra within seven days of his return from the Yatra. It will also be the responsibility of the Liaison Officer to collect Completion Certificates from the Ministry of External Affairs and distribute them to the Yatri after the completion of the Yatra.
- 15. Applications must be approved by the Head of the Ministry/ Department and must be accompanied by necessary financial approval of the concerned Department. The application must be made on the prescribed annexed Proforma. Completed applications should be sent to:

Section Officer (China),  
 Room No. 255-A, Ministry of External Affairs,  
 South Block, New Delhi 110 011  
 [Tel: 23014900; E-mail: kmyatra@mea.gov.in]

- 16. The last date for the receipt of applications is March 05, 2010.
- 17. The final list of selected Liaison Officers will be prepared after an interview is conducted of all short listed officers by MEA.



(M.K. Ghildiyal)  
 Section Officer (China)  
 Telefax : 23014900  
 Fax No. 23792124  
 E-mail: kmyatra@mea.gov.in

- To:
- 1. All officers of the rank of Under Secretary and above in the Ministry of External Affairs, New Delhi.
  - 2. All Joint Secretaries (Administration) in other Ministries and Departments of the Govt. of India with the request that it be circulated in their departments.
  - 3. All Joint Secretaries (Administration) in State Governments with the request that it be circulated in their departments.
  - 4. Commandant Staff (O&T), ITBP HQs, Block No. 2, CGO Complex, New Delhi.
  - 5. All Resident Commissioners of State Governments.

PROFORMA FOR APPLICATION FOR THE POST OF LIAISON OFFICER (LO)  
FOR KAILASH MANASAROVAR YATRA-2010

Please provide two  
recent passport size  
photographs, one to  
be affixed here

NAME (SURNAME FIRST) :

DESIGNATION :

FATHER'S NAME :

DATE OF BIRTH  
(AS IN PASSPORT) :

PASSPORT NO. WITH DATE OF EXPIRY:

OFFICIAL ADDRESS  
WITH TELEPHONE AND  
FAX NOS. (WITH STD CODE)

E-MAIL ADDRESS :

RESIDENTIAL ADDRESS  
WITH TELEPHONE NOS.  
(WITH STD CODE) :

NAME, ADDRESS & TEL. NO.  
OF NEXT OF KIN TO BE INFORMED  
IN CASE OF EMERGENCY :

EXPERIENCE OF HIGH  
ALTITUDE TREKKING :

DO YOU WISH TO JOIN OPTIONAL  
TREKKING COURSE CONDUCTED BY ITBP :

MAIN REASONS FOR  
APPLYING FOR THE POST  
OF LIAISON OFFICER :

WHETHER APPLIED IN THE PAST  
AS EITHER YATRI OR LO  
(IF SO, DETAILS THEROF) :

WHETHER SELECTED AS LO  
IN THE PAST  
(IF SO, DETAILS THEROF) :

WHETHER SELECTED AS YATRI  
IN THE PAST  
(IF SO, DETAILS THEROF) :

WHETHER RECEIVED ANY  
FIRST AID TRAINING IN THE PAST :

WHETHER APPROVAL OF  
H/O DEPARTMENT AND FINANCIAL  
APPROVAL IS DULY ATTACHED :

PLACE :  
DATE

(SIGNATURE)



S.K. Dev Verman  
Joint Secretary/CVO  
Tel. 23716835

14910/4  
21/1/2010

Dear Sh. Wahi,

श्रम एवं रोजगार मंत्रालय  
भारत सरकार  
श्रम शक्ति भवन, रफी मार्ग,  
नई दिल्ली-110119  
MINISTRY OF LABOUR & EMPLOYMENT  
GOVERNMENT OF INDIA  
SHRAM SHAKTI BHAWAN, RAFI MARG,  
NEW DELHI-110119

No.S-27016/1/2008-C&WL-II  
Dated the 15<sup>th</sup> January, 2010

The Hon'ble Supreme Court in the case of Visakha and Others Vs Government of Rajasthan and Others, laid down guidelines for prevention of Sexual Harassment at Work place and directed that those guidelines should be strictly observed and would be binding and enforceable in Law until suitable legislation is enacted to occupy the field. In a subsequent judgment in the case of Medha Kotwal Lele and others Vs UOI and others, the Hon'ble Supreme Court held that the complaints committees as envisaged by the Supreme Court in its judgment in Visakha Case would be deemed to be an Inquiry Committee under the Conduct Rules and the Report of the Complaints Committee would be deemed to be an Inquiry Report under the CCS Rules. Service Rules in the light of the judgment have already been amended by the concerned departments and the complaints of sexual harassment at work place are presently handled under the guidelines laid down by the Hon'ble Supreme Court till finalization of the legislation in this regard by the Ministry of Women & Child Development

For information  
27.1.10

JLCA

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2. While institutional mechanisms have been put in place following the series of judgments of the Apex Court mentioned above, it is necessary to ensure that there is no delay in dealing with complaints of sexual harassment made by women in the work place, and whenever such complaints are made there is no occasion for either an attitude of disinterest or indifference. Any delay, or dismissive attitude with regard to complaints will serve to nullify the letter and spirit not only of Government instructions, but also the guidelines laid down by the Apex Court and would itself invite action.

OS(A)  
Pl. circular  
27/1/10  
Section

3. I shall be grateful if the above issues are kept in mind, with a view to reinforcing the administrative machinery that might already be in place in your State so that such complaints receive prompt and immediate attention. I would suggest that regular quarterly meetings of the complaints committee constituted in your Department may be held even if there are no complaints, and the state of preparedness to deal with such complaints reviewed as also measures to be taken to make all officers fully aware of their responsibilities in this regard.

4. It is also suggested that the State Government may explore the possibility of carrying out publicity campaigns against Sexual Harassment of women at work place in the print and electronic media.

5. A report on the action taken in the matter may please be furnished to this Ministry in due course.

With regards

Yours sincerely;

(S.K. Dev Verman)

166/2010  
1/21/10

Shri K.S. Wahi,  
Secretary,  
Labour & Employment Department,  
Government of NCT of Delhi,  
Delhi-110054.