

Reminder-I

**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT**  
**GOVERNMENT OF NCT OF DELHI**  
**(Women Empowerment Cell)**  
**1, CANNING LANE, K.G. MARG, NEW DELHI-110001**  
**(Ph: 011-23388818, E-mail: dd181wcd@gmail.com)**

No. F.60/70/DWCD/ADWEC/ICC/2006-07

4081-91

Date

01-05-2018  
01 MAY 2018

To,

1. The District Officer (Central), GLNS Complex (Behind Ferozshah Kotla Stadium), Delhi Gate, New Delhi - 110002.
2. The District Officer (East), Silai Kadhai Kendra, Block-10 (Near Shamshan Ghat) Geeta Colony, New Delhi - 110031.
3. The District Officer (North), 20-21, Gulabi Bagh Shopping Complex (Near Super Bazar) Gulabi Bagh Delhi - 110007.
4. The District Officer (North East), Sanskar Ashram (Near GTB Hospital) Dilshad Garden New Delhi - 110095.
5. The District Officer (North West - I), Silai Kendra, F Block Mangol Puri New Delhi - 110083.
6. The District Officer (North West - II), District Office Room No.4, Sewa Kutir Complex, Kingsway Camp, New Delhi - 110009.
7. The District Officer (South), Kasturba Niketan (Near Jal Vihar Terminal) Lajpat Nagar-II, New Delhi - 110002.
8. The District Officer (South West), 23-24, Udhyog Sadan (Behind Qutub Hotel) Qutub Institutional Area, New Delhi - 110067.
9. The District Officer (West), Nirmal Chhaya Complex (Near Hari Nagar Bus Depot) Jail Road, Hari Nagar, New Delhi - 110064.

**Sub:** Regarding display of Notice Board of size 10"X20" in r/o constitution of Internal Complaint Committee under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Madam,

This is in continuation to this office letter no. F.60/70/DWCD/ADWEC/ ICC/ 2006-07/24094-126 dated 08.09.2015, F.60/70/DWCD/ADWEC/ICC/2006-07/40372-380 dated 15.12.2017 and F.60/70/DWCD/ADWEC/ICC/2006-07/43643-52 dated 10.01.2018 through which all the District Officers were requested to constitute Internal Complaints Committee at District Level strictly in accordance with the provisions as given under Section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013 and also to spread awareness regarding functioning of Internal Complaints Committee (District Level) by proper display of the same through Notice Board/Display Board to ensure a safe and secure working environment to women.

In this context, please find enclosed herewith an approved copy of notice board in both Hindi & English languages to be displayed in the district offices in order to spread awareness regarding the functioning of Internal Committee.

You are once again requested to do the needful and spread awareness on this issue to provide safe working environment to women.

Encl: A.Above

Yours faithfully

Assistant Director (WEC)

No. F.60/70/DWCD/ADWEC/ICC/2006-07 4081-91

Date 01 MAY 2018

Copy to:

1. O.S.D to Director (DWCD), 1, Canning Lane, K.G Marg, New Delhi - 110001.
2. Assistant Programmer (IT), DWCD, 1 Canning Lane, K.G Marg, New Delhi - 110001 for uploading on the website of the department.

Assistant Director (WEC)

जिला कार्यालय (-----)  
महिला एवं बाल विकास विभाग  
दिल्ली सरकार राष्ट्रीय राजधानी क्षेत्र

F.No.

Dated

आदेश

महिला और बाल विकास विभाग, दिल्ली सरकार, कार्यस्थल पर महिलाओं के यौन उत्पीड़न के खिलाफ शून्य सहनशीलता की नीति का अनुसरण करती है। महिलाओं का कार्यस्थल पर लैंगिक उत्पीड़न (निवारण, प्रतिषेध एवं प्रतितोष) अधिनियम, 2013 की धारा 4 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए दिनांक ..... को आंतरिक समिति का गठन किया गया है, जिसका कार्य जिला कार्यालय(.....), महिला एवं बाल विकास विभाग राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार के कार्यस्थल में महिलाओं के यौन उत्पीड़न की शिकायत से संबंधित शिकायतों को प्राप्त करना एवं उनका नियमानुसार निपटारा करना है। आंतरिक समिति का गठन इस प्रकार है:-

1. \_\_\_\_\_ -पीठासीन अधिकारी
2. \_\_\_\_\_ - सदस्य
3. \_\_\_\_\_ - सदस्य
4. \_\_\_\_\_ - सदस्य

इस समिति में सिविल प्रक्रिया संहिता 1908 के अन्तर्गत सिविल कोर्ट की शक्तियाँ निहित हैं। कोई भी पीड़ित महिला, कार्यस्थल पर यौन उत्पीड़न की शिकायत लिखित रूप में घटना की तारीख से तीन महीने की अवधि के भीतर आंतरिक समिति को कर सकती है और इस प्रकार की घटनाओं की श्रृंखला की स्थिति में पीड़िता अंतिम घटना की दिनांक से तीन महीने की अवधि के भीतर शिकायत कर सकती है।

यदि पीड़ित महिला अपनी शारीरिक या मानसिक अक्षमता या मृत्यु एवं अन्य कारण से शिकायत करने में असमर्थ हो तो उसके कानूनी उत्तराधिकारी या अन्य व्यक्ति जिसे निर्धारित किया गया हो, तो वह आंतरिक शिकायत समिति को शिकायत कर सकता/सकती है।

जिला अधिकारी (-----)  
महिला एवं बाल विकास विभाग

Office of the District Officer (\_\_\_\_\_)
Department of Women & Child Development
Govt. of NCT of Delhi
\_\_\_\_\_, New Delhi

F.NO.

Dated:

ORDER

Department of Women and Child Development, Delhi Government has ZERO tolerance policy against Sexual Harassment of Women at Workplace. The Internal Complaints Committee has been constituted on \_\_\_\_\_ as per Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, to deal with complaints of Sexual Harassment of Women at Workplace at the District Office (\_\_\_\_\_) of Department of Women and Child Development, Government of NCT of Delhi. The constitution of the committee is given as under:

- 1. \_\_\_\_\_-Presiding Officer
2. \_\_\_\_\_-Member
3. \_\_\_\_\_-Member
4. \_\_\_\_\_-Member

The committee is vested with powers of Civil Court under Code of Civil Procedure 1908. Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.

In case, the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint to the Internal Committee.

District Officer (\_\_\_\_\_)
Department of Women and Child Development