

No Shiksha Sml (5-2)-SH
O/o Dy. Director Higher Education District, Shimla



Dated Shimla-1 the

To All the Principal/ Headmaster
GSSS / GHS District Shimla

Subject:- Regarding Putting up information of details of Chairpersons of complaints
Committee to Prevent Sexual Harassment of Women at Work Places on the
Departmental website.

Memo, This is with reference to letter No -EDN-HE (21)A(3)20/2016-SH-Vol-I Dated
April, 2017, received from Director of Higher Education Himachal Pradesh on subject cited above.
In this regard it is informed that Ministry of Women & Child Development,
Government of India has developed a Handbook on Sexual Harassment of women at workplace
(Prevention, Prohibition and Redressal) Act, 2013 to ensure that every citizen of India are aware of
their rights and obligations in terms of creating safe environment for women. The handbook can be
viewed / downloaded from the website: www.wed.nic.in (www.hbcse.tifr.res.in/ handbook-on
sexual-harassment-of-women-at-).

Therefore you are directed to view /download the Handbook on Sexual
Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013 and aware
every individual under your control of their rights and obligations in terms of creating safe
environment for women and further directed to constitute sexual Harassment committee for the year
2017-18 and send the names of the head of the Sexual Harassment committee along with the
telephone no to this office within 7 days on the prescribed proforma attached herewith. It may also be
ensured that Sexual Harassment Committee should be chaired by only a female teacher/employees as
per the direction given by Hon'ble Supreme Court of India. Brief Guidelines for the formation of this
committee are also attached with this letter.

Dy. Director Higher Education
District Shimla, Shimla-171001
the February, 2017

Endst. No Even Dated Shimla-1

Copy for information

1. The Director of Higher Education Himachal Pradesh Shimla-1 w.r.t letter No EDN-HE
(21)A(3)20/2016-SH-Vol-I Dated 02 -04-2017.
2. Guard file.

Dy. Director Higher Education
District Shimla, Shimla-171001

Annexure-A

Proforma-I

Name of the Deptt.	Whether the Deptt. has formulated Complaints Committee at Distt. Level/ Institution Level/ College Level.	If yes, No. of Complaints Committees in the Deptt. at District level / Institution level/ College Level.	Total Complaints received including name & address of the complainant	No. of complaints decided (giving specific details of the findings is whether charges found True or False 2016-17	Complaints disposed off within sixty days	Total complaints disposed off during the year but not within sixty days	Total No. of complaints pending as on 31-03-2017
1	Yes	No	During	2016-17	Number		
	2	3	5	6	7	8	9

Proforma-II

Sr. No.	Name of Chairperson & Members alongwith Designation	Mobile Number of Chairperson & Member	Correspondence Address