

Through Selo

No.W.V.Inst/2017-Vig
DIRECTORATE GENERAL, C.R.P.F
(M.H.A)

BLOCK NO.1, CGO COMPLEX,
LODHI ROAD, NEW DELHI-03

Dated, the 12th July, 2017

**STANDING ORDER - 02 of 2017: INSTRUCTIONS ON
PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE
IN CENTRAL RESERVE POLICE FORCE**

In supersession to Standing Order No.08/2014 and its subsequent amendments, following instructions are hereby issued in the light of **Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal) Act, 2013** and various instructions issued from time to time by DoPT, GoI, MHA, GoI.

2. The 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' {SHWW (PPR) Act} was promulgated on 22nd April 2013. In furtherance of the Act, the 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 has also been notified on 9/12/2013. The Act and the Rules framed thereunder provide a redressal mechanism for handling cases of sexual harassment at workplace.

3. The CCS (Conduct) Rules, 1964 and CCS (CCA) Rules,1965 have been amended vide Notifications published as G.S.R. 822(E) and G.S.R.823(E) in the Gazette of India — Extraordinary dated 19/11/2014.

4. So far as Central Government employees are concerned, provisions already exist in the CCS (Conduct) Rules 1964 defining sexual harassment. Further, the proviso to Rule 14(2) of the CCS (CCA) Rules 1965 provides that the complaints committee established in each Ministry or Department or office enquiring into such complaints shall be deemed to be the **inquiring authority** appointed by the disciplinary authority and the committee shall hold the inquiry so far as practicable

in accordance with the procedure laid down in those rules. Similar provisions exist in the relevant service rules of the Central Government servants not governed by CCS (Conduct) Rules / CCS (CCA) Rules.

5. DoPT vide OM No.11013/2/2014-Estt.(A-III) dated 16.07.2015 has simplified the procedure of Sexual Harassment Enquiries.

Definitions of various terms and steps for Conduct of Inquiry in Complaints of Sexual Harassment have been prescribed as under:-

A. Complaints Committees

Complaints Committees have been set up in all Ministries/Department and organizations under them in pursuance to the judgement of the Hon'ble Supreme Court in the *Vishakha* case. As per Section 4(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013("the Act"), the Internal Complaints Committee (ICC) (referred to as "Complaints Committee" hereafter) is to be set up at every workplace. As per Section 4(2), this will be headed by a woman and at least half of its members should be women. In case a woman officer of sufficiently senior level is not available in a particular office, an officer from another office may be so appointed. To prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committees should involve a third party, either an NGO or some other body which is familiar with the issue of sexual harassment. Accordingly, the composition of Sexual harassment committees in CRPF shall be as under:-

(i) CENTRAL LEVEL INTERNAL COMPLAINTS COMMITTEE AT DTE GENERAL CRPF (CLICC)

- i. Presiding Officer (Female)
- ii. Member-I (Female Officer)
- iii. Member-II (NGO Member)
- iv. Member-III DC(Legal)Dte or any other Law Qualified Officer

(ii) SECTOR LEVEL INTERNAL COMPLAINTS COMMITTEE (SLICC)

- i. Presiding Officer (Female)
- ii. Member-I (Female Officer)
- iii. Member-II (NGO Member)
- iv. Member-III (Legal Officer of concerned Sector and in case no Legal Officer is posted, any other Law qualified Officer)

Note:-

- a) CLICC will enquire into the complaints of Sexual Harassment against senior Officers/SOs/ORs of Directorate General, CRPF. It may also enquire into the complaints against other senior Officers of the Force as may be specified by DG, CRPF.
- b) SLICCs of Sectors will enquire into the complaints against Officers/SOs/ ORs posted in the Sector. In case, a lady Officer of sufficient senior level is not available to enquire into complaint against a particular Officer, then DG, CRPF may detail lady Officer from another Sector/Offices as Presiding Officer of SLICC.
- c) In case no lady Officer senior to the Charged Officer is available in the Force, the case will be referred to MHA for detailment of sufficient senior lady Officer from other organisation.
- d) The Committee will as far as practicable follow the procedures prescribed in CCS (CCA) Rules 1965 for conduct of the inquiry. However, in the case of IPS Officers, the enquiry will be held as per provisions of All India Service (Conduct) Rules, 1968. In the case of Cadre Officers of CRPF enquiry will be held as per provisions of CCS (CCA) Rules, 1965. In the case of Non-Gazetted personnel the provisions of CRPF Act 1949 & Rules 1955 will be applicable.

B. What is Sexual Harassment?

- I. "sexual harassment" includes any one or more of the following acts or behaviour, (whether directly or by implication), namely:—
 - (i) physical contact and advances; or
 - (ii) demand or request for sexual favours; or
 - (iii) sexually coloured remarks; or
 - (iv) showing any pornography; or
 - (v) any other unwelcome physical, verbal, non-verbal conduct of a sexual nature.
- II. The following circumstances, among other circumstances, in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment: -
 - (i) implied or explicit promise of preferential treatment in employment; or

- (ii) implied or explicit threat of detrimental treatment in employment ; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

C. Workplace defined:

As per Section 2(o) of the Act, the following places are included within the ambit of the expression "workplace":

- (i) any department, organization, undertaking, establishment, enterprise, institution, office, etc established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the Central Government;
- (ii) hospitals or nursing homes;
- (iii) any sports institute, stadium, etc., used for training, sports or other activities relating thereto;
- (iv) any place visited by the employee arising out of or during the course of employment -including transportation provided by the employer for undertaking such journey;

D. Initial relief

The Committee will also have the powers to recommend:-

- (i) to transfer the aggrieved woman or the charged officer to any other workplace; or
- (ii) to grant leave to the aggrieved woman up to a period of three months.
(The leave will not be deducted from her leave account.)

E. Complaints Committee to be Inquiring Authority

As per Proviso to Rule 14(2) of CCS (CCA) Rules, 1965, in case of complaints of sexual harassment, the Complaints Committee set up in each Ministry or Department etc. for inquiring into such complaints shall be deemed to be the Inquiring Authority appointed by the Disciplinary Authority for the purpose of these rules. Complaints Committee, unless a

separate procedure has been prescribed, shall hold the inquiry as far as practicable in accordance with the procedure laid down in the Rule 14 of CCS (CCA) Rules, 1965,

F. Need for investigation

The Complaints Committees may act on complaints of sexual harassment when they receive them directly or through administrative authorities etc, or when they take cognizance of the same suo-moto. As per Section 9(1) of the Act, the aggrieved woman or complainant is required to make a complaint within three months of the incident and in case there has been a series of incidents, three months of the last incident. The Complaints Committee may however extend the time limit for reasons to be recorded in writing, if it is satisfied that the circumstances were such which prevented the complainant from filing a complaint within the stipulated period.

The complaints of sexual harassment are required to be handled by Complaints Committee. On receipt of a complaint, facts of the allegation are required to be verified. This is called preliminary enquiry/fact finding enquiry or investigation. The Complaints Committee conducts the investigation. The Committee may then try to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. If it becomes necessary to issue a Charge Sheet, disciplinary authority relies on the investigation for drafting the imputations, as well as for evidence by which the charges are to be proved. Therefore this is a very important part of the investigation.

G. Dual Role

In the light of the Proviso to the Rule 14 (2) mentioned above, the Complaints Committee would normally be involved at two stages. The first stage is investigation already discussed in the preceding para. The second stage is when they act as Inquiring Authority. It is necessary that the two roles are clearly understood and the inquiry is conducted as far as practicable as per Rule 14 of CCS (CCA) Rules, 1965 or as per the service rules applicable on the Charged Officer/official. Failure to observe the procedure may result in the inquiry getting vitiated.

The Complaints Committees also act as Inquiring Authority in terms of Rule 14(2) mentioned above; care has to be taken that at the

investigation stage that impartiality is maintained. Any failure on this account may invite allegations of bias when conducting the inquiry and may result in the inquiry getting vitiated. As per the instructions, when allegations of bias are received against an Inquiring Authority, such Inquiring Authority is required to stay the inquiry till the Disciplinary Authority takes a decision on the allegations of bias. Further, if allegations of bias are established against one member of the Committee on this basis, that Committee may not be allowed to conduct the inquiry.

In view of the above, the Complaints Committee when investigating the allegations should make recommendations on whether there is a prima facie substance in the allegations which calls for conducting a formal inquiry. They should avoid making any judgmental recommendations or expressing views which may be construed to have prejudiced their views while conducting such inquiry.

H. Decision to issue Charge sheet, and conducting Inquiry

On receipt of the Inquiry Report of stage I of the enquiry, the Disciplinary Authority should examine the report with a view to see as to whether a formal Charge Sheet needs to be issued to the Charged Officer. As per Rule 14(3), Charge Sheet is to be drawn by or on behalf of the Disciplinary Authority. In case the Disciplinary Authority decides on that course, the Charged Officer should be given an opportunity of replying to the Charge sheet. As per Rule 14(5), a decision on conducting the inquiry has to be taken after consideration of the reply of the charged officer.

If the Charged Officer admits the charges clearly and unconditionally, there will be no need for a formal inquiry against him and further action may be taken as per Rule 15 of the CCS (CCA) Rules, 1965 or as per service rules applicable on them.

I. The Inquiry-stages

In case the Charged Officer denies the charges and his reply is not convincing, the Charge sheet along with his reply may be sent to the Complaints Committee for formal inquiry, and documents mentioned in Rule 14 (6) will be forwarded to the Complaints Committee. As per Section 11(3) of the Act, for the purpose of making an inquiry, the Complaints Committee shall have the same powers as are vested in a

civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:—

- (i) summoning and enforcing the attendance of any person and examining him on oath;
- (ii) requiring the discovery and production of documents; and
- (iii) any other matter which may be prescribed.

The Section 11(4) of the Act requires that the inquiry shall be completed within a period of **ninety (90) days**.

J. Presenting Officer & Defence Assistant:-

The Disciplinary Authority shall also in terms of Rule 14(5) (c) appoint a Government servant as a Presenting Officer to present evidence on behalf of prosecution before the Complaints Committee/ Inquiring Authority. The listed documents are to be sent to the Presenting Officer. The Complaints Committee would, thereafter, summon the Presenting Officer and the Charged Officer. As a first step, the charged officer would be formally asked as to whether he admits the charges. As mentioned above, in case of any clear and unconditional admission of any Article of Charge, no inquiry would be held in respect of that Article and the admission of the Charged Officer would be taken on record. The inquiry would be held, thereafter, in respect of those charges which have not been admitted by the Charged Officer.

The Charged Officer is also entitled to engage a Defence Assistant. The provisions relating to Defence Assistant are given in Rule 14(8) of CCS (CCA) Rules, 1965 and other relevant instructions as applicable on the subject.

K. Procedure of Inquiry:-

The Inquiring Authority is, thereafter, required to ask the Presenting Officer to have the prosecution documents, listed in the Charge Sheet inspected by the Charged Officer. Copies of such documents, if not given to the Charged Officer, would be handed over to him. The Charged Officer would, therefore, be required to submit a list of documents and witnesses which he wants to produce in support of his defense. The Inquiring Authority would consider allowing such documents or witnesses on the basis of their relevance. Normally, any

document or witness which reasonably appears to be relevant and helpful in defense may be allowed. Once the documents have been allowed, the Inquiring Authority would send a requisition for these documents to the custodian of such documents.

When the regular hearing commences, the Inquiring Authority would ask the Presenting Officer to produce the documentary evidence. Such documents as are disputed by the Charged Officer have to be proved by the witnesses before they are taken on record. The undisputed documents would be taken on record and marked as exhibits.

L. Examination of Witnesses

Summons would, thereafter, be sent to the witnesses listed in the Charge sheet. The Presenting Officer may choose to produce them in any order he finds appropriate. These witnesses would be examined in the inquiry in the following manner. The examination in chief would be done by the Presenting Officer where the Presenting Officer may ask questions to the witness to ascertain the facts. The witness would, thereafter, be cross-examined by the Defense. After the cross-examination, the Presenting Officer would be given an opportunity to re-examine the witness. In the examination in chief, leading questions are not allowed. These are however allowed in the cross examination.

The procedure of Inquiry requires opportunity to the Charged Officer/Defence Assistant to cross-examine all the witnesses that appear on behalf of the Prosecution. Failure to do so may be construed as a denial of reasonable opportunity to the charged officer, resulting in vitiation of the Inquiry. If the complainant appears as a witness, she would also be examined and cross-examined. The Inquiry Officer may however disallow any questions which are offensive, indecent, irrelevant or annoying to the witnesses, including the complainant.

If Inquiring Authority wishes to ascertain some facts for clarity, he may pose questions to the witnesses. This should however, be done in such a manner as to not show any bias for or against the Charged Officer. This has to be done in the presence of the Presenting Officer and the Charged Officer/Defence Assistant. No inquiry should be conducted at the back of the charged officer. The witnesses will be examined one by one, and the other witness who are either yet to be examined, or have

been examined are not allowed to be present during the examination of a witness.

M. Daily Order Sheet

The Inquiring Authority would also maintain a document called Daily Order Sheet in which all the main events of the inquiry and including requests/representations by the Charged Officer or the Presenting Officer, and decisions thereon would be recorded. For example:-

- (i) if the Charged Officer refuses to cross-examine the witnesses, this should be recorded in the Daily Order Sheet,
- (ii) the Daily Order Sheet should record that the Charged Officer had been advised that he has the right to engage a Defense Assistant,
- (iii) it should also be clearly mentioned that the Charged Officer was also informed as to who are eligible to assist him as Defense Assistant.
- (iv) the Daily Order Sheet should also record in case request of the Charged Officer for engaging a particular person as Defense Assistant is disallowed in the light of the existing instructions.

Daily Order Sheet should be signed by the Inquiring Authority (PO & all members), Presenting Officer and the Charged Officer/Defence Assistant who are present during the proceedings of the day.

N. Defence Evidence

After the prosecution evidence is over, the Charged Officer is required to submit his statement of defense. In this statement, the Charged Officer is required to briefly indicate his line of defense. After this, the Defense evidence will be taken. The evidence will be produced in the same order as the prosecution evidence. First, the documents allowed by the Inquiry Authority would be taken on record and then the witnesses called and their examination, cross-examination and re-examination done. The only difference here would be that the Examination in Chief would be done by defense while the cross-examination would be done by the prosecution/the Presenting Officer.

The defense would then have the opportunity of re-examining the witness.

O. General Examination of the Charged Officer

After the Defense evidence is over, the Inquiring Authority shall ask Charged Officer as to whether he wishes to appear as his own witness. In case he does so, he will be examined like any other defense witness. In case however, he declines to do so, the Inquiring Authority is required to generally question him. At this stage due care is required to be exercised that as per Rule 14(18) the purpose of this stage is to apprise Charged Officer of the circumstances which appear to be against him. This is to enable the Charged Officer to explain them to the Inquiring Authority. Presenting Officer and the Defence Assistant do not take any part in the General Examination. Charged Officer may not be compelled to answer questions during examination by the Inquiring Authority.

P. Brief

After this, the Presenting Officer would be asked to submit his prosecution brief. A copy of the Prosecution brief would be given by the Inquiring Authority (IA) to the Charged Officer with direction to submit the defence brief. Both the Presenting Officer and the Charged Officer should be allowed reasonable time for submission of their briefs. On receipt of Defence Brief, the Inquiring Authority will write the Inquiry Report in which the evidence in support of the charges and against them will be examined. The Report should be a speaking one with respect to each article of charge separately clearly bringing out as to the evidence on the basis of which any particular conclusion has been reached. Based on this analysis. the Inquiring Authority will give its findings on the Articles as **proved** or **not proved**. In case any Article of charge is proved only **partially**, then the Inquiring Authority should record the extent to which that Article has been proved.

Q. Powers of the Committee to make recommendations

Normally, the Inquiry Officer is not allowed to make any recommendations in his report. Here the function of the Complaints Committee acting as the Inquiring Authority differs. The Complaints

Committee may however, make recommendations including what has been mentioned in para 'P' above:

- The Committee may recommend action to be taken against complainant, if the allegation is malicious, or the complainant knows it to be false, or has produced any forged or misleading document.
- The Committee may also recommend action against any witness if such witness has given false evidence or produced any forged or misleading document.
- To grant such other relief to the aggrieved woman as may be prescribed; or
- To deduct from the salary or wages of the charged officer such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs. Any amount outstanding at the time of cessation of the services of the Charged Officer due to retirement, death or otherwise may be recovered from the terminal benefits payable to the officer or his heirs. Such compensation will not amount to penalty under Rule 11 of CCS (CCA) Rules, 1965 in terms of the Explanation (ix) to Rule 11 inserted vide DoPT Notification dated 19-11-2014 which provides that any compensation awarded on the recommendation of the Complaints Committee referred to in the proviso to sub-rule (2) of rule 14 and established in the Department of the Government of India for inquiring into any complaint of sexual harassment within the meaning of rule 3 C of the Central Civil Services (Conduct) Rules, 1964".

R. Confidentiality

The Complaints Committee should also remember that as per Section 16 of the Act, notwithstanding the RTI Act, 2005, information as regards identity and addresses of the aggrieved woman, respondent and witnesses, Inquiry proceedings, Recommendations of the Committee, shall not be published or communicated or made known to public, press or media in any manner, provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

S. Completion of Enquiry

With the above stage, the inquiry would be formally over. The Inquiring Authority should prepare separate folders containing the documents mentioned in Rule 14(23(ii) of CCS (CCA) Rules 1965.

T. Suspension

A Government servant may also be placed under suspension before or after issue of a Charge Sheet where his continuance in office will prejudice the investigation, for example if there is an apprehension that he may tamper with witnesses or documents. Suspension may also be resorted to where continuance of the Government servant in office will be against wider public interest such as there is a public scandal and it is necessary to place the Government servant under suspension to demonstrate the policy of the Government to deal strictly with officers involved in such scandals. It may be desirable to resort to suspension in case of misdemeanor involving acts of moral turpitude.

U. Special provisions to deal with threats or intimidation

The Disciplinary Authority may also dispense with inquiry under Rule 19(ii), and action may be taken without the inquiry when the Disciplinary Authority concludes that it is not reasonably practicable to hold such an inquiry. The circumstances leading to such a conclusion may exist either before the inquiry is commenced or may develop in the course of the inquiry. Such situation would be deemed to have arisen:

- (i) where the Government servant, through or together with his associates terrorizes, threatens or intimidates witnesses who are likely to give evidence against him with fear of reprisal in order to prevent them from doing so; or
- (ii) where the Government servant himself or with or through others threatens, intimidates and terrorizes the Disciplinary Authority, Members of the Committee, the Presenting Officer or members of their family.

Disciplinary Authority is not expected to dispense with the inquiry lightly, arbitrarily or with ulterior motive or merely because the case against the Government servant is weak.

V. Providing copy of Inquiry report to the complainant and respondent (Charged Officer):

As per provisions contained in Section 18 (1) of Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal) Act, 2013 read with DoPT OM F.No.11012/5/2016-Estt-A-III dated 2/8/2016 “*where a Complaint Committee has not recommended any action against the employees against whom the allegation have been made in a case involving allegations of sexual harassment, the Disciplinary Authority shall supply a copy of the Report of the Complaints Committee to the complainant and shall consider her representation, if any, submitted, before coming to a final conclusion. The representations shall be deemed to be an appeal under section 18(1) of Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal) Act, 2013.*”

6. CONCILIATION

As per provisions contained in section 10 of Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal) Act, 2013:-

- (i) The Committee may before initiating an inquiry and at the request of the aggrieved women, take steps to settle the matter between her and the respondent through conciliation provided that no monetary settlement shall be made as a basis of conciliation.
- (ii) Where a settlement has been arrived, the Committee shall record the settlement so arrived and forward the same to the disciplinary authority to take action as specified in recommendations.
- (iii) The Committee shall provide copies of settlement to the aggrieved woman and the respondent.
- (iv) Where settlement is arrived, no further inquiry shall be conducted by the Committee.

7. In view of the enactment of Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal) Act, 2013, the provisions contained in the Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal) Act, 2013, will be meticulously followed in letter & spirit. While following the provisions of the Act, the following shall also be ensured:-

(i) **WIDE PUBLICITY:-** All establishments will ensure wide publicity of the Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal) Act, 2013, in the following manner:-

- a. All establishments will display informative Posters in respect of the provisions contained in Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal) Act, 2013, at prominent places, like recreations Rooms, Dining Hall, MI Room etc. Such information should invariably include the composition & address of the Central & Sector Level Internal Complaints Committee, including the telephone numbers and email address of the Presiding Officer.
- b. The newsletters/bulletin published by various formations should contain educative articles on Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal) Act, 2013.
- c. Training institutions will sensitize the trainees in the matter by special sessions. Besides Zones / Sectors/ Ranges/other institutes will also lay special emphasis to sensitize Officers/personnel about the provisions of the Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal) Act, 2013.
- d. The personnel especially Mahila Officers/personnel be briefed regularly during the 'Sainik-Sammelan' & monthly 'Welfare' meetings.

(ii) **APAR DURING THE PENDENCY OF THE ENQUIRY: -**

In case there is reasonable apprehension regarding vindictive action against the aggrieved women, in lieu of the complaint made by her, the Presiding Officer of the Sexual Harassment Committee may recommend the same to the Revisioning Authority of the aggrieved women, who will consider the recommendations of Presiding Officer of the Sexual Harassment Committee, while endorsing his remarks.

(iii) **LODGING OF COMPLAINT:** - Any aggrieved women Government servant can prefer a complaint to the Central / Sector Level Complaints Committee as the case may be. However, in case the complainant is unable to do so due to unforeseen circumstances, the complaint will be submitted to any of the nearest CRPF office / Establishment. The respective in-charge of such CRPF office / establishment will ensure forwarding of the same to the respective Central / Sector Level Complaints Committee, as the case may be, for further necessary action, within 24 hours of the receipt of such complaint and a written acknowledgement of the same will be provided to the complainant. Complaints pertaining to sexual harassment may also be lodged by the aggrieved lady Government servants through email.

(iv) **ALLOWANCE:-** The Member appointed from amongst the non-governmental organization or associations shall be paid such fees or allowances for holding the proceedings of the Complaints Committee, by the employer, as may be prescribed. The allowances to the NGO member will be paid by the Office of the Presiding Officer of CLICC / Sector Office as the case may be, in accordance to G.I. MF OM No F.5(15)-E.IV (B)/68, dated 15/09/1969 as amended from time to time.

(v) **OPERATIONAL CLEARANCE TO THE PERSONNEL ASSOCIATED WITH THE ENQUIRY:-**

Normally, the concerned operational controlling authority should not deny the operational clearance to the Officers/personnel associated with the sexual Harassment enquiry. However in case, due to administrative / operational reasons, where presence of such person is indispensable, the concerned Ops Sector will take up the matter with the Directorate General, who will take decision in the matter.

(vi) **REPORT & RETURNS:-**

Concerned Presiding Officer of Sector Level Complaint Committee will submit monthly report of the pending

sexual harassment cases to the respective Sector. The Sectors in turn will forward a consolidated report to the Presiding Officer of CLICC. The Central Level Internal Complaint Committee will forward the report to this Directorate by 2nd of each month. A list of cases where the aggrieved women have lodged a complaint but no action has been initiated till submission of the return may be separately indicated.

8. As per directions issued by the GoI, DoPT vide OM No.11013/7/2016-Estt.A-III dated 22/12/2016 the Complaints Committee will ensure that the aggrieved women are not victimized in connection with the complaints filed by them. For a period of five years after a decision in a proven case of sexual harassment, a watch should be kept to ensure that she is not subjected to vendetta. She should not be posted under the Respondent/Charged Officer, or any other person where there may be a reasonable ground to believe that she may be subjected to harassment on this account. In case of any victimization the complainant may submit a representation to the Secretary in the case of Ministries/Departments and Head of the Organization in other cases. These representations should be dealt with sensitivity, in consultation with the Complaints Committee, and a decision taken within 15 days of the submission of the same.

9. The Standing Order will take effect from date of its issue.

-sd- 12/7/2017
(Rajeev Rai Bhatnagar)
Director General

No.W.V.Inst/2017-Vig

Dated, the 12th July, 2017

Copy to:-

1. All Zone HQrs, CRPF.
2. ADG, CRPF Academy.
3. All Sector IsG/Director ISA/CTC/CIAT/CSJWT/IG (Med) CH, CRPF.
4. All DIsG, Ranges (including Ops Ranges)/RTCs/CTC(T&IT)/GCs/DIG (Med) CH, CRPF.
5. All Unit Commandants including RAF/Mahila/SDG/CoBRA/Signal BNs.
6. All Audit Officers IAP-I/II/III/IV/V & VI.

-sd- 12/7/2017
(Gurshakti Singh Sodhi)
DIG (CR & VIG)

Internal

DIG (IT) Dte: It is requested to upload this Circular Order in DMS of Selo. All Branches of Dte General. (A copy of Note-sheet containing approval of DG, CRPF is also forwarded to Adm Branch for records. **Encl: 03 leaves**).