



कर्मचारी राज्य बीमा निगम  
Employees' State Insurance Corporation

उप क्षेत्रीय कार्यालय Sub Regional Office

सर्वे सं. 689-690, पंचदीप भवन, बिबवेवाडी, पुणे-411037

S.N. 689-690, Panchdeep Bhavan, Bibvewadi, Pune- 411037

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चिन्ता से मुक्ति

No. MHR/SRO/E.II/1(31)Vig./SHW/2014

Date :-23/05/2014

### CIRCULAR

The Parliament has enacted "The Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal) Act 2013", hereafter will be referred to as "Act", to provide protection of women and for prevention and redressal of complaint of sexual harassment and connected matters. As per section 2 (n) of the Act, sexual harassment includes any one or more of the following unwelcome acts or behavior (Whether directly or by implication) namely :-

1. Physical contact and advance: or
2. A demand or request for sexual favours: or
3. Making sexually coloured remarks: or
4. Showing pornography: or
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

In compliance with the provisions of the Act, an "Internal Complaints Committee" for all the offices under the jurisdiction of SRO, Pune has been instituted by the competent authority with immediate effect comprising of the following:-


1. Mrs. P.S. Roy, Deputy Director, Finance (Presiding Officer)
2. Mrs. Saroja Ashokan, Deputy Director, (Member)
3. Mrs. S.R. Supekar, Branch Manager, Branch Office, Nagar Raod (Member)
4. Mrs. S.G. Thatte, Assistant, CB Branch, SRO, Pune (Member)
5. Miss Smita Barve, Programme Officer, NGO, CASP, Pune (Member)

The presiding officer and members of the committee shall hold office from the date of nomination till the reconstitution of the committee subject to a maximum period of three years. The member appointed amongst the non-governmental organization or association shall be paid such fees or allowances for holding the proceedings of the Internal Committee, as may be prescribed.

Any aggrieved women 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 last incident. However, the Internal Committee will be empowered to extend the time limit in accordance with the proviso to the section 9 (1) of the Act.

If the Internal Committee arrives at the conclusion that allegations against the respondent are proved, it can recommend action in accordance with the provisions contained in section 13 (3) of the Act.

This circular is issued in compliance with sec. 19 (b) of the Act. The contents of this notice and the provisions of the Act may be given wide publicity among all staff and displayed conspicuously.

  
( DEEPAK JOSHI )  
DIRECTOR

Copy :-

1. All Members of the committee
2. All Officers & Staff of SRO, Pune
3. All Branch Managers, Branch Offices, Pune
4. JD (SCT), ESIC, Hqrs' Office with reference to Hqrs' letter No. C-12/18/41/164/Misc./13-Vig dated 15.04.2014
5. WCM, ESIC Hqrs – For uploading in Hqrs Website
6. Deputy Director (EDP) for uploading in SRO, Pune Website
7. Notice Board.