



BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)
Corporate Office, Room No. 221,
2nd floor, Eastern Court, Janpath,
New Delhi – 110001.
S.G. (SCT) Branch

No. 30-5/2017-SCT/311

Dated: 19/06/2017

To,

**All the Heads of Telecom Circle,
BSNL**

Sub: Formation of Internal Complaint Committee on Sexual Harassment of Women at work place.

This is regarding Prevention of Sexual Harassment of women employees at their workplace and implementation of its guidelines. BSNL Corporate Office has been issuing guidelines/circulars from time to time to all field units for creating a greater awareness among the officials of BSNL for prevention of sexual harassment of women employees at work places. This guidelines were intimated by this office vide letter no. 30-9/2016-SCT-SG dtd: 28.03.2017. However, some Circle/Units are raising queries on how to constitute the said Committee.

In this regard, it is informed that as per Sexual Harassment Act (Prevention, Prohibition and Redressal) 2013, Chapter II, clause no. 4 (2a) & (3) (copy enclosed); every workplace shall by an order in writing constitute a committee to be known as the "Internal Complaints Committee" for period not exceeding Three years from the date of their nominations.

- a) The Internal Committee shall consist of the following members to be nominated by the employer, namely :
- i) A Presiding officer who shall be a woman employed at a senior level at workplace from amongst the employees :
Provided that in case a senior level woman employee is not available, the presiding officer shall be nominated from other offices or administrative units of the workplace.
- b) Not less than two members from amongst employees preferably committed to the cause or who have had experience in social work or have legal knowledge.
- c) One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to Sexual harassment. Also at least one half of the total members so nominated shall be women.
- d) Circle/Unit may ensure to maintain the details of ICC on Sexual harassment Committee at SSA level.

It is therefore, requested to send the details of the ICC members formed in your circle to this office at E-mail id : sctcellbsnlco@gmail.com in the enclosed Porforma by 24/06/17 positively.

Encl : (a.a)

(Surendra Singh)

GM & Chief Liaison Officer (SCT) 19-6-17.
Phone No. 011-23734131
FAX No. 011- 23766143

1. Copy to BSNL Intranet

PROFORMA

Internal Complaint Committee on Sexual Harassment of Women

Circle : _____

SN	Members /NGO	Name	Designation	Contact no.	E-mail Id	Period