

Govt. of NCT of Delhi
Department of Social Welfare
7th Floor, MSO Building, ITO
I.P. Estate, New Delhi-110002
(Administrative Branch)

No.F.1(200)/DSW (W)/SHOW ACT/2013/2025

6575-6634

Dated: 7/11/25

CIRCULAR

In compliance of the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act and with the aim to promote safe, respectful, and harassment-free environment, the following instructions must be issued at District Offices/Homes/Institutions by the concerned District Offices, Home Incharges, DDOs and Superintendent:

1. Awareness Among Staff and Public:

All staff members and visitors must be made aware of the definition, consequences, and legal provisions concerning sexual harassment. This awareness is essential for creating a secure and respectful working environment and public interface.

2. Display of Boards:

Clear and visible boards detailing the following must be installed at prominent locations within the District Office premises and public areas:

- Definition of Sexual Harassment with examples.
- Rights and Responsibilities of Employees and Visitors and procedure for filing complaints
- The ICC is functional and ready to address complaints in a confidential and timely manner. Details of the Internal Complaints Committee (ICC) Members
- Assurance of Confidentiality and Non-Retaliation

3. Zero Tolerance Policy:

The District Office reiterates its commitment to a zero-tolerance stance on sexual harassment. Any violation will lead to strict disciplinary and legal action.

4. Helpline Numbers to register/Complain: 9289550134

5. Details of Forum for grievance Redressal:

S.No.	Name and designation of the Chairperson/ Member	Present Place of Posting	Address
1.	Smt. Veena Mongia, Chairperson	District West	TCPC Building, Santpura Gurudwara, Tilak Nagar, Delhi-110018.
2.	Ms. Neera, Member	FAS Branch	7 th Floor, MSO Building, ITO, Delhi-110002
3.	Ms. Anjali Tiwari, Member	Social Security Branch	7 th Floor, MSO Building, ITO, Delhi-110002
4.	Ms. Meera Chetan Bhatia, Member	CEO and Founder of the NGO "Sai Satyam Society"	338, H Block, Vikas Puri, New Delhi-110018.

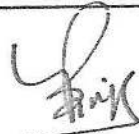
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7/11/25

All DDs/DSWOs, Supdts. /DDO/HOO of Homes/Institutions are instructed to ensure immediate compliance with the above directives and report confirmation of the installation of boards in coordination with Caretaking Branch, DSW.

A Draft copy of Display Board content is hereby attached as Annexure-I.

~~This issues with the prior approval of Competent Authority.~~



Deputy Director (Admin)

Encl: As above.

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Dated: 2/11/25

Copy to:

- i. PS to Secretary (SW), DSW, 7th Floor, MSO Building, ITO, New Delhi-110002.
- ii. PA to Director (SW), DSW, 7th Floor, MSO Building, ITO, New Delhi-110002
- iii. All DDs/DSWOs, DSW, GNCTD, Delhi.
- iv. All Supdts. /DDO/HOO of Homes/Institutions, DSW, New Delhi.
- v. Sr. System Analyst, DSW for uploading the circular on the departmental website.
- vi. Guard file.



Deputy Director (Admin)

CONTENT FOR DISPLAY BOARD

ARE YOU AWARE ABOUT SEXUAL HARASSMENT AT WORKPLACE ! **Know Your Rights Under The Sexual Harassment of Women at Workplace** **(Prevention, Prohibition & Redressal) Act, 2013**

What is Sexual Harassment?

- 1) Unwelcome physical contact or advances
- 2) Requests for sexual favors
- 3) Sexually offensive remarks or jokes
- 4) Showing pornography
- 5) Any other unwelcome behavior of sexual nature

Examples :

- a. Making sexual comments about a person's body, appearance, or clothing.
- b. Unnecessary physical contact and unwanted touching.
- c. Displaying or sending sexually explicit images/videos.

Who is Protected?

All women employees who are:

1. Permanent, temporary, contract, outsourced
2. Clients, customers, visitors

Rights and Responsibilities of employees and Visitors & Procedure for filing complaints:

If You Face Harassment:

- 1) Know your rights and don't stay silent!
- 2) Report it to your workplace at Internal Complaints Committee (ICC) within a period of three month from the date of last incident in writing **OR** file your complaint at **SHE-BOX** portal i.e. Sexual Harassment electronic Box (SHe-Box) is an effort of Government to provide a single window access to every woman, irrespective of her work status.

Details of members of Internal Complaints Committee (DSW):

Sl. No.	Name of the Charirperson/Member	Designation
1	Smt. Veena Mongia	Chairperson (ICC)
2	Ms. Neera	Member (ICC)
3	Ms. Anjali Tiwari	Member (ICC)
4	Ms. Meera Chetan Bhatia, CEO and Founder of the NGO " Sai Satyam Society"	Member (ICC)

What Does the Law Say?

- 1) Internal Complaints Committee already set up by the department will complete Fair and timely investigation and necessary action will be taken.

Why Speak Up?

- 1) Your voice can help build a safe, respectful workplace for everyone!

Together, Let's Create a Workplace Free from Harassment!