

CIRCULAR

No AN/1-B/1020-D/SH  
O/o The PCDA (CC),  
Lucknow.  
Dated 24/06/2011

To

The In-charge,  
GA cell (local) - for uploading on the  
website of the PCDA (CC) Lucknow

**Sub :-** CCS (Conduct) Rules, 1964, guidelines regarding prevention of Sexual Harassment of working women at the work place: reconstitution of Complaints Committee on Sexual Harassment of working women at work place.

In continuation of this office confidential letter, on the subject, it is requested that attention of officers/ members of staff working in your office/ section may be drawn to Rule 3C of CCS (Conduct) Rules, 1964. For ready reference contents of the same are reproduced here below.

RULE 3C OF CCS(CONDUCT)RULES,1964.

PROHIBITION OF SEXUAL HARASSMENT OF WORKING WOMAN

- (1) No government servant shall indulge in any act of sexual harassment of any woman at her workplace.
- (2) Every government servant who is in-charge of a workplace shall take appropriate steps to prevent sexual harassment to any woman at such workplace.

**EXPLANATION—**For the purpose of this rule, “sexual harassment” includes such unwelcomed sexually determined behaviour, whether directly or otherwise, as:-

- (a) Physical contact and advances.
- (b) Demand or request for sexual favours.
- (c) Sexually coloured remarks.
- (d) Showing any pornography; or
- (e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Further, it is also requested that with a view to prevent sexual harassment cases, congenial environment may be created, by sensitizing the officers/members of staff about gender issues at their workplaces. A Complaint Committee has been constituted in this office to look and inquire into the matters relating to sexual harassment of the working women at their work places. Presently, aforesaid committee consists of four members, namely Shri R.K. Goyal, AO, Smt Bhawna Chawhan, AAO, Shri Udbhav Chand, AAO (( all presently posted in M.O, PCDA(CC) Lucknow) and Smt Archana Mishra, AAO of PAO(ORs)AMC,Lucknow, headed by km Moitrayee Paul, AO as Chairperson ((presently posted in M.O., PCDA(CC) Lucknow].

Complaints to this effect, if any, made/received, may be sent to this office/ members of the Committee/ Chairperson of the committee. To learn updated information about the Chairperson and the constituents of the aforesaid committee, website of PCDA(CC) Lucknow can be logged on from time to time.

Contents of the circular may be brought to the notice of each and every employee of your office/ section for strict adherence to the points as above and dated signature in token of having read the contents of this circular be also obtained and kept on record.

*sanshu*  
(SANDEEP THAKUR)  
Dy CDA (AN)