

**Subject:- To conduct the workshop regarding Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013.**

\*\*\*

Will all the:-

- i) Joint Secretaries/ Deputy Secretaries/ Under Secretaries/ Superintendents/ Deputy Superintendents, Haryana Civil Secretariat.
- ii) Special Senior Secretaries/ Senior Secretaries/ Secretaries to Ministers/ Private Secretaries of Haryana Civil Secretariat (including posting at CM Residence).

Kindly refer to the subject cited above?

2. It is informed that the workshop regarding Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013 will be organised in both the buildings i.e. Main Secretariat and Mini Secretariat.

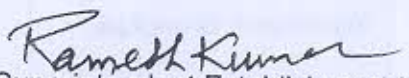
3. You are therefore requested to attend the same and direct all the officers/ officials under your kind control to attend the workshop regarding Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013 which will be organised at NIC, Knowledge Centre, 09<sup>th</sup> Floor, Haryana Civil Secretariat and Committee Room in Mini Secretariat as per schedule mentioned below:-

| <u>Main Building, Haryana Civil Secretariat</u>  |                                      | <u>Mini Secretariat</u>   |                                      |
|--|--------------------------------------|---|--------------------------------------|
| <u>Floor wise</u>  | <u>Date and Time</u>                 | <u>Floor wise</u>   | <u>Date and Time</u>                 |
| 50 persons (Ground Floor + 04 <sup>th</sup> Floor) General Services-I,II, and III, Cabinet, Political, Election, CM Secretariat, CM Grievances, CM Cell Library and RVA..                        | 04.01.2019<br>10.00 AM to 11.00 AM   | 103 persons (04 <sup>th</sup> Floor) All staff posted with IAS officers, Transport-I, II, B&R (W) & (Estt.) and T&C Planning, Social Welfare  | 15.01.2019<br>10.00 AM to 11.00 AM   |
| 50 persons (04 <sup>th</sup> Floor) Officers/Officials posted with IAS officers, OSD/CM and others.  | 04.01.2019<br>11.00 AM to 12.00 Noon | 103 persons (05 <sup>th</sup> Floor) All staff posted with IAS officers and HCS officers Labour, Health-I, II, III and IV, P&S, GIS Cell.   | 15.01.2019<br>11.00 AM to 12.00 Noon |
| 50 persons (04 <sup>th</sup> Floor + 09 <sup>th</sup> Floor) Officers/ Officials posted with Hon'ble Chief Minister/ Worthy Chief Secretary/ Worthy PSCM, Vigilance-I and Vigilance-II Branches. | 04.01.2019<br>02.00 PM to 03.00 PM   | 103 persons (04 <sup>th</sup> Floor+ 05 <sup>th</sup> Floor + 06 <sup>th</sup> Floor) Staff posted with Lokayukta Sports, F&S, Environment, Committee-I-II and, NGIS and (Leftover of Mini Secretariat) | 15.01.2019<br>12.00 Noon to 01.00 PM |
| 50 persons (05 <sup>th</sup> Floor) Establishment-I, Accounts, Accounts & Partition, Home-IV.  | 07.01.2019<br>11.00 AM to 12.00 Noon |   |                                      |

Contd... 2/-



| <b>Main Building, Haryana Civil Secretariat</b>   |                                      |                                     |  |
|---|--------------------------------------|-------------------------------------|--|
| <b>Floor wise</b>   | <b>Date and Time</b>                 |                                     |  |
| 50 persons (05 <sup>th</sup> Floor) Establishment-II, Services-I, II, III, and IV including PAR cell.   | 07.01.2019<br>12.00 Noon to 01.00 PM |                                     |  |
| 50 persons (05 <sup>th</sup> Floor) Home-I, II and III, Home (C), Control Room, Press and PBX.  | 07.01.2019<br>02.00 PM to 03.00 PM   |                                     |  |
| 50 persons (05 <sup>th</sup> Floor) AdO -I, AdO-II, Issue, HSSSS.   | 07.01.2019<br>03.00 PM to 04.00 PM   |                                     |  |
| 50 persons (06 <sup>th</sup> Floor) Irrigation (Works) & (Estt.), Publicity, JJ-i and JJ-II, and half staff members of Circulating Branch                                       | 08.01.2019<br>10.00 AM to 11.00 AM   |                                     |  |
| 50 persons (06 <sup>th</sup> Floor) Cash, Protocol, Store and half staff members of Circulating Branch  | 08.01.2019<br>11.00 AM to 12.00 Noon |                                     |  |
| 50 persons (07 <sup>th</sup> Floor) W&M, M&C, FICW, B&C, and Pension Branches   | 08.01.2019<br>02.00 PM to 03.00 PM   |                                     |  |
| 50 persons (08 <sup>th</sup> Floor) FR and All staff posted with, IAS officers, IRS officers and others.  | 09.01.2019<br>10.00 AM to 11.00 AM   |                                     |  |
| 45 persons (05 <sup>th</sup> Floor + 08 <sup>th</sup> Floor) HSS officers, FD-I, II, FG-I, II, III, HBPE, Minority Cell (Home), CM Residence and (Leftover of Main Secretariat) | 09.01.2019<br>11.00 AM to 12.00 PM   |                                     |  |
| <b>Total Officers/officials-645</b>   |                                      | <b>Total Officers/officials-309</b> |  |

  
 Superintendent Establishment-I,  
 for Chief Secretary to Government Haryana.

02.01.19

Contd...3/-



To

- i) Joint Secretaries/ Deputy Secretaries/ Under Secretaries/ Superintendents/ Deputy Superintendents, Haryana Civil Secretariat.
- ii) Special Senior Secretaries/ Senior Secretaries/ Secretaries to Ministers/ Private Secretaries of Haryana Civil Secretariat (including posting at CM Residence).

U.O No. 22/46/2011-6Estt.-I

Dated: Chandigarh, the 02<sup>nd</sup> January, 2019

A copy is forwarded to the Principal Secretary to Government Haryana, Women & Child Development Department, Haryana, 4th Floor, New Haryana Secretariat Building, Sector 17, Chandigarh for information and necessary action.

*Ramesh Kumar*  
 Superintendent Establishment-I,  
 for Chief Secretary to Government Haryana.

02.01.19

To

The Principal Secretary to Government Haryana,  
 Women & Child Development Department, Haryana,  
 4th Floor, New Haryana Secretariat Building,  
 Sector 17, Chandigarh.

U.O No. 22/46/2011-6Estt.-I

Dated: Chandigarh, the 02<sup>nd</sup> January, 2019

A copy is forwarded to the Principal Secretary to Government, Haryana, Social Justice and Empowerment Department, Haryana, SCO-68-70 Sector-17-A, Chandigarh for information and necessary action being a Chairperson/ Presiding Officer of "Internal Complaint Committee" of Secretariat Establishment.

*Ramesh Kumar*  
 Superintendent Establishment-I,  
 for Chief Secretary to Government Haryana.

02.01.19

To

The Principal Secretary to Government Haryana,  
 Social Justice and Empowerment Department, Haryana,  
 SCO-68-70 Sector-17-A, Chandigarh.

U.O No. 22/46/2011-6Estt.-I

Dated: Chandigarh, the 02<sup>nd</sup> January, 2019

Endst. No. 22/46/2011-6Estt.-I

Dated: Chandigarh, the 02<sup>nd</sup> January, 2019

A copy is forwarded to the following for information and necessary action:-

1. Ms. Neelam Kashyap, DAG Haryana, Member of "Internal Complaint Committee" of Secretariat Establishment.
2. Mrs. Aarti Chadha, Librarian, Member of "Internal Complaint Committee" of Secretariat Establishment.
3. Sh. Satbir Singh, Under Secretary to Government Haryana, Member of "Internal Complaint Committee" of Secretariat Establishment.
4. Dr. Puneet Grewal, State Project Coordinator, State Women Resources Centre, Panchkula O/o Directorate Women and Child Development Department.
5. Incharge NIC, with a request to book the NIC, Knowledge Centre, 09<sup>th</sup> Floor, Haryana Civil Secretariat for above said dates i.e. 04.01.2019, 07.01.2019, 08.01.2019 and 09.01.2019.
6. Administrative officer, Haryana Civil Secretariat with a request to book the Committee Room in Mini Secretariat for above said date i.e 15.01.2019.
7. Superintendents Establishment-I Branch and Services-I Branch with a request to coordinate the same being a Nodal officer.

*Ramesh Kumar*  
 Superintendent Establishment-I,  
 for Chief Secretary to Government Haryana.

02.01.19