From
Director
Women & Child Development Deptt.
Haryana, Panchkula

To
All Head of the departments,
Boards and Corporations
Haryana State.

No. 45469 - 46 023/1/A-I/D/10/1/2014
Dated: 5-2-2014

Subject: Constitution of Internal Complaint Committee under Sexual Harassment of Women at Workplace (prevention, prohibition and redressal) Act, 2013.

Kindly refer to this office letter No. 44594-749 dated 29.01.2014 on the subject cited above.

It is brought to your kind notice that only “Internal Complaint Committee” under Sexual Harassment of Women at Workplace prevention, prohibition and Redressal Act, 2013 are to be constituted. This Act/Rules are also available on the website of Ministry of Women & Child i.e. www.wcd.nic.in. A copy of the Act/Rules is also enclosed.

As per sub-section-1 of section-4 it has been mentioned that where the offices or administrative units of the workplace are located at different places divisional or sub-divisional level, the Internal Committee should be constituted at all administrative units or offices.

Therefore, you are requested to constituting Internal Complaint Committee within a week so that the information can be sent to the Ministry of Women & Child Development.

Additional Director
for Director Women and Child Dev. Deptt.
Haryana, Panchkula
From
Director
Women & Child Development Deptt.
Haryana, Panchkula

To
All Head of the departments,
Boards and Corporations
Haryana State.

No: 4594-749 /A-1/DLO/2014
Dated: 29-1-14

Subject: Sexual Harassment of Women at Workplace prevention, prohibition and redressal Act, 2013.

Kindly refer to the subject cited above.

It is brought to your kind notice that the Ministry of Women & Child Development, New Delhi vide letter No. 19-8/2013-ww/781, dated- 23rd December, 2013 (Copy attached). Wherein, it has been mentioned that the Sexual Harassment of Women at Workplace prevention, prohibition and Redressal Act, 2013 has come into force from 9th December 2013. The rules under this Act have also been notified on 9th December 2013. This Act/Rules are also available this ministry’s website i.e. www.wcd.nic.in.

This is to emphasize that sexual harassment of women at workplace is a violation of women’s right to gender equality, life and liberty. The Act needs to be implemented in an effective manner in order to provide a safe and secure working environment to women.

As per the Act the constitution of Internal Complaints Committee is mandatory in every department/ organization/ undertaking/ industrial establishment and educational institutions. Further it is also requested to ensure Notification of district officers and as well as the constitution of Local Complaints Committees in every district.

Therefore, you are requested to notify District Officers and also constitute Local Complaint Committee to receive/dispose the complaints at the earliest so that the information can be sent to the Ministry in time.

[Signature]
Women and Child Dev. Deptt.
Haryana, Panchkula
Dear Smt. Geeta Bhukkal Ji,

I would like to inform you that the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 has come into force from 9th December, 2013. The Rules under this Act have also been notified on 9th December, 2013. A copy of the Act and Rules is enclosed which are also available on this Ministry’s website i.e. www.wcd.nic.in.

I request you like to ensure constitution of Internal Complaints Committee as mandated in the Act in every department/organization/undertaking/industrial establishment and educational institutions. Further, I also request to ensure notification of district officers so as to facilitate the constitution of Local Complaints Committees in every district.

I would like to emphasize that sexual harassment of women at workplace is a violation of women’s right to gender equality, life and liberty. The Act needs to be implemented in an effective manner in order to provide a safe and secure working environment to women. Without your co-operation and support this is not possible. I look forward to hearing from you on steps taken by the State in this regard.

Yours sincerely,

(Krishna Tirath)

Smt. Geeta Bhukkal
Hon’ble Minister of Women & Child Development
Government of Haryana
Haryana Vidhan Sabha Secretariat
Chandigarh – 160 017.

Encl. As above.
MINISTRY OF LAW AND JUSTICE

(Legislative Department)

New Delhi, the 23rd April, 2013/Vaisakha 3, 1935 (Saka)

The following Act of Parliament received the assent of the President on the 22nd April, 2013, and is hereby published for general information:

THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE
(PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

(No. 14 of 2013)

[22nd April, 2013.]

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.
1. (1) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(2) It extends to the whole of India.

(3) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

2. In this Act, unless the context otherwise requires,—

(a) "aggrieved woman" means—

(i) in relation to a workplace, a woman, of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;

(ii) in relation to a dwelling place or house, a woman of any age who is employed in such a dwelling place or house;

(b) "appropriate Government" means—

(i) in relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly—

(A) by the Central Government or the Union territory administration, the Central Government;

(B) by the State Government, the State Government;

(ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

(c) “Chairperson” means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;

(d) "District Officer" means an officer notified under section 5;

(e) “domestic worker” means a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;

(f) "employee" means a person employed at a workplace for any work on regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

(g) "employer" means—

(i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by order specify in this behalf;

(ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace.
Explanation.—For the purposes of this sub-clause "management" includes the person or board or committee responsible for formulation and administration of policies for such organization;

(iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;

(iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;

(b) "Internal Committee" means an Internal Complaints Committee constituted under section 4;

(i) "Local Committee" means the Local Complaints Committee constituted under section 6;

(j) "Member" means a Member of the Internal Committee or the Local Committee, as the case may be;

(k) "prescribed" means prescribed by rules made under this Act;

(l) "Presiding Officer" means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;

(m) "respondent" means a person against whom the aggrieved woman has made a complaint under section 9;

(n) "sexual harassment" includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

(i) physical contact and advances; or

(ii) a demand or request for sexual favours; or

(iii) making sexually coloured remarks; or

(iv) showing pornography; or

(v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

(o) "workplace" includes—

(i) any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or a Government company or a co-operative society;

(ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, unit or service provider carrying on commercial, professional, vocational, educational, entertainment, industrial, health services or financial activities including production, supply, sale, distribution or service;

(iii) hospitals or nursing homes;

(iv) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;

(v) any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey;
3. (7) No woman shall be subjected to sexual harassment at any workplace.

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:

(i) implied or explicit promise of preferential treatment in her employment; or
(ii) implied or explicit threat of detrimental treatment in her employment; or
(iii) implied or explicit threat about her present or future employment status; or
(iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
(v) humiliating treatment likely to affect her health or safety.

CHAPTER II

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

4. (7) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee":

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(2) The internal Committee shall consist of the following members to be nominated by the employer, namely:

(a) a Presiding Officer who shall be a woman employed at a senior level at the 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 referred to in sub-section (7).

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) Members appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for attending the proceedings of the Internal Committee, by the employer as may be prescribed.
(5) Where the Presiding Officer or any Member of the Internal Committee, —

(a) contravenes the provisions of section 16, or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

CHAPTER III

CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

5. The appropriate Government may notify a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector as a District Officer for every District to exercise powers or discharge functions under this Act.

6. (1) Every District Officer shall constitute in the district concerned, a committee to be known as the “Local Complaints Committee” to receive complaints of sexual harassment from establishments where the Internal Complaints Committee has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

(2) The District Officer shall designate one nodal office in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned Local Complaints Committee within a period of seven days.

(3) The jurisdiction of the Local Complaints Committee shall extend to the areas of the district where it is constituted.

7. (1) The Local Complaints Committee shall consist of the following members to be nominated by the District Officer, namely:—

(a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women;

(b) one Member to be nominated from amongst the women working in block, taluka or tehsil or ward or municipality in the district;

(c) two Members, of whom at least one shall be a woman, to be nominated from amongst such non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed:

Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge:

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time;

(d) the concerned officer dealing with the social welfare or women and child development in the district, shall be a member ex officio.

(2) The Chairperson and every Member of the Local Committee shall hold office for such period, not exceeding three years, from the date of their appointment as may be specified by the District Officer.
(3) Where the Chairperson or any Member of the Local Complaints Committee—

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

(4) The Chairperson and Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (3) shall be entitled to such fees or allowances for holding the proceedings of the Local Committee as may be prescribed.

8. (1) The Central Government may, after due appropriation made by Parliament by law in this behalf, make to the State Government grants of such sums of money as the Central Government may think fit, for being utilized for the payment of fees or allowances referred to in sub-section (4) of section 7.

(2) The State Government may set up an agency and transfer the grants made under sub-section (1) to that agency.

(3) The agency shall pay to the District Officer, such sums as may be required for the payment of fees or allowances referred to in sub-section (4) of section 7.

(4) The accounts of the agency referred to in sub-section (2) shall be maintained and audited in such manner as may, in consultation with the Accountant General of the State, be prescribed and the person holding the custody of the accounts of the agency shall furnish, to the State Government, before such date, as may be prescribed, its audited copy of accounts together with auditors' report thereon.

CHAPTER IV

COMPLAINT

9. (1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, 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 date of last incident:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

(1) The Internal Committee or, as the case may be, the Local Committee, may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation.
Provided that no monetary settlement shall be made as a basis of conciliation.

(2) Where a settlement has been arrived at under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer or the District Officer to take action as specified in the recommendation.

(3) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

(4) Where a settlement is arrived at under sub-section (1), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be.

11. (1) Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a domestic worker, the Local Committee shall, if prima facie case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code, and any other relevant provisions of the said Code where applicable:

Provided that where the aggrieved woman informs the Internal Committee or the Local Committee, as the case may be, that any term or condition of the settlement arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee or the Local Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police:

Provided further that where both the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

(2) Notwithstanding anything contained in section 509 of the Indian Penal Code, the court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent, having regard to the provisions of section 15.

(3) For the purpose of making an inquiry under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:—

(a) summoning and enforcing the attendance of any person and examining him on oath;

(b) requiring the discovery and production of documents; and

(c) any other matter which may be prescribed.

(4) The inquiry under sub-section (1) shall be completed within a period of ninety days.

CHAPTER V

INQUIRY INTO COMPLAINT

12. (1) During the pendency of an inquiry, on a written request made by the aggrieved woman, the Internal Committee or the Local Committee, as the case may be, may recommend to the employer to—

(a) transfer the aggrieved woman or the respondent to any other workplace; or
(b) grant leave to the aggrieved woman up to a period of three months; or
(c) grant such other relief to the aggrieved woman as may be prescribed.

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

(3) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section (1), the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

13. (1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.

(3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be—

(i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;

(ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15:

Provided that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman:

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or, as the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

(4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

14. (1) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.
(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

15. For the purpose of determining the sums to be paid to the aggrieved woman under clause (ii) of sub-section (3) of section 13, the Internal Committee or the Local Committee, as the case may be, shall have regard to—

(a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;

(b) the loss in the career opportunity due to the incident of sexual harassment;

(c) medical expenses incurred by the victim for physical or psychiatric treatment;

(d) the income and financial status of the respondent;

(e) feasibility of such payment in lump sum or in instalments.

22 of 2005.

16. Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under section 9, the identity and address of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

17. Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

18. (1) Any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.

(2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI
DUTIES OF EMPLOYER

19. Every employer shall—

(a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;

(b) display at any conspicuous place in the workplace, the penal consequences of sexual harassment; and the order constituting, the Internal Committee under sub-section (1) of section 4:
(c) organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;

(d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;

(e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;

(f) make available such information to the Internal Committee or the Local Committee, as the case may be, as it may require having regard to the complaint made under sub-section (1) of section 9;

(g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force;

(h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;

(i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;

(j) monitor the timely submission of reports by the Internal Committee.

CHAPTER VII

DUTIES AND POWERS OF DISTRICT OFFICER

29. The District Officer shall—

(a) monitor the timely submission of reports furnished by the Local Committee;

(b) take such measures as may be necessary for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women.

CHAPTER VIII

MISCELLANEOUS

21. (1) The Internal Committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer.

(2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.

22. The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organisation or where so such report is required to be prepared, intimated such number of cases, if any, to the District Officer.

23. The appropriate Government shall monitor the implementation of this Act and maintain data on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.

24. The appropriate Government may, subject to the availability of financial and other resources—

(a) develop relevant information, education, communication and training materials, and organise awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of woman at workplace.
(b) formulate orientation and training programmes for the members of the Local Complaints Committee.

25. (1) The appropriate Government, on being satisfied that it is necessary in the public interest or in the interest of women employees at a workplace to do so, by order in writing—

(a) call upon any employer or District Officer to furnish in writing such information relating to sexual harassment as it may require;

(b) authorise any officer to make inspection of the records and workplace in relation to sexual harassment, who shall submit a report of such inspection to it within such period as may be specified in the order.

(2) Every employer and District Officer shall produce on demand before the officer making the inspection all information, records and other documents in his custody having a bearing on the subject matter of such inspection.

26. (1) Where the employer fails to—

(a) constitute an Internal Committee under sub-section (1) of section 4;

(b) take action under sections 13, 14 and 22; and

(c) contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder,

he shall be punishable with fine which may extend to fifty thousand rupees.

(2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to—

(i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence:

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

(ii) cancellation, of his licence of withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

27. (1) No court shall take cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committees in this behalf.

(2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

28. The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

29. (1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely—

(a) the fees or allowances to be paid to the Members under sub-section (4) of section 4;

(b) nomination of members under clause (a) of sub-section (1) of section 7;

(c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (4) of section 7.
(a) the person who may make complaint under sub-section (2) of section 9;
(b) the manner of inquiry under sub-section (1) of section 11;
(c) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;
(d) the relief to be recommended under clause (c) of sub-section (1) of section 12;
(e) the manner of action to be taken under clause (a) of sub-section (3) of section 13;
(f) the manner of action to be taken under sub-sections (1) and (2) of section 14;
(g) the manner of action to be taken under section 17;
(h) the manner of appeal under sub-section (1) of section 18;
(i) the manner of organising workshops, awareness programmes for sensitising the employees and orientation programmes for the members of the Internal Committee under clause (c) of section 19; and

(iii) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.

(3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(4) Any rule made under sub-section (3) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

30. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty.

Provided that no such order shall be made under this section after the expiry of a period of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.

P.K. MALHOTRA,
Secy. to the Govt. of India

CORRIGENDA

THE PREVENTION OF MONEY-LAUNDERING (AMENDMENT) ACT, 2012

(2 of 2013)

At page 18, in line 2, for “Arts.” read “Art.”
At page 21, in line 14, for “Protection”, read “(Protection)”.
CORRIGENDUM

THE UNLAWFUL ACTIVITIES (PREVENTION) AMENDMENT ACT, 2012
(3 of 2013)

At page 6, in line 22, for “clause”, read “clause”.

CORRIGENDUM

THE BANKING LAWS (AMENDMENT) ACT, 2012
(4 of 2013)

At page 8, in line 29, for “sections 30”, read “section 30”,

CORRIGENDUM

THE APPROPRIATION ACT, 2013
(9 of 2013)

At page 1, in the marginal heading to section 2, for “4715,54,00,000”, read “49715,54,00,000”.

भारत का राजपत्र
The Gazette of India
संपादन विभ. 22। पत्रि. 830/2018

EXTRAORDINARY
भाग II—खंड 3—उप-खंड (1)
PART II—Section 3—Sub-section (1)
प्रकाशित से प्रकाशित
PUBLISHED BY AUTHORITY

नं. 593] नई दिल्ली, सोमवार, दिसंबर 9, 2013/AGRAHAYANA 18, 1925
No. 593] NEW DELHI, MONDAY, DECEMBER 9, 2013/AGRAHAYANA 18, 1925

महिला एवं बाल विकास मंत्रालय

अधिनियम

नई दिल्ली, 8 दिसंबर, 2013

स.क्र.पत्रि. 788(ब)—अधीन सरकार, महिला एवं बाल विकास मंत्रालय का कार्यालय पर उपनियम (नियामक, प्रक्रिया एवं प्रतिपाद) अधिनियम, 2013 (2013 का 14) को बारा 28 इंसान रक्षकों का प्रतिमायान है, निविदा अनिवार्य नियम कायम है; अतः—

1. गृहिणी नाम और प्रकाशित—(1) इन नियमों का संक्षिप्त महिलाओं का कार्यालय पर लेखिक विनियम (नियामक, प्रक्रिया एवं प्रतिपाद) नियम, 2013 है।

(2) वे इसके नाम राज्यसभा के साथ योजना को प्रस्तुत करेंगे।

2. परिधानार्थ एवं इन नियमों में, जन्म तक संबंध में अवधि अनिवार्य न है;—

(क) "अधिनियम" से कार्यालय पर महिलाओं का कार्यालय पर लेखिक विनियम (नियामक, प्रक्रिया एवं प्रतिपाद) अधिनियम, 2013 (2013 का 14) अनिवार्य है;

(ख) "संबंधित" से बारा 9 के अंतर ही गई विनियम अनिवार्य है;

(ग) "संबंधित समीक्षक" से अभिरंजन समीक्षक तथा समाज सैकड़ों अनिवार्य नहीं है;

(घ) "घराना" से बारा 2 के वर्ग (ि) में बाल—परिवार समीक्षक लेखिक विनियम की घटना अनिवार्य है;

(ञ) "बाला" से अधिनियम की कोई घटना अनिवार्य है;

(ञ) "विशेष रिकॉर्ड" से कोई ऐसा व्यक्ति अनिवार्य है जो विशेष उद्देश्यों वाले लोगों के सम्मान में एक इंसान से संबंध होने के लिए रिकॉर्ड किया गया है, जिनके उपर संबंधित महिला एवं अधिकारियों का सम्बन्ध होता है;

(ञ) वहाँ भी और उद्देश्यों वाले लोगों के सम्मान में एक इंसान से संबंध होने के लिए रिकॉर्ड किया गया है, जिनके उपर संबंधित व्यक्ति के विपरीत संबंध हित होता है;

(ञ) यहाँ भी और उद्देश्यों वाले लोगों के सम्मान में एक इंसान से संबंध होने के लिए रिकॉर्ड किया गया है, जिनके उपर संबंधित व्यक्ति के विपरीत संबंध हित होता है;

(ञ) वहाँ भी और उद्देश्यों वाले लोगों के सम्मान में एक इंसान से संबंध होने के लिए रिकॉर्ड किया गया है, जिनके उपर संबंधित व्यक्ति के विपरीत संबंध हित होता है;

3. आंतरिक संबंधित के संबंध में निरीक्षण के लिए कथन या यति:

(1) राष्ट्रीय संगठनों ने मिलकर संबंधित आंतरिक संबंधित की कार्यवाहियों के आयोजन के लिए रिकॉर्ड 200 संबंधित कर्मचारी राष्ट्रीय संगठनों से प्राप्त किया जिससे दृष्टि दागिन का वातावरणक रूप से लागू होता है और उनके संबंध में जो कदम दिया जाए तो वहाँ से आत्मिक या चीज से आत्मिक अंतर होगा।

(2) निरीक्षण द्वारा—नियम (ि) में निरीक्षण संबंधित के लिए कथन कायम रहेगा।

5155 GI/2013
(ि)
4. लेखक उपचित्व से संबंधित मुद्रों से परिभाषित माध्यम: धारा 7 की उन-उस-धारा (1) के खंड (2) के प्रयोजन से लेखक उपचित्व से संबंधित मुद्रों से परिभाषित माध्यम द्वारा या यहाँ द्वारा लेखक उपचित्व से संबंधित मुद्रों पर नियोजनवत् प्राप्त हो तथा इसी रूप से नियोजित रूप से संभाजित की हो।

5. नियोजित समिति के अध्यक्ष तथा सदस्यों के लिए पोष या मतिशा:

(1) यहाँ नियोजित समिति के अध्यक्ष तथा सदस्यों के अध्यक्ष जिसमें अध्यक्ष नियोजन के लिए प्रतिनिधित्व 250 रूपये (दो लाख पाँच हजर) की वार्षिक होगी।

(2) धारा 7 की उन-उस-धारा (1) के खंड (2) और खंड (3) के अनुसार नियोजित सदस्यों ने लेखक नियोजित समिति के सदस्य, उन्हें समिति के कार्यालयों के अध्यक्ष के साथ, उन्हें समिति के कार्यालयों के अध्यक्ष के साथ प्रतिनिधित्व को लेकर रूपये (50) की रूपये (10) की होगी और रूपये (20) दे देंगे।

6. दैनिक ग्रामीण वित्त की लिंकार: धारा 8 की उन-उस-धारा (2) के प्रयोजन से:

(i) जहाँ नियोजित मुद्रा, अपनी साराघर अनुमान के कारण निरक्त करने में असमर्थ है, तब नियोजित द्वारा निरक्त चालू की जा सकती है।

(क) उसका निरक्त चालू हो रहा और एक निरक्त की जा सकती है।

(ख) उसका समीकरण छोड़ा जाएगा।

(ग) राष्ट्रीय महान आयुक्त या राज्य महान आयुक्त के कोई अधिकारी को लेकर, या

(घ) यदि नियोजित की निरक्त दैनिक या तेजी ऐसा निरक्त द्वारा निरक्त की जाने का कर सकता।

(ii) जहाँ नियोजित मुद्रा, अपनी मानक अनुमान के कारण निरक्त करने में असमर्थ है, तब नियोजित द्वारा निरक्त चालू की जा सकती है।

(क) उसका निरक्त चालू हो रहा और निरक्त की जा सकती है।

(ख) उसका समीकरण छोड़ा जाएगा।

(ग) यदि नियोजित द्वारा निरक्त दैनिक की जाने का कर सकता।

(घ) उसका निरक्त चालू हो रहा और निरक्त की जा सकती है।

(iii) जहाँ निरक्त मुद्रा, निरक्तवाद के कारण निरक्त करने में असमर्थ है, तब उसकी निरक्त दैनिक द्वारा निरक्त चालू की जा सकती है, जिसमें निरक्त की जाने का कर सकता।

(iv) जहाँ निरक्त मुद्रा, निरक्तवाद के कारण निरक्त करने में असमर्थ है, तब एक निरक्त, निरक्तवाद के कारण निरक्त करने में असमर्थ है, जिसमें निरक्त दैनिक द्वारा निरक्त चालू की जा सकती है, जिसमें निरक्त की जाने का कर सकता।

7. निरक्तवाद की रिहाय का विवेचन —

(1) निरक्तवाद का अर्थ करने लागे, धारा 11 के प्रयोजन के अनुसार निरक्तवाद के प्रस्ताव समर्पित दर्शनों तथा साधनों के लिए एक एवं दूसरे तथा साधनों के लिए निरक्त का अर्थ निरक्तवाद का प्रस्ताव करेगा।

(2) निरक्तवाद का अर्थ दर्शन करने पर, निरक्तवाद की निरक्तवाद प्रदर्शन (1) के अनुसार निरक्तवाद से प्राप्त प्राप्ति में से या किसी स्थान को दिवस की भाषा के विभिन्न प्रकार की करेगा।

(3) प्रमाणित निरक्तवाद (1) के अनुसार निरक्तवाद की प्राप्ति के तत्त्व से दस्तावेज से अधिक अर्थ के भीतर प्रस्तावों की विधि तथा साधनों के लिए एवं प्रदर्शनों के लिए निरक्तवाद पर अपना उपलब्ध कार्य करेगा।

(4) निरक्तवाद की उपक्रम निर्देशों के प्रति ध्यान देने वाले, निरक्तवाद का उपकरण करेगा।

(5) निरक्तवाद का अर्थ करने के कारण निरक्तवाद करने या निरक्तवाद के प्रस्ताव पर अपने निर्माण निर्माण देने वाले, यदि निरक्तवाद के प्रस्ताव पर अपने निर्माण अनुपम देने वाले, निरक्तवाद की उपक्रम निर्देश निर्माण करेंगे तथा समानता निर्माण निर्देश करेंगे।
8. जांच लगभग दस महीने के दौरान चिकित्सकों का अन्य अनुशासन: चिकित्सक पदाधिकारी या दायित्व के अन्य, अधिकारी को आवेदन करना।

9. वैश्विक उपक्रम: इसका कार्यानिवृत्त करने की शरीर: ऐसे मामलों को नोटिफिक, जहां संग्रह निर्माण हैं जहां स्थाई समिति इस निर्देशित के पर इनकार करने होती हैं: या स्थानीय समिति जिसमें प्रमाण के निर्माण अभिकर्मक हो सकते हैं, या स्थानीय समिति जिसमें प्रमाण के निर्माण अभिकर्मक नहीं होते हैं।

10. संबंधित जालियां: इनमें अपने पहले अनुसार चिकित्सक अनुसार निर्माण करना या पहले अनुसार चिकित्सक अनुसार निर्माण करना।

11. आवेदन: दरान 11 की उपचार के अन्तर्गत, दरान 13 की वस्तु-वस्तु (2) के अधीन या दरान 13 की वस्तु-वस्तु (3) के कारण (1) के अधीन (ii) के अधीन वादा है।

12. दरान 16 को उपचार के उपचार के लिए दरान 17 के उपचार के अधीन, जहां कोई अनेक दरान 16 में उपचार का उपचार है, तो नियमों के अनुसार उपचार का उपचार है।

13. कार्ययोग्यता को आवश्यकता करने की शरीर: दरान 19 को उपचार के अन्तर्गत, प्रत्येक प्रश्नकारी।

14. वैश्विक उपक्रम: इसका निर्माण जल्दी करना या वैश्विक उपक्रम: इसका निर्माण जल्दी करना।
MINISTRY OF WOMEN AND CHILD DEVELOPMENT

NOTIFICATION

New Delhi, the 9th December, 2013

G.S.R. 769(E).—In exercise of the powers conferred by section 29 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013), the Central Government hereby makes the following rules, namely:—

1. Short title and commencement. — (1) These rules may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions. — In these rules, unless the context otherwise requires,—

(a) “Act” means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);

(b) “complaint” means the complaint made under section 9;

(c) “Complaints Committee” means the Internal Committee or the Local Committee, as the case may be;

(d) “incident” means an incident of sexual harassment as defined in clause (n) of section 2;

(e) “section” means a section of the Act;

(f) “special educator” means a person trained in communication with people with special needs in a way that addresses their individual differences and needs;

(g) words and expressions used herein and not defined but defined in the Act shall have the meanings respectively assigned to them in the Act.

3. Fees or allowances for Member of Internal Committee.— (1) The Member appointed from amongst non-government organisations shall be entitled to an allowance of two hundred rupees per day for holding the proceedings of the Internal Committee and also the reimbursement of travel cost incurred in travelling by train in third class air-conditioned or air-conditioned bus and auto rickshaw or taxi, or the actual amount spent by him on travel, whichever is less.

The employer shall be responsible for the payment of allowances referred to in sub-rule (1).

4. Person familiar with issues relating to sexual harassment.— Person familiar with the issues relating to sexual harassment for the purpose of clause (c) of sub-section (1) of section 7, shall be a person who has expertise on issues relating to sexual harassment and may include any of the following:—

(a) a social worker with at least five years’ experience in the field of social work which leads to creation of societal conditions favourable towards empowerment of women and in particular in addressing workplace sexual harassment;

(b) a person who is familiar with labour, service, civil or criminal law.

5. Fees or allowances for Chairperson and Members of Local Committee.— (1) The Chairperson of the Local Committee shall be entitled to an allowance of two hundred and fifty rupees per day for holding the proceedings of the said Committee.

(2) The Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) of section 7 shall be entitled to an allowance of two hundred rupees per day for holding the proceedings of the said Committee and also the reimbursement of travel cost incurred in travelling by train in third class air-conditioned or air-conditioned bus and auto rickshaw or taxi, or the actual amount spent by him on travel, whichever is less.

The District Officer shall be responsible for the payment of allowances referred to in sub-rules (1) and (2).

6. Complaint of sexual harassment. — For the purpose of sub-section (2) of Section 9,—

(i) where the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed by—
(a) her relative or friend; or
(b) her co-worker; or
(c) an officer of the National Commission for Women or State Women's Commission; or
(d) any person who has knowledge of the incident, with the written consent of the aggrieved woman;

(ii) where the aggrieved woman is unable to make a complaint on account of her mental incapacity, a complaint may be filed by-
(a) her relative of friend; or
(b) a special educator; or
(c) a qualified psychiatrist or psychologist; or
(d) the guardian or authority under whose care she is receiving treatment or care; or
(e) any person who has knowledge of the incident jointly with her relative or friend, or a special educator, or qualified psychiatrist or psychologist, or guardian or authority under whose care she is receiving treatment or care;

(iii) where the aggrieved woman for any other reason is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with her written consent;

(iv) where the aggrieved woman is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of her legal heir.

7. Manner of inquiry into complaint.- (1) Subject to the provisions of section 13, at the time of filing the complaint, the complainant shall submit to the Complaints Committee, six copies of the complaint along with supporting documents and the names and addresses of the witnesses.

(2) On receipt of the complaint, the Complaints Committee shall send one of the copies received from the aggrieved woman under sub-rule (1) to the respondent within a period of seven working days.

(3) The respondent shall file his reply to the complaint along with his list of documents, and names and addresses of witnesses, within a period not exceeding ten working days from the date of receipt of the documents specified under sub-rule (1).

(4) The Complaints Committee shall make inquiry into the complaint in accordance with the principles of natural justice.

(5) The Complaints Committee shall have the right to terminate the inquiry proceedings or to give an ex-parte decision on the complaint, if the complainant or respondent fails, without sufficient cause, to present herself or himself for three consecutive hearings convened by the Chairperson or Presiding Officer, as the case may be:

Provided that such termination or ex-parte order may not be passed without giving a notice in writing, fifteen days in advance, to the party concerned.

(6) The parties shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the Complaints Committee.

(7) In conducting the inquiry, a minimum of three Members of the Complaints Committee including the Presiding Officer or the Chairperson, as the case may be, shall be present.

8. Other relief to complainant during pendency of inquiry.- The Complaints Committee at the written request of the aggrieved woman may recommend to the employer to-
(a) restrain the respondent from reporting on the work performance of the aggrieved woman or writing her confidential report, and assign the same to another officer;
(b) restrain the respondent in case of an educational institution from supervising any academic activity of the aggrieved woman.

9. Manner of taking action for sexual harassment.- Except in cases where service rules exist, where the Complaints Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be, to take any action including a written apology, warning, reprimand or censure, withholding of promotion, withholding of pay rise or increments, terminating the respondent from service or undergoing a counselling session or carrying out community service.
10. Action for false or malicious complaint or false evidence.- Except in cases where service rules exist, where the Complaints Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or District Officer, as the case may be, to take action in accordance with the provisions of rule 9.

11. Appeal.- Subject to the provisions of section 18, any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clauses (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the appellate authority notified under clause (a) of section 2 of the Industrial Employment (Standing Orders) Act, 1946 (20 of 1946).

12. Penalty for contravention of provisions of section 16.- Subject to the provisions of section 17, if any person contravenes the provisions of section 16, the employer shall recover a sum of five thousand rupees as penalty from such person.

13. Manner to organise workshops, etc.- Subject to the provisions of section 19, every employer shall-

(a) formulate and widely disseminate an internal policy or charter or resolution or declaration for prohibition, prevention and redressal of sexual harassment at the workplace intended to promote gender sensitive safe spaces and remove underlying factors that contribute towards a hostile work environment against women;

(b) carry out orientation programmes and seminars for the Members of the Internal Committee;

(c) carry out employees awareness programmes and create forum for dialogues which may involve Panchayati Raj Institutions, Gram Sabha, women’s groups, mothers’ committee, adolescent groups, urban local bodies and any other body as may be considered necessary;

(d) conduct capacity building and skill building programmes for the Members of the Internal Committee;

(e) declare the names and contact details of all the Members of the Internal Committee;

(f) use modules developed by the State Governments to conduct workshops and awareness programmes for sensitising the employees with the provisions of the Act.

14. Preparation of annual report.- The annual report which the Complaints Committee shall prepare under Section 21, shall have the following details:-

(a) number of complaints of sexual harassment received in the year;

(b) number of complaints disposed off during the year;

(c) number of cases pending for more than ninety days;

(d) number of workshops or awareness programme against sexual harassment carried out;

(e) nature of action taken by the employer or District Officer.

[F. No. 19-5/2013-WW]
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Printed by the Manager, Government of India Press, Ring Road, Mayapuri, New Delhi-110064
and Published by the Controller of Publications, Delhi-110054.