To,
The Secretaries, All Ministries/Departments of Central and State Governments.
The Chief Executives, All CPSUs, PSBs, and Financial Institutions
The Chief General Manager (DAPM), Reserve Bank of India
The Chairmen, LIC, GIC and Insurance Companies
The Directors, All National Institutes of Technology/IITs/IIMs
The Chairmen, All Ports
The Directors, All Institutes
The Chairmen, All Boards & Autonomous Bodies
The Vice-Chancellors, All Universities/Autonomous Institutions
The Directors, All Research Institutes
The Directors, DRDOs
The Chairmen, IRDA, TRAI, PFRDA, SEBI and other Statutory Bodies
The Chief Executives Officers, Private Companies/Establishments

Sub: 2 Days Workshop on “THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION,
PROHIBITION, AND REDRESSAL) ACT, 2013” on Dec 12 & 13, 2019 at IRMRA, Thane West, Maharashtra.

Madam/Sir,

1. IRMRA (established in 1958) is an Autonomous body Under Dept. for Promotion of Industry and
Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt. of India, New Delhi. In the last 60
years, it has rendered remarkable service to Industries, enhance skill and knowledge among the
employees of Central / State government, Central public sector enterprises, Universities/Autonomous
Institutions, Private Sector through training, Workshops, Seminars, and Conferences. IRMRA also
provide opportunities to Administrators, Educationists, Scientists & Technologists to conduct
Academic and Sponsored Research Activities.

2. Perhaps, you may be aware that the Central Government, with a view to providing protection against
Sexual Harassment of Women at Workplace and for the Prevention and Redressal of complaints of
Sexual Harassment and for matters connected therewith, has enacted “THE SEXUAL HARASSMENT
OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013”, on
April 22, 2013, and published the SEXUAL HARASSMENT OF WOMEN AT WORKPLACE
(PREVENTION, PROHIBITION AND REDRESSAL), Rules, 2013, thereunder, on December 09,
2013.

3. Rule No. 13 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal)
Rules, 2013 made under the Sexual Harassment of Women at Workplace (Prevention, Prohibition &
Redressal) Act, 2013, inter alia, mandates that every employer shall carry out orientation program
and seminars for the members of Internal Complaints Committee.

4. The undersigned is directed to refer to the DoPT OM number No.11013/2/2014 Estt.A-III, dated the
16th of July, 2015, etc., vide which need for effective mechanism to ensure that inquiries in the case
of allegations of Sexual Harassment are conducted as per the prescribed procedure and that they are
monitored have been issued.

5. With a view to giving proper rendition of the Act and Rules, IRMRA is organizing 2 days Residential /
Non-Residential Workshop on “THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE
(PREVENTION, PROHIBITION, AND REDRESSAL) ACT, 2013 on 12 – 14, DEC, 2019 at IRMRA,
Thane West, Maharashtra. Reporting and registration at IRMRA campus will also be held on same
day. The schedule of programme is attached (Annexure-I).
6. The program is meant for officers of All India Services, Central Services organized & non-organized, technical & non-technical, faculty members of State Administrative training Institutes, officers of the State Civil Services (SCS) & Non-State Civil Services (Non-SCS), Manager of Private Sector and has been designed to be a high-quality program. The main objective of this Workshop is twofold. One is to apprise the employer of the provisions of the Act and Rules made thereunder and the other is to train the Chairpersons and Members of the Internal Complaints Committee (ICC) to conduct domestic inquiry flawlessly so that the establishment does not lose the Sexual Harassment case on technical ground in the court of law. The Participants will be provided with a copy of the Act, the Rules and Handbook on conduct of inquiry.

7. The Workshop fee per participant will be Rs. 12,390/- (Programme fee of Rs. 10,500/- + GST @ 18% = 1890/-). The crossed Demand Draft (DD) towards this non-refundable fee should be drawn in favor of “IRMRA”, payable at Mumbai and should be sent along with the nomination letter.

8. An early nomination in the prescribed pro-forma of Chairpersons, Members, Members Secretary of the Internal Complaints Committees and other officers from establishment, HR or Personnel and Administration Departments shall be highly appreciated. Nominations of suitable officers in the prescribed proforma may please be sent to IRMRA.

9. Details of the 'Terms and Conditions' of the program, nomination form and other documents are enclosed to this letter. Details of the program are also available on IRMRA website. [www.irmra.org](http://www.irmra.org).

10. All Ministries/ Departments / State Governments/ UTs / CCAs / Private organizations etc. are requested to give wide publicity to the program, upload this on their websites for the information of all concerned and encourage the officers to apply.

Yours faithfully,

(Dr. Rupesh Rohan)
Assistant Director
Mobile: 8291404906

IRMRA (Accreditation and Recognition)

- ISO: 9001:2015 Certified
- BIS for various Tyre & Non-Tyre Testing
- NBQP Regd. for LMS training
- DGMS Accredited
- DSIR Recognized SIRO
- CEMILAC Approved
- RSDC approved training center
The growing concern for women’s safety and the need for a specific legislation that addresses sexual harassment of women at the workplace, led to the passage of the Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereafter referred to as the “Act”).

The Act has been a clear game changer and has raised many questions around harassment in the Indian workplace culture. The provisions of the Act aim to protect the interest of women employees and further fuel the adoption of good governance practices.

The Act lays greater accountability on the employer with respect to providing a safe working environment. It mandates institutionalisation of capacity and skill building programs for the Internal Committee, implementation of awareness programmes for all employees, and listing of penalties and fines. The Act’s detailing has set the tone for organizations to re-evaluate their governance frameworks and implement robust compliance programs, thereby driving instrumental change in operational ethics and integrity.

While training intervention is certainly not a panacea to this problem, we believe regular training programmes will create awareness among the people. There are not many organizations who have the capacity to conduct quality training programme covering topics as varied as rights of the victims at one end and duties of representatives of employer while processing subject complaints on the other. HR Managers also need to be trained to be responsible for sensitizing all the employees about the fine line between healthy mixing of colleagues of different sexes and the behaviour amounting to sexual harassment. IRMRA has been conducting Gender Sensitization programmes for a long time. This time, the focus is on the specific issue of sexual harassment at workplace – its prevention and redressal of complaints if it happens.

**Is your organisation POSH ready?**
A few questions that will be addressed:

- How to appreciate the evidence in general. Particularly, circumstantial evidence?
- How to bring the evidence on record after interviewing the Complainant, Respondent and Witness(es)?
- Collection of evidence by Internal Committee members outside the organization and appreciation of the same by High Court
- What are the Principles of Natural Justice and the scenarios around it along with examples?
A defining moment

A large chunk of Government / Private work force is still in the dark about the provisions and effectiveness of the statute. This is a specially designed program for the capacity and skill building enablement of the Internal Committee and persons responsible for implementation of the Act; which the Act mandates as the employer’s responsibility. The workshop shall help participants understand the intricacies and variations of dealing with sensitive cases and they shall be made aware of their enhanced responsibility in ensuring timely recording and reporting of information, and investigative procedures.

Program details

The program is designed, based on IRMRA experience in helping several large Indian and multinational companies implement the Act and guiding them on creating and enforcing robust framework on Prevention of Sexual Harassment at Workplace. The program will include a set of vital learnings on how to conduct inquiries, with a strong focus on the roles and responsibilities of Internal Committee members. It will also provide a more intrinsic take on the Act, and shall deal with practical implications and discussion on the Act’s implementation and capacity with regard to investigation into cases.

Objectives of Training Program

1) Gender Issues
2) Gender Discrimination
3) Sexual Harassment
4) Workplace
5) Related Judicial Pronouncements
6) Recommendations of Department Related Parliamentary Standing Committee
7) Provisions of the Act
8) Constitution of Internal Complaints Committee (ICC)
9) Duties and Roles of ICC Presiding Officer / Member
10) Third Party Harassment
11) Role of an Employer
12) Preventive Policies (organization)
13) Organizational Best Practices
14) Conduct and Service Rules
15) Steps to Conduct Inquiry

FEES: The Workshop fee per participant will be Rs. 12,390/- (Programme fee of Rs. 10,500/- + GST @ 18% = 1,890/-). The crossed DD/ NEFT/ RTGS towards this non-refundable fee should be drawn in favor of "IRMRA", payable at Mumbai and should be sent along with the nomination letter.

Discounts available: IRMRA registered Members OR Registration of 3+ participants – INR 9,000/- + taxes applicable.
*In case of cancellation of one or more members for group discount, other members will be charged the actual fees and not the discounted fee in case the total number of participants is less than 3 members.

COURSE CO-COORDINATOR: Mr. P R Sundar (Training Co-ordinator)
COURSE FACULTY: Eminent professionals in the field (retired / serving) from Central / State Govt/ PSU / expert from Private sector. All our faculty members have rich in experience

TARGET GROUP: This course is designed for HR Manager, Female Employees, Senior management of all organisations. The participants will be issued course material during the course.

METHODOLOGY: Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures intercepted by discussion with participants on each topic so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are also held.

NOMINATION: Each Nomination, Residential/ Non-Residential, should be accompanied by a Demand Draft / NEFT/ RTGS of the required amount drawn in favor of "IRMRA" payable at Mumbai and should be sent in advance along with the nomination. Payment for Defence Employees will be received after completion of the course and submission of our pre-receipted Bills.

Substitution of nominees can be permitted. Opting for residential accommodation are requested to go directly and stay in A/C rooms the participants regarding their stay and is absolutely optional. Participants are free to stay at any other place of their choice and convenience. Non-Residential-Please send the payment in advance on before commencement of the Program Residential-Accommodation would be available if confirmed Payment in advance before Commencement of the Program. Payment may please be made through RTGS / Bank Draft in favor of "IRMRA" payable at Mumbai

NEFT/IFSC: ICIC0001887
ICICI Bank Ltd (Current Account) A/C no: 188701000046
GST No. 27AAAAT7089F1Z6
PAN No. AAAAT7089F

TEA/COFFEE BREAK 11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM LUNCH 01:00 PM to 02:00PM

ADMISSION PROCEDURE Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the program will be communicated as soon as possible after the receipt of nomination.

PROGRAMME DURATION & SCHEDULE It will be a three days Technical Workshop will be conducted from 9.30 AM to 5.00 pm daily. There will be 4 sessions each day. Each session will be of 75 minutes duration.

REPORTING TIME: The participants are to report for registration at 9:00 AM at Venue.

ARRANGEMENTS BY IRMRA: Lunch, Tea/Coffee with Snacks, Course material, Pad, Pen, Bag/Folder, Participation Certificate.

TRANSPORT: The candidates have to make their own arrangements.

CERTIFICATION: The participants will be awarded certificates on completion of the course without any absenteeism at the end of the course.

FURTHER INFORMATION: It is hereby reaffirmed that the aforesaid Program shall be conducted as Per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control. You can call the Central Line 022-67873200 for any queries regarding the Workshop Further enquiries and correspondence regarding admission and other matters relating to the program may be addressed:

Dr. Rupesh Rohan  Mr. P R Sundar,
(Assistant Director)  (Training Co-ordinator)
+91-22-67873222 / +91-8291404906  8657545808
rr@irmra.org; rupeshrohan21@gmail.com  training@irmra.org
2 Days Training Program on "Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace"

Venue: Thane, Maharashtra 400604

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<thead>
<tr>
<th>Day</th>
<th>Timing</th>
<th>Subject</th>
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<tr>
<td>12/12/2019</td>
<td>09:30 to 10:00 Hrs.</td>
<td>Registration &amp; Briefing</td>
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<td>10:00 to 10:30 Hrs.</td>
<td>Inauguration Session: Lighting of Lamp by Hon'ble Chief Guest</td>
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<td>11:30 to 13:00 Hrs.</td>
<td>Penalty for non-compliance with provisions of the Act. &amp; Procedure of filing complaint and procedure to be followed post receipt of complain.</td>
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<td>13:45 to 15.15 Hrs.</td>
<td>Setting up the Internal Complaints Committee &amp; Fact-Finding prima-facie Preliminary Inquiry.</td>
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<td>15:30 to 17:00 Hrs.</td>
<td>Group Discussion, Panel Discussions and clearance of doubts of Participants.</td>
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<td>13/12/2019</td>
<td>10:00 to 11:15 Hrs.</td>
<td>Domestic Inquiry Procedures/ Proceedings held by Internal Complaints Committee</td>
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<td>11:30 to 13:00 Hrs.</td>
<td>Preparation &amp; Submission of Inquiry Reports, Recommendations and the Annual Statutory Returns by Internal Complaints Committee.</td>
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<td>13:45 to 15.15 Hrs.</td>
<td>Punishment for Act of Sexual Harassment; Coverage by CPC &amp; other Laws.</td>
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<td>15:30 to 16:45 Hrs.</td>
<td>Gender Sensitivity Issues – Sensitizing Employees &amp; Sanitizing the Workplace.</td>
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<td>16:45 to 17:15 Hrs.</td>
<td>Course Discussions, Valedictory Session - Distribution of participation certificate by Hon'ble Chief Guest.</td>
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<td>14/12/2019</td>
<td>10:00 to 17:00 Hrs</td>
<td>Mumbai Darshan (Visit to Gateway of India, Mahalaxmi Temple, Siddhivinayak Temple, Marine Drive, Haji Ali Dargah etc)*</td>
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*Interested participants can be the part of this visit on 14/12/2019

Tea Break: 11:15 to 11:30 Hrs. & 15:15 to 15:30 Hrs. Lunch Break: 13:00 to 13:45 Hrs.
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<tr>
<th><strong>TRAINING NOMINATION FORM</strong></th>
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<th><strong>PARTICULARS OF NOMINEE</strong></th>
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<tr>
<td><strong>Name of the Participant (s)</strong></td>
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Signature: ____________________________

Sponsor: ____________________________

Nomination fee may please be sent, along with nomination form by RTGS / Demand Draft / Cheque drawn in favour of “**IRMRA**” payable at Mumbai.

Mail this to:

Assistant Director (Training)
254/1 B, Road Number 16V,
Nehru Nagar, Wagle Industrial Estate,
Thane West, Maharashtra 400604
training@irmra.org; rr@irmra.org;
rupeshrohan21@gmail.com