



केन्द्रीय विद्यालय संगठन  
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दिनांक 22.06.2022

प्राचार्य  
समस्त केन्द्रीय विद्यालय  
भोपाल संभाग

**विषय:- Maintenance of safe working environment for female employees at Workplace-reg.**

महोदय/महोदया,

उपर्युक्त विषयान्तर्गत केविसं(मु)नई दिल्ली का पत्र क्रमांक 11-55/2000-केविसं(सतर्कता)/पार्ट-2/3287-3321, दिनांक 22.06.2022 प्राप्त हुआ है। मुख्यालय से प्राप्त पत्र की प्रति आपकी तरफ सूचना एवं आवश्यक कार्रवाई हेतु अग्रेषित की जा रही है।

संलग्न:- यथोपरि

भवदीय,

(सोमित श्रीवास्तव)

उपायुक्त

वितरण:-

1. समस्त सहायक आयुक्त,केविसं0क्षे0का0भोपाल को सूचनार्थ।
2. वित्त अधिकारी/अनुभाग अधिकारी, केविसं0क्षे0का0भोपाल को सूचनार्थ।
3. उपायुक्त के निजी सहायक को इस निर्देश के साथ कि संभाग की वेबसाइट पर मुख्यालय से प्राप्त परिपत्र अपलोड करें ।



SPEED POST / FAX / CONFIDENTIAL

## केन्द्रीय विद्यालय संगठन

18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग  
नई दिल्ली -110016

011-26858570 FAX: 26514179

Website: <http://kvsangathan.nic.in>

### Kendriya Vidyalaya Sangathan

18, Institutional Area, Shaheed Jeet Singh Marg  
New Delhi -110016

एफ. 11-55/2000- केविस (सतर्कता)/पार्ट-2/3287-3321

दिनांक 20.06.2022

उपायुक्त / निदेशक  
केन्द्रीय विद्यालय संगठन  
सभी क्षेत्रीय कार्यालय / जीट

**विषय: Maintenance of safe working environment for female employees at  
Workplace – Regarding.**

महोदय/ महोदया,

Please find enclosed a copy of the letter No.17-13/2022-UT.1 dated 15<sup>th</sup> March, 2022 received from Dy. Secretary to the Govt. of India, Ministry of Education, Department of School Education and Literacy, containing instructions to ensure maintenance of safe working environment for female employees at Workplace.

2. All Deputy Commissioners of KVS, Regional Offices and ZIETs are requested to display names and contact details of the members of the Complaints Committee in their offices. Also, the KVs be asked to display these details in the staff rooms. Further maintain safe working environment for female employees, all the employees be sensitized to these issues.

भवदीय

(एन. आर. मुरली)

संयुक्त आयुक्त(प्रशि)

एवं मुख्य सतर्कता अधिकारी

संलग्न: उपरोक्तानुसार

वितरण:

1. The Under Secretary to the Govt. of India, Ministry of Education, Department of School Education and Literacy, B-Wing, Ground Floor, Shastri Bhawan, New Delhi w.r.t. his letter No. F.No.17-13/2022-UT.1 dated 07<sup>th</sup> April, 2022.
2. Dy. Commissioner (Trg./EDP), KVS (HQ) with a request to upload the same at KVS (HQ) e-portal.
3. PS to Commissioner, KVS(HQ)
4. PA to Joint Commissioner (Trg.)
5. Guard file

F.No. 17-13/2022-UT.1  
Government of India  
Ministry of Education  
Department of School Education and Literacy

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B-Wing, Ground Floor, Shastri Bhawan,  
New Delhi, dated the 15 March, 2022

To,

The Chairman, Central Board of Secondary Education, Shiksha Kendra, 2, Community Centre, PreetVihar, Delhi-110092.	The Commissioner Kendriya Vidyalaya Sangthan, 18 Institutional Area, S.J.S. Marg, New Delhi- 110016.	The Commissioner Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector-62, Noida, G.B.Nagar, U.P.-201309.
The Secretary, National Council of Educational Research and Training, Sri Aurobindo Marg, New Delhi-110016.	The Chairperson National Institute of Open Schooling A-24/25, Institutional Area, Sector - 62,NOIDA Distt. Gautam Budh Nagar, Uttar Pradesh - 201309.	The Joint Director, Central Tibetan Schools Administration, ESS ESS Plaza, Sector-3, Rohini, Delhi:110085

**Subject: Maintenance of safe working environment for female employees at Workplace.- reg.**

Sir/Madam,

I am directed to refer to the above mentioned subject and to say that the Sexual Harassment of Women at Workplace (Prevention, prohibition and Redressal) Act, 2013 gives legal right to female employees, both regular and contractual, to voice against any type of sexual harassment at the workplace.

2. Any type of harassment including sexual harassment of women results in violation of her fundamental rights to equality under Articles 14 and 15 of the Constitution and her right to life and to live with dignity under article 21 of the Constitution and right to practice and profession or to carry on any occupation which includes a right to safe environment free from sexual harassment. All employers are expected to honour the Act and maintain a safe working environment for female employees, while discharging their duties. As required under the provision of the Act, an Internal Complaints Committee has been constituted by the Ministry of Education to examine complaints in this regard.

(Contd/-..)

3. In view of the above, it is requested to take the following action in order to sensitize the issue related to maintenance of safe working environment for female employees as per "Sexual Harassment of Women at Workplace (Prevention, prohibition and Redressal) Act, 2013":-

(i) To constitute an Internal Complaints Committee (ICC) and a Special cell in the Offices/Institutes under your administrative control to deal with the issue of gender based violence and to conduct gender sensitization programme.

(ii) To display banners/posters at conspicuous places in the buildings to create awareness amongst employees about what is sexual harassment and how to prevent it.

(iii) To display names and contact details of the members of the Complaints Committee at Notice Boards in the Institutions.

(iv) To upload the (a) "Sexual Harassment of Women at Workplace, (Prevention, prohibition and Redressal) Act, 2013"; (b) Constitution of the Complaint Committee; and (c) details of the Members of the Complaints Committee such as name, phone number, address etc., on their respective portal at a prominent place.

(v) To conduct training programmes to sensitize the employees of the Institutions.

4. Action taken in the matter may kindly be intimated to this Ministry.

Yours faithfully,

  
15/3/22

(Sreekala P. Venugopal)  
Deputy Secretary to Govt. of India