

No. 6/220/04-PER/ 2806
U.T. Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat, Moti Daman 396 220.

Dated:- 11/12/2013

Read:- Order No. SW/508(10)/(1)/06-07/4067 dated 18/02/2013

O R D E R

1. Rule - 3 (C) of the CCS (Conduct) Rules, 1964 provides that no Government Servant shall indulge in any act of sexual harassment of any women at her work place. Every Government servant who is incharge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place. "Sexual Harassment" includes such unwelcome sexually determined behaviours, whether directly or other wise, as -

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

2. In supersession of the order referred to at preamble above, the Administrator, Daman & Diu and Dadra & Nagar Haveli is hereby pleased to reconstitute the "Complaints Committee" for redressal of the complaints of sexual harassment of women employees at work place. The composition of the Complaints Committee will be as under:-

Sl.No.	Name of Officer	Designation	
1.	Smt. Madhu K. Garg	Secretary (Social Welfare) Daman & Diu	Chairperson
2.	Smt. Asha Chaudhary	General Manager, OI DC, Daman	Member
3.	Smt. Seema Bawa	General Manager (DIC), Daman.	Member
4.	Smt. Snehlata Chand	Project Director, DRDA, Daman	Member
5.	Smt. Abhilasha Agrawal	Superintendent of Fisheries, Daman	Member
6.	Smt. K. J. Baria	Child Development Project Officer, Daman	Member

3. The Committee shall ensure time bound disposal of complaints and should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.

4. The Complaints Committee shall make an annual report to the Administrator on the Complaints received and action taken by them.

5. Any woman employee may file a complaint with regard to the "Sexual Harassment" with any member of the Committee, and the Committee shall take immediate action with regard to verification of such complaint and report their findings and recommendations to the Administrator within 30 days of receipt of the Complaint.

6. All Government Employees shall provide necessary assistance to the Committee in discharge of its functions. Failure to do so shall make them liable for disciplinary action.

By order and in the name of
the Administrator of Daman &
Diu and Dadra & Nagar Haveli

(S. K. Varma)
Deputy Secretary (Pers.)

To:

1) Members of the Committee

- (i) Smt. Madhu K. Garg, Secretary (Social Welfare), Daman.
- (ii) Smt. Asha Chaudhary, General Manager, OIDC, Daman.
- (iii) Smt. Seema Bawa, General Manager (DIC), Daman.
- (iv) Smt. Abhilash Agrawal, Superintendent of Fisheries, Daman.
- (v) Smt. K. J. Baria, Child Development Project Officer, Daman.

2) All Heads of Offices, Daman & Diu with the direction to bring this order to the notice of all Woman employees working in their department and confirm within 30 days to the Personnel Department and place it on the Notice Board of the Office for wide publicity.

Copy to:-

- 1) The Staff Officer to the Administrator, Secretariat, Daman.
- 2) The Development Commissioner, Secretariat, Daman
- 3) The Finance Secretary, Secretariat, Daman.
- 4) The District Informatics Officer, NIC, Secretariat, Daman for uploading in the Administration Website.
- 5) The Dy. Director, Govt. Printing Press, Daman for publication in the Official Gazette.