



ಪ್ರಧಾನ ಕಛೇರಿ
ಮುಖ್ಯಾಲಯ
CORPORATE OFFICE
ಹಿಂದೂಸ್ತಾನ್ ಏರೋನಾಟಿಕ್ಸ್ ಲಿಮಿಟೆಡ್
ಹಿಂದುಸ್ತಾನ್ ಏರೋನಾಟಿಕ್ಸ್ ಲಿಮಿಟೆಡ್
HINDUSTAN AERONAUTICS LIMITED

HAL/HR/19(2)/Vol.II/2017

5th July 2017

Sub: Implementation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

**Ref: (i) HAL/P&A/19(2)/2013 dated 20/06/2013
(ii) HAL/HR/19(2)/Vol.II/2016 dated 08/07/2016**

* * * * *

A copy of Ministry's letter No. 8(7)/2015/D(Coord/DDP) dated 29/06/2017 on the above subject, alongwith Secretary, Ministry of Women & Child Development's D.O. letter No. WW-13016/5/2015-WW dated 02/06/2017, which are self explanatory, are enclosed.

2. In this regard, the following are brought out:

- a) Consequent to the promulgation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the same was notified in the Company vide Circular dated 20/06/2013 cited at ref. (i) above;
- b) Subsequently, clarifications / amplifications on the aspects relating to sexual harassment matters and suggested procedure to be followed by the ICC during the Enquiry were notified vide Circular dated 08/07/2016 cited at ref. (ii) above;
- c) As per the provisions of the Act, the duties of the Employer, amongst others, include organizing Workshops and Awareness Programmes at regular intervals for sensitizing the employees with the provisions of the Act and Orientation Programmes for the Members of the Internal Complaints Committee [Section 19(c) of the Act and Para 6(c) of the Circular dated 20/06/2013 refers]. Further, Rule 13 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal), Rules, 2013 provides for the manner to organize the Workshops, etc.;
- d) The Annual Reports on the subject for the years 2015 & 2016 received at Corporate Office reveals that the Divisions / Offices have conducted only few Workshops and Awareness Programmes. No programmes have been conducted in some of the Divisions also.

3. Based on the references made in the D.O. letter dated 02/06/2017, copies of the following documents downloaded from the Ministry of Women & Child Development's Website, are enclosed for reference:

1

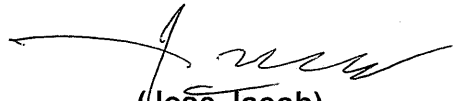
15/1, ಕಬ್ಬನ್ ರೋಡ್, ಬೆಂಗಳೂರು - 560 001, ಭಾರತ, 15/1, ಕಬ್ಬನ್ ರೋಡ್, ಬೆಂಗಳೂರು - 560 001, ಭಾರತ

15/1, Cubbon Road, Bangalore - 560 001, India

Ph. (ದೂರವಾಣಿ) : 91-80-2232 0107 Telefax (ಟೆಲಿಫೇಕ್ಸ್) : 91-80-2232 0432

CIN: U35301KA1963GOI001622

- a) Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal), Act, 2013;
 - b) Training Module for Workshop on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal), Act, 2013;
 - c) Ministry of Women & Child Development's letter No. 13016/5/2015-WW dated 16/02/2017 indicating the recommended Panel of Institutes / Organizations for imparting Training Programmes / Workshops under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal), Act, 2013.
4. Divisions / Offices are requested to refer the documents as at Para 3 above, amongst others, and organize Workshops and Awareness Programmes, with the help of External Agencies / Faculties, as required, at regular intervals, for sensitizing the employees, in line with the provisions of the Act / Rules. Also, the ICC Members may be nominated for External Orientation Programmes on the subject.
5. The details of such Programmes conducted in the Divisions / Offices and External Programmes attended by Members of the ICC are to be indicated in the Annual Report forwarded to Corporate Office.
6. Divisions / Offices may take necessary actions accordingly, please.


 (José Jacob)
 Executive Director (HR-ER)

Encl: As above

Distribution:

GM (HR)	HMA / AC / HC / BC
Offg.GM (HR)	SD, HMA
AGM (HR)	DC / MC / ARDC / Hyderabad / Overhaul
DGM (HR)	FMD / SLRDC / Aircraft / F&F / Kanpur / Korwa / MRO / AMD, Nasik / RWRDC / HMA / Koraput / AOD, Nasik / Helicopter / Engines
DGM (L&E)	FMD
CM (HR)	Lucknow / Aerospace / ACD / AERDC / IJT-LSP / ASC
SM (HR)	MCSRDC / Barrackpore / LCA Tejas
M (HR)	IMGT / LO Delhi / M & H

Internal:

SM(HR) - S