

**No. 25/2002.**

It is once again reiterated that sexual harassment at work place is a thoroughly undesirable act, undesirable of a Govt. Servant and all out steps be taken to eliminate it. In order to check and to make enquiries into the incidents of alleged sexual harassment at work place, the District/Units were advised to set up a Committee headed by a Women Police Officer, with 50% women members in each Distt./Unit. A Central Committee consisting of Chairperson, two members and a Non Govt. Organisation namely Nav Jayoti Delhi Police Foundation, Vikas Bhawan, Sanjay Amar Colony, Jamna Pusta, Delhi-110007 has also been constituted at PHQ to over-see the action taken by the Committees of Districts/Units and also to handle cases pertaining to PHQ. The following instructions are complied with meticulously to curb sexual harassment at work place in Delhi Police:-

The Supreme Court of India has held that harassment at work place includes:-

- i) Physical contact and advances.
- ii) A demand or request for sexual favours.
- iii) Sexually coloured remarks.
- iv) Showing pornography, and
- v) Any other unwelcome physical, verbal or non verbal conduct of a sexual nature.

The following specific steps shall be taken by all District/Unit Dy. Commissioners of Police and the officers/men under their command to curb sexual harassment at work-place in their jurisdiction:-

- i). All District/Unit DCsP will confirm, by return signals whether they have constituted Committee headed by a Woman Officer and with 50% Women Members to look into the complaints of sexual harassment in their Districts/Units. If it has not been done so far, it may be done at once without further delay.
- ii). The record of the complaints of sexual harassment will be maintained in a separate register in the District/Unit and the proceeding of the complaint will be kept 'CONFIDENTIAL'.
- iii). The chairperson of the Committee in each District/Unit will listen to the complainant herself and proper protection will be given to the complainant.
- iv). The Committee will make discreet enquiry into the complaint and submit the report to the concerned DCsP with an a fortnight.
- v). DCP/District/Unit will take immediate action and further send the action taken report on the complaint to the Chairperson of the Central Committee for sexual harassment at PHQ immediately.
- vi). Each District/Unit DCP will hold a fortnight meeting with the Chairperson/members of the Committee of his District/Unit to ensure proper functioning of the Committee.

- vii). In case the complaint is substantiated, the concerned Distt./Unit DCP will initiate strict departmental action against the defaulter. Where the behaviour falls under Criminal Law and all steps be taken to assist the affected person in terms of support and preventive action.
- viii). Proper protection will be given to the victim and witnesses and the identity of the witnesses will be keep secret. The victim shall not be kept posted under the official complained against, at anystage.
- ix). The complainant can meet the Chairperson or the members of the Committee at PHQ directly in case the complaint is not looked into by the Committee of the Distt./Unit properly.
- x). Each District/Unit will send a quarterly return about the complaint received and the action taken report to the Chairperson, Central Committee at PHQ on 5<sup>th</sup> of Jan., April, July and October of each year.
- xi). Each Distt./Unit DCP will encourage awareness raising through training, Sampark Sabhas and informing the rank and file through brief at Roll Call etc.
- xii). All District/Unit will ensure that there is no un-necessary harassment to the officers/men by the Committee or its members.

The receipt of this circular may please be acknowledged.

Sd/-  
(T.N. MOHAN)  
DCP/HDQRS.: DELHI.

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