



"Say Yes to Life/Say No to Drugs"  
**Ch. Sarwan Kumar Himachal Pradesh Krishi Vishvavidyalaya**  
**Palampur - 176062 (H.P.) India**  
**Office of the Registrar, General Administration Branch**



भारत सरकार  
एक कृषि - एक परिवार - एक भविष्य

☎: 01894-230383 Fax: 01894-230511 Email: registrar@hillagric.ac.in

No.QSD.8-17/2023-CSKHPKV(GA)/-

Dated: Palampur, the: 37810-909

From

Registrar

To

1. All the Statutory Officers, CSK HPKV, Palampur.
2. The Senior Medical Officer, UHC, CSK HPKV, Palampur.
3. All the Heads of Departments/Units/Offices, CSK HPKV, Palampur.
4. All the Associate Directors/ Scientists Incharge/Programme Coordinators, RRSs/ RSSs/KVKs, CSK HPKV.



Subject Names and contact details of the members of Internal Complaints Committee.

Sir/Madam,

I am directed to inform that as per directions of the Director, Women and Child Development, HP, Shimla, the names and contact details of all the members of the Internal Complaints Committee are to be declared on the Notice Boards of the University. Therefore, the Names alongwith contact details of the members of Internal Complaints Committee of this University are enclosed herewith to display on the notice board of your College/ Organization/ Department/ Office/Unit/Station, please.

-Yours faithfully,

Encls; As above.

Asstt. Registrar (Admn)  
CSKHPKV Palampur.

Endst. No. Even.

Dated: Even

1. The Joint Director (Information and Public Relation), DEE, CSK HPKV, Palampur.
2. The Incharge, UNS, CSK HPKV, Palampur with the request to upload the contact details of all the members of the Internal Complaints Committee and Internal policy (Copy enclosed) formulated by the University for prohibition, prevention and redresal of Sexual Harassment at workplace on the University website.
3. All the Deputy/Asstt. Registrars/Section Officers/Supdt. (H.Q)
4. The Secretary to the Vice-Chancellor, CSKHPKV, Palampur.
5. The PS to the Vice-Chancellor/ SPS to Registrar, CSK HPKV, Palampur.

Asstt. Registrar (Admn)  
CSK HPKV Palampur.

**Internal Complaints Committee of CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur for implementation of "Code of Conduct for Women at Workplace" for a period of three years w.e.f. 22.06.2023.**

S. No.	Name & address		Mobile No.	e-mail address
1	Dr. (Mrs.) Raj Pathania, Head, Deptt. of Human Development, COCS, CSKHPKV, Palampur.	Presiding Officer	9418218118	<a href="mailto:Rajpathania8899@gmail.com">Rajpathania8899@gmail.com</a>
2	Dr. D.K. Banyal, Head, Deptt. of Plant Pathology, COA, CSKHPKV, Palampur.	Member	9418111480	<a href="mailto:dkbanyal@gmail.com">dkbanyal@gmail.com</a>
3	Dr. Varun Sankhyan, Assistant Professor, Deptt. of Animal Genetics & Breeding, Dr. G.C. Negi COVAS, CSKHPKV, Palampur.	Member	9418534054	<a href="mailto:sankhyan@gmail.com">sankhyan@gmail.com</a>
4	Dr. (Ms.) Sharmishtha Thakur, Asstt. Professor (Namatology) , Deptt. of Entomology, COA, CSKHPKV, Palampur.	Member	8440004220	<a href="mailto:Sharmishtha.thakur@gmail.com">Sharmishtha.thakur@gmail.com</a>
5	Dr. (Ms.) Sonali Mishra, Asstt. Professor (Vety. Pathology), Deptt. of Vety. Pathology, Dr. G.C. Negi COVAS, CSKHPKV, Palampur.	Member	9418465795	<a href="mailto:Sonalimishra2299@gmail.com">Sonalimishra2299@gmail.com</a>
6	Dr. (Ms.) Anju Kapoor, Asstt. Professor (Home Science Extn. Edu.), Deptt. of Home Science Extension and Communication Management, COCS, CSKHPKV, Palampur.	Member	9418478962	<a href="mailto:anjukapoor sk@yahoo.com">anjukapoor sk@yahoo.com</a>
7	Smt. Renu Bala, Senior Assistant, Registrar's Office (Estt.-II), CSKHPKV, Palampur	Member	9816978454	<a href="mailto:ajitredu79@gmail.com">ajitredu79@gmail.com</a>
8	Smt. Kusum Lata W/o Sh. Kamal Kumar Vill. & Post Office Rajpur, Teh. Palampur Distt. Kangra (H.P.)	Member	9418834505	<a href="mailto:Kusam3658@gmail.com">Kusam3658@gmail.com</a>
9	Assistant Registrar (Admn.), CSKHPKV, Palampur.	Member Secretary	7832030735	<a href="mailto:surindrskatoch@yahoo.in">surindrskatoch@yahoo.in</a>



CSK HIMACHAL PRADESH KRISHI VISHVAVIDYALAYA  
"GENERAL ADMINISTRARION BRANCH"


No.QSD.8-17/2010-CSKHPKV(GA)/- 20685-790

Dated; Palampur, the:

25/04/2016

**NOTIFICATION**

The Board of Management vide item No. 5.1 of its 109<sup>th</sup> meeting held on 08.04.2016 has approved an internal policy for prohibition, prevention and redressal under Section 19 ( and Rule 13 and 14) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 in CSK Himachal Pradesh Krishi Vishvavidyalaya (Copy enclosed).

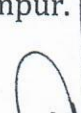
  
Registrar  
CSKHPKV, Palampur.

Dated: Even.

Endst. No. Even.

Copy to:

1. All the Statutory Officers, CSKHPKV, Palampur.
2. All Heads of Departments/Units/Offices, CSKHPKV, Palampur.
3. Dr. (Mrs.) Neelam Sharma, Sr. Residue Chemist, Deptt. of Agronomy, Forgages & Grassland Management, COA, CSKHPKV, Palampur.
4. The Joint Director (I&PR), Directorate of Extension Education, CSKHPKV, Palampur.
5. The Secretary of all Unions/Associations, CSKHPKV, Palampur.
6. The Senators, Teaching and Non-teaching Employees constituencies, CSKHPKV, Palampur.
7. All Assistant Registrars/Section Officers, (H.Q.), CSKHPKV, Palampur.
8. Assistant (Meeting), GA Branch, CSKHPKV, Palampur.
9. PS to Vice-Chancellor/Registrar, CSKHPKV, Palampur.
10. Security Supervisor, CSKHPKV, Palampur.

  
Registrar  
CSKHPKV, Palampur.

**Policy Against Sexual Harassment at Workplace**

**1. Preamble**

- 1.1 CSKHPKV, Palampur is committed towards creating a safe and healthy work environment that enables its employees to work with human dignity without fear of prejudice, gender bias and sexual harassment.
- 1.2 The policy is made under the overall ambit of the CSKHPKV, *Code of Conduct* and per the statutory requirement in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

**2. Objectives of the policy**

The policy is directed to ensure zero tolerance towards behaviour / conduct of a sexual nature by any employee/student or stakeholder that directly or indirectly harasses, disrupts or interfaces with another's work performance, or that creates an intimidating, offensive or hostile environment. All concerned should take cognizance of the fact that CSKHPKV, Palampur strongly opposes sexual harassment, and that such behavior against women is prohibited by the law as set down in The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules framed thereunder being The Sexual Harassment of Women at Workplace (hereinafter referred to as "Act") as well as the terms of employment. Commission of any act of sexual harassment as defined in the Act and in this Policy shall result in strict disciplinary action as per the provisions mentioned in the Act, Rules framed under the Act and Policy.

**Key objectives of the Policy include**

- 2.1 To articulate the guidelines on sexual harassment and to provide a mechanism for the prevention and redressal of complaints of sexual harassment.
- 2.2 To assist individuals who believe that they have been subjected to such behaviour with appropriate support and remedial action.

**3. Scope and Applicability**

The rules and regulations outlines in this polity shall be applicable to all complaints of sexual harassment made:

- 3.1 This policy is applicable to all Employees of University regardless of the position, including those on Contract, Adhoc, Co terminus, Temporary or Daily wage basis.
- 3.2 The policy will also cover students, trainees, consultants, contractors and outsourced staff associated with University

*Note:* Ignorance of any aspect of this policy or Act will not be a defence or excuse during an enquiry on the matter. (As ignorance of Law is no excuse).



#### 4. Definitions

As per the provision of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and for the purpose of this Policy.

**Sexual Harassment means** (Section 2 (n)) -- any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely.

- Physical contact and advances, or
- A demand or request for sexual favours, or
- Making sexually coloured remarks, or
- Showing pornography, or
- Any unwelcome physical verbal or non-verbal conduct of sexual nature.

This list is illustrative and not exhaustive.

This definition could be better understood through the following examples:

It is harassment when (1) accepting the request for sexual favour is an explicit or implicit term or condition of employment (2) employment decisions (promotion or demotion, salary increase, job expectations, length of duty hours, working assignments, special privileges etc.) are subject to a person's accepting or behaviour, whether physical, verbally or non-verbal, create a work environment which is uncomfortable to an employee.

Sexual harassment may include propositions, suggestive comments, excessive flattery, questioning of a personal nature, reputed unwelcome request, sexually oriented "kidding" "leasing" or "practical jokes" jokes about gender-specific traits, offensive or obscene language or gesture, leaning or staring, whistling or hooting, offensive or obscene printed materials, pictures, posters, cartoons, graffiti calendars, emails, SMS and inappropriate physical contact or touching of a sexual nature ( for example – brushing, patting, hugging, pinching, or shoulder rubs etc.)

It is essential to emphasize that sexual harassment refers to conduct which is unwanted and unwelcome to the recipient. It is the key factor that distinguishes it from friendly, fictitious or other relations that are freely and mutually entered into.

**Workplace means** {Section 2(o)} – the premises of the organization, including dwelling House it's all branch offices and any place visited by the employee during the course of employment including transportation listed by the employee or provided by the employer for undertaking such journey.

**Employee means** {Section 2(f)} a person employed at **CSKHPKV, Palampur** for any work on regular, temporary, adhoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name.

**Act shall mean** the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 which extend to the whole of India.

**Aggrieved woman means** {Section 2(a)} in relation to workplace. a woman of any age whether employed or not. who alleges to have been subjected to any act of sexual harassment by the respondent.

**Employer means** CSKHPKV, Palampur

**Internal Committee shall mean** an Internal Complaints Committee constituted under Section 4 of the Act.

**Respondent shall mean** {Section 2(m)} a person against whom the aggrieved woman has made complaint under section 9 of the Act.

**5. Internal Complaints Committee**

In order to provide a mechanism to report cases of sexual harassment, the organization will constitute an Internal Complaint Committee (ICC)

Details of the committee members are as under:

Name	Designation	Contact Number	email
Ms (Should be a senior women officer employed in the establishment)	Presiding Officer, ICC		
Ms (a woman employee)	Member -1		
Ms/Mr. (preferably an employee)	Member -2		
Ms/Mr. (from a NGO/Social Worker/outsider)	Member -3		
Ms/Mr. (familiar to the Act and sexual harassment incidents/preferably an employee) )	Member -4		
Registrar office	Member Secretary		

**Duties of the Committee:** It shall be the duty of Internal Complaints Committees constituted. to promote and facilitate measures taken in the establishment concerned for the prevention of Sexual Harassment in that establishment and for sensitization regarding the same, and to carry out an enquiry into complaints of Sexual Harassment referred to it or brought to its notice.



ICC is primarily responsible to register the complaints of sexual harassment, to conduct inquiry into the matter and based on the findings, recommend necessary actions to be taken by the employer. Its specific responsibilities include.

- To take the complaints of sexual harassment, conduct enquires, recommend penalties and take action against the harasser, if necessary.
- Provide assistance to the victim in getting the complaint in written form.
- Make discreet enquiries as to whether other workers have experienced similar problems and if so, ask them details of any harassment which occurred.
- Help the complainant regain their self respect and self confidence.
- To publicize the policy in languages comfortable to all.
- To plan and carry out programs for gender sensitization with the assistance of the registrar office

**Qualities of members of the Internal Complaints Committee**

Subjectivity: A sexual act when unwelcome is sexual harassment; the unwelcome is the woman's subjective reality. The Complaints Committee's first job is to believe in this reality (unless something on record completely negates her complaint).

Empathy: It is critical that the Complaints Committee empathizes with the complainant and does not judge her by their moral standards. The most important question to be answered in the affirmative that the committee and all functionaries must ask themselves while providing redress to a particular case is 'Do we believe her?'

**The Internal Complaints Committee must remember**

- It needs extensive orientation for effective functioning.
- It cannot function like a criminal court.
- The complainant, when she complains, has at stake, her personal life and career.
- The impact sexual harassment has on a woman.
- It is difficult for a woman to talk about anything sexual. Hence there can be long time interval between the harassment and the actual complaint.
- It needs to handle complaints in a confidential manner and within a time-bound framework.
- It needs to submit an annual report on sexual harassment to the appropriate authority.

**Jurisdiction of Sexual Harassment Complaint Committee**

1. Committee shall have the Jurisdiction to entertain the complaints of Sexual Harassment of CSKHPKV Institution. More than half the members should be present in any meeting to be effective and valid.
2. In respect of enquiries conducted by a complaint committee, Hon'ble Supreme Court has clarified as follows:



- The personal life of the complainant is not relevant to any enquiry.
- Though it may be preferable to have corroboration, credible evidence given by the complainant alone may be sufficient to hold the accused guilty of offence. There is no such rule which says that corroboration is necessary to find the accused guilty. Given the personal nature of the offence of sexual harassment witness are rarely available to give evidence on behalf of victim.

### **Powers of the Committee**

Section 11(3) of the Act, for the purpose of making any investigation, gives the same powers as are vested in a civil court under the Code of Civil Procedure 1908 when trying a suit in respect of the following matters, namely.

- Summoning and enforcing the attendance of any person and examining him
- Requiring the discovery and production of documents, and
- Any other matter which may be prescribed.

Thus, the Committee is empowered to:

- Ask the employer to take recommended disciplinary action (under the relevant service rules) against the harasser/ respondent.
- Recommend the employer to transfer the victim (upon receipt of a written request from the victim) to some other unit/branch of the organization (if available), or to grant her leave up to 3 months (leave granted to the victim shall be in addition to the leave she would be otherwise entitled).
- Recommend the employer to transfer the harasser/respondent (upon receipt of a written request from the victim) to some other unit/branch of the organization (if available).
- Enquire the concerned authorities about the follow up action.
- Seek medical, police and legal intervention with the consent of the victim.

### **6. Complaint Procedure**

Any employee /Aggrieved woman who believes to have been sexually offended by any behaviour / action / gesture etc. of any other employee / employer / any third party person like client / vendors / visitors etc. need to file a complaint as soon as possible to the ICC Procedure for filing the complaint is given below:

- The complaint must be filed within a period of 3 months from the date of incident. In case of a series of incidents, complaint could be filed within a period of 90 days from the date of last incident.
- However, the ICC has the power to extend the time limit for filing the complaint (for not more than 3 months), if it is satisfied that circumstances were such which prevented the victim from registering the complaint within the initial time limit.



- All complaints must be brought by the complainant in person. In exceptional circumstances, third party / witness complaints may be entertained.
- Provided that where such complaint cannot be made in writing, the committee will extend all reasonable help to the victim for filing the complaint in writing. In such cases, the complaint will now be authenticated by the complainant through dated signature thumb impression as the case may be.
- There is no specific format for filing complaints. However, the complainant is expected to give full details of the case, information about dates, place, timing and any witness (if available).
- If unable to approach the ICC members, the victim can also approach Registrar to bring the issue to their notice. The Registrar is supposed to extend all reasonable help to the victim in putting her in contact with the committee members.
- If the allegations of sexual harassment is against the employer (as defined in the Act), the complainant may lodge the complaint with the District level Special Officer.
- The complainant has all the rights reserved to make a complaint to the police.

#### 7. Investigation Procedure

A timely investigation of allegations of sexual harassment is of utmost importance for timely delivery of justice. The Internal Complaint Committee (ICC) is therefore required to complete the investigation within a period of 90 days from the date of complaint was made.

- On receipt of such a complaint, the Committee will immediately arrange to fully investigate the matter.
- The committee has the right to delegate the investigation to two / three of its members
- The investigators, for the purpose of investigation, will call the complainant and accused separately to ensure freedom of expression and an atmosphere free of intimidation. The complaining party will be interviewed first, to ensure that all important details, evidences and witnesses are identified promptly.
- The investigator should recognize that there might be no eyewitnesses. Thus, the Committee may have to resolve a sexual harassment claim based on credibility of the parties.
- The complainant, at any stage after filing of the complaint, will have the right to withdraw the complaint. The Committee, on a written request of the complainant, shall permit her/him to withdraw the complaint. All investigations will be discontinued at this point, and the employer and the alleged party will be formally informed of the same.
- Where the ICC arrives at the conclusion that the allegation against the harasser has been proved, it shall recommend the employer to take action against the harasser in accordance with the provisions of the service rules. The victim complainant may, in addition to the above seek legal remedies as may be provided under the various laws for the time being in force. If the conduct of the harasser amounts to a specific offence under the IPC or under any other law, the complainant is free to make a complaint with the appropriate department / authorities.
- The committee shall keep complete and accurate documentation of the complaint, its investigation and the resolution thereof. On completion of the investigation, the



committee shall provide the report of its findings to the employer within a period of 10 days. (from the date of completion of the investigation) and such reports shall be made available to the concerned parties. The incident would also be documented in the files of both the complainant and the accused, with full report of the Complaints Committee.

**Protection against Retaliation**

Regardless of the outcome of the complaint, the complainant / any witness will be protected from any form of retaliation. While dealing with complaints of sexual harassment, the Committee will ensure that the complainant or the witness are not victimized or discriminated against by the accused. Disciplinary action will be taken by the Complaint Committee against any complaint of retaliation, if found genuine.

**Conciliation**

The ICC, before closing the investigation and submitting its recommendations to the employer, will ask the complainant if she wants to settle the matter between her and the alleged party through conciliation. If the complainant wants so, the committee will arrange to settle the matter through conciliation, provide that no monetary settlement shall be made as a basis of conciliation.

Where the settlement has been arrived at through conciliation, the committee will document the same and forward it to the employer to take action as specified in the recommendations.

The committee will also provide the copy of the settlement to the complainant and the accused party.

If the complainant informs the committee that any terms or condition of the settlement arrived at, has not been complied with by the alleged party. Committee shall proceed to make an enquiry into the complaint where the respondent is an employee in accordance with the service rules applicable to the respondent and where no such rules exist forward the complaint to the police within 7 days for registering the case as per provision of Section-11 of the Act.

**Malafide Complaints**

Where the **Internal Complaints Committee** arrives at a conclusion that the allegation against the accused person is false or malicious or the aggrieved person has made the complaint knowing it to be false or the aggrieved person has produced forged or misleading documents / evidence or any witness has given false evidence or produced any forged or misleading document, such behavior will be construed as a misconduct and will be liable for disciplinary action in accordance with the provisions of service rules applicable to her or him.

**Rights of the Alleged Party (Offender)**

Alleged offenders will have following rights:

- To be informed that a complaint has been filed.



- To have a copy of the complaint, stating the allegation(s) and the name of the complainant.
- To respond to the allegation(s)
- To get reasonable opportunities to be heard by the Committee.
- To be informed in writing of the Employee's decision on what action, if any, will be taken.

**8. Responsibilities of Employee**

If the complainant is unable to approach the committee members to file a complaint, Registrar will be the first point of contact. It will now be responsibility of Registrar to put the complainant in contact with the committee members. If unable to do so, the Registrar will help the complainant to submit the complain in written form, and inform the committee members about the incidence as soon as possible. In the mean time, the Registrar will provide all possible support to the complainant.

Apart from this, the Registrar is also required to:

**Dissemination of The Policy:**

Registrar along with the Complaint Committee will make sure that the organization's policy on preventing sexual harassment at the workplace gets out to all the employees. He is also required to display the policy at any conspicuous places in the organization.

**Prohibition of Publication:**

Notwithstanding anything contained in the Right to Information act 2005, the contents of the complaint, identity and address of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceeding, recommendations of Internal Complaint Committee and the action taken by the employer shall not be published, communicated or made known to the public, press and media in any manner.

Provided that information may be disseminated regarding the Justice secured to any victim of sexual harassment without disclosing the name, address, identity or any other particulars calculated to lead to the identification of aggrieved woman and witnesses.

Whosoever entrusted with the duty is found guilty of contravening the said provisions will be dealt as per the provisions of the Act/service rules.

**Conduct of Training / Sensitizing Workshops:**

Registrar along with the Complaint Committee will organize training / sensitization workshops at frequent intervals to sensitize employees on the concept of gender discrimination, sexual harassment, organization policy on preventing sexual harassment and its various components etc and if possible, such programs should be organized for their party vendors and clients. Training programs should also be organized for capacity building of Internal Complaint Committee (ICC) members on how to deal with the complainant and the harasser, counselling of the victim etc.

**Setting up a Sensing Mechanism:**

Registrar along with the Complaint Committee will conduct time-to-time surveys to identify and prevent factors / situation leading to incidence of sexual harassment.



**Annual Report**

The Internal Complaints Committee will prepare an Annual Report as per the Act comprising the following details:-

- a) Number of complaints of sexual harassment received in the year
- b) Number of complaints disposed off during the year
- c) Number of cases pending for more than ninety days
- d) Number of workshops or awareness program against sexual harassment carried out
- e) Nature of action taken by the employer