

One Day ONLINE Workshop on Conduct of Inquiry on complaints relating to Sexual Harassment of Women at Workplace (WCICRSHW-04) on 23RD September 2024 – regarding.

From : ISTM <noreply-istm@nic.in>

Fri, Jun 14, 2024 04:07 PM

Subject : One Day ONLINE Workshop on Conduct of Inquiry on complaints relating to Sexual Harassment of Women at Workplace (WCICRSHW-04) on 23RD September 2024 – regarding.

To : estjpr pen-rj <estjpr.pen-rj@gov.in>

Reply To : ISTM <sk.soni@gov.in>



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भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Date: 14th June 2024

To,

All Ministries / Departments of the Govt. of India
All Attached & Subordinate Offices
All State Governments / All Union Territories
The Central Vigilance Commission / Election Commission of India /UPSC
All Public Sector Undertakings / All Autonomous Bodies

Subject: One Day **ONLINE** Workshop on Conduct of Inquiry on complaints relating to Sexual Harassment of Women at Workplace (**WCICRSHW-04**) on 23RD September 2024 – regarding.

Madam/Sir,

An One day **ONLINE** Workshop on Conduct of Inquiry on complaints relating to Sexual Harassment of Women at Workplace (**WCICRSHW-04**) on 23RD September 2024. Details of the objectives of programme, its content, eligibility conditions, procedure for nomination and other information relating to the programme and facilities available are given at **Annexure-I**.

2. Nomination form for the course may be filled online at https://www.istm.gov.in/home/online_nomination_form. by the applicants. It may kindly be noted that it is mandatory to fill up the application form online. The applicant must ensure that printout of his/her online application is approved by his/her sponsoring authority and a copy of the same is forwarded through email to the undersigned by **16th August 2024** for shortlisting the applications for the course. The original printout of the online application duly approved by the respective sponsoring authority along

with a letter from the sponsoring authority is to be compulsorily sent separately by post by **16th August 2024**.

3. It is requested that only such officials should be nominated who can attend this programme on whole time basis and having proper internet connectivity and Computer/ Laptop facility. While making nominations, the level and type of participants as mention in the Annexure. An officer who has already attended similar Programme conducted by ISTM should not be nominated for this Programme. Nominations of eligible officials complete in all respect should reach ISTM latest by **16th August 2024**.

4. Only such candidates, whose nominations are accepted and confirmed by the Institute of Secretariat Training & Management, would be allowed to join the Programme/Workshop. It is, therefore, reiterated that nominees should be relieved and directed to attend the course through online mode only after the acceptance of the Institute is communicated to the respective Sponsoring Authorities. Since the Programme/Workshop will be held through online mode, participants will be attending the course from their respective office/home, thus there is no need to visit this Institute to attend the programme/workshop. **The acceptance of nomination letter will be uploaded in ISTMwebsite www.istm.gov.in will also be communicated to the participants and Sponsoring Authorities through email.**

Enclosure: Annexure - I

Yours faithfully,

-Sd-

(Shailesh Kumar Soni)
Deputy Director & Course Director
Email ID: sk.soni@gov.in
Mob: 8447487340

ANNEXURE-I

Code : WCICRSHW-04

Title : Workshop on Conduct of Inquiry on complaints relating to Sexual Harassment of Women at Workplace.

Duration : 23rd September 2024

Mode : ONLINE

AIM of the Programme:

The aim of the course is to equip participants with the requisite knowledge and skill relating to conduct of inquiry by ICC members under Sexual Harassment of Women at Workplace (POSH) Acts 2013.

BROAD CONTENTS OF THE COURSE:

- i. Important provisions of Sexual Harassment of Women at Workplace (Prevention, Provision & redress) Act, 2013
- ii. Steps to Conduct Inquiry in case of sexual harassment at workplace
- iii. Important case laws

METHODOLOGY:

The course will be conducted online through case study method including interactive faculty inputs.

ELIGIBILITY CONDITIONS:

Group 'A' & 'B' Officers working in Central/State Government, Autonomous Bodies, Public Enterprises etc.

COURSE CAPACITY: 50(Fifty)

Course Fee and Other Expenses:

A course fee of Rs. 2000/- (Rupees Two Thousand only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. If the capitation fee is not paid in advance or at the time of admission of the candidate, he/she will not be admitted to the programme. As the course will be held on online basis, there will be no travelling Allowance & Daily Allowance. **Capitation fee is required to be paid through Online Payment Mode as per details given below.**

Course Fee - ISTM
