



OFFICE OF CONTROLLER OF DEFENCE ACCOUNTS
NO.1 STAFF ROAD, SECUNDERABADS - 500 009

Tel: 040-27843385

Fax: 040-27817275

No. AN/I/2081/DISP/SH-WW/Vol.I

Date: 10/04.2018

IMPORTANT CIRCULAR

To
The Officer I/c,
(a) All Subordinate offices
(b) All Sections (local)

Sub: CCS Conduct Rules - Prohibition of sexual harassment
of working women at the workplace.

This is to bring to the notice of all the employees that "The Criminal Law (Amendment) Ordinance, 2013" has come into existence with effect from 3rd April, 2014 and the contents of the same are being circulated for information of all.

As per CCS Conduct Rules, under Rule 3C, which pertains to Prohibition of sexual harassment of working women :

- (1) No Government servant shall indulge in any act of sexual harassment of any women at her work place.
- (2) 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.
Explanation - For the purpose of this rule, "sexual harassment" includes such unwelcome sexually determined behaviour, whether directly or otherwise, as --

- (a) physical contact and advances;
- (b) demand or request for sexual favours;
- (c) sexually coloured remarks;
- (d) showing any pornography.

"The Criminal Law (Amendment) Ordinance, 2013" has brought new offences under the purview of sexual harassment of working women, which are being listed hereunder. The punishment for each offence and related remarks are also given below :

Section	Offence	Punishment	Remarks
326A	Acid attack	Imprisonment not less than ten years but which may extend to imprisonment for life and with fine which shall be just and reasonable to meet the medical expenses and it shall be paid to the victim	Gender neutral

326B	Attempt to Acid attack	Imprisonment not less than five years but which may extend to seven years, and shall also be liable to fine	Gender neutral
354A	Sexual harassment	Rigorous imprisonment up to three years, or with fine, or with both in case of offence described in clauses (i) & (ii) Imprisonment up to one year, or with fine, or with both in other cases	i. physical contact and advances involving unwelcome and explicit sexual overtures; or ii. a demand or request for sexual favours; or iii. making sexually coloured remarks; or iv. forcibly showing pornography.
354B	Act with intent to disrobe a woman	Imprisonment not less than three years but which may extend to seven years and with fine.	Assaults or uses criminal force to any woman or abets such act with the intention of disrobing.
354C	Voyeurism	In case of first conviction, imprisonment not less than one year, but which may extend to three years, and shall also be liable to fine, and be punished on a second or subsequent conviction, with imprisonment of either description for a term which shall not be less than three years, but which may extend to seven years, and shall also be liable to fine.	Watching or capturing a woman in "private act", which includes an act of watching carried out in a place which, in the circumstances, would reasonably be expected to provide privacy.
354D	Stalking	Imprisonment not less than one year but which may extend to three years, and shall also be liable to fine	To follow a woman and contact, or attempt to contact such woman to foster personal interaction repeatedly despite a clear indication of disinterest by such woman; or monitor the use by a woman of the internet, email or any other form of electronic communication. There are exceptions to this section which include such act being in course of preventing or detecting a crime authorised by State or in compliance of certain law or was reasonable and justified.

::3::

As per the law, sexual harassment at workplace may lead to termination of service of the accused, withholding of promotions and increments and payment of reasonable compensation to the complainant. The law also provides that if a female employee is found guilty of making a false complaint or giving false evidence, or if allegations against the accused turn out to be false and after inquiry, are found to be made with a malicious intent, the complainant may face similar penal provisions as listed for the accused.

Further, it is also informed that a "Complaints Register on Sexual Harassment to Working Women" is available in both the PAOs and at Main Office and is held by the following personnel :

S.No.	Name of the Office	Name of the Personnel
1.	Main Office, CDA, Secunderabad	Smt. B. Shailaja Rao, SAO
2.	PAO (ORs) EME, Secunderabad	Smt. A. Vijaya, AAO
3.	PAO (ORs) AOC, Secunderabad	Smt. K. Rajeswari, Sr. Auditor

Women employees may also register/post their complaint, if any, through email at "womenscommittee.dad@nic.in". This email-id is exclusively handled by the undersigned for ensuring secrecy.

It is requested that the contents of the circular may be brought to the notice of all employees in your office/section.

CDA has seen.

Nirmala B. Iyer
10/04/18

(NIRMALA B. IYER)
ASST. CDA & CHAIRPERSON, COMPLAINTS COMMITTEE
FOR PREVENTION OF SEXUAL HARASSMENT OF
WORKING WOMEN IN WORKPLACE