

Bharat Sanchar Nigam Limited  
(A Government of India Enterprise)  
Corporate Office, (SCT Cell) Room No.221, Eastern Court  
Janpath, New Delhi -110001

No. 30-9/2016-SCT- SG /156

Dated : 28/03.2017

To  
All Heads of Circles/ Administrative Units, BSNL

**Subject: Prevention of Sexual harassment at Workplace- guidelines regarding.**


This is regarding Prevention of Sexual Harassment of women employees at their workplaces and implementation of its guidelines. BSNL Corporate Office has been issuing guidelines/circulars from time to time to all field units for creating a greater awareness among the officials of BSNL for prevention of sexual harassment of women employees at work places and scrupulously follow up of Sexual Harassment Act (Prevention, Prohibition and Redressal) Act 2013.

2. It is stated that as per rule "any act against a woman which is impliedly/ explicitly sexual in nature and is unwelcome and occurs at the workplace, shall constitute sexual harassment under the statute. This would include acts such as staring, leering, obscene gestures, howling, kissing, smacking lips, showing sexually obscene/suggestive signs objects or pictures, Indecent comments, dirty jokes, commenting on a woman's dress or body, using position of power for sexual favours, unwelcome touching, patting, brushing against the body, blocking, using force, assaulting, using unwanted innuendoes, passing sexual comments or telling sexual stories, asking about one's sexual fantasies, interests etc, showing pornography or any other unwelcome behaviour. The Prevention of Workplace Sexual Harassment Act introduces the concept of 'extended workplace' covering under its ambit any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey. Hence any form of sexual harassment at a company sponsored event would also be within the scope of the statute.

3. Complaint of sexual harassment needs to be filed within 3 months of the date of incident and in case of a series of incidents, within a period of 3 months from the date of the last incident. However, the ICC or the LCC may as the case may be, extend the time limit, however not exceeding 3 months, for reasons to be recorded in writing if it is satisfied that the circumstances were such that the victim was unable to file a complaint within the said period.

4. It is to bring in kind notice that the Internal Complaints Committee (ICC) constituted in BSNL Corporate Office has observed that the complainants are directly approaching ICC of BSNL Corporate Office for their complaints, whereas, the complainant should first make complaint to the ICC at local level. While making sexual harassment complaint, it may be ensured by the complainants that the parameters indicated above are fulfilled before making complaint to the ICC. However, complaint relating to official matters i.e. transfer/ posting, work allotments etc are to be sent to the concerned cadre controlling authorities for early settlement.

Necessary steps may be taken to prevent sexual harassment at workplace. Further, status report of sexual harassment cases "**settled/pending**" may be communicated to this office on quarterly basis.

  
Surendra Singh 28-3-17.  
GM & Chief Liaison Officer(SCT)  
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To

- 1) PPS to CMD, BSNL
- 2) PPS to All Directors of BSNL Board
- 3) All PGMs/ Sr GMs/ GMs BSNLCO, New Delhi
- 4) Intranet Portal, BSNLCO