

निदेशक (प्रणाली) दि.वि.प्र.  
डायरी नं. 4008  
दिनांक 7/3/23



**Delhi Development Authority  
(Welfare Section)  
B-13, Floor, Vikas Sadan, INA, New Delhi-23**

F.No. PERS/WB/0001/2021/F1/6-Welfare Section-Part(I)/57

Dated: 03/03/2023

**CIRCULAR**

**Sub: Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace in DDA**

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, administered by the Ministry of Women & Child Development upholds women's fundamental *right to equality* as guaranteed under Article 14 and 15 of the Indian Constitution, *right to live with dignity* under Article 21 and *right to practice any profession or to carry on any occupation, trade or business* which includes a right to a safe working environment free from sexual harassment as provided under Article 21 and Article 19(1) (g) of the Indian Constitution.

In pursuance of the said Act, the Competent Authority has constituted an Internal Complaints Committee in DDA vide Office Order No. F1(6)97/SWS/DDA/67 dt. 05.04.22.

DDA's Internal Complaints Committee, held a discussion on 29.11.22 in view of the provisions under section 19 and Rule 13 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 regarding provisions of safety arrangements for female staff of DDA and has made the following suggestions for implementation in DDA Offices.

In order to implement the suggestions of ICC, all the HODs are advised to ensure strict compliance of the following instructions with immediate effect:

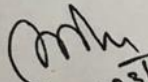
- Generally, the female employees should not be asked to work beyond office hours. But in case of any unavoidable work, firstly, getting the work done via e-office, email and other technology should be explored and in case these alternatives are not feasible only then the female employee should be asked to stay back beyond official hours. In the event of asking a female employee should be asked to stay back beyond official hours, ensuring her safety for that extra time till she reaches her*

File No.PERS/WB/0001/2021/F1/6-WELFARE SECTION-Part(1)

home should be upon the HOD of her department. The HOD shall ensure that she is provided with congenial working environment, appropriate meals and that adequate arrangement should be made to drop her to her usual place of residence. No female employee shall ever be asked to stay back alone by any of her superiors. She should always have company of her colleagues, subordinates, female superiors, Ministerial staff etc.

- b. All dark spots in and around the offices of DDA should be adequately illuminated. All offices should remain adequately illuminated especially during the presence of any female in the offices of DDA.
- c. CCTV cameras should be installed at all places including lifts which are being frequented by females, except for the places where privacy is required by them (e.g. washroom, etc.)
- d. Complete privacy should be ensured in toilets by having proper doors with latches /locks and emergency alarms/intercom systems.
- e. There should be adequate number of female security personnel deployed at all offices of DDA having female employees/visitors.
- f. Suggestions of female employees w.r.t., their problems and safety should be invited and reasonable suggestions should be considered by the dept. for implementation.
- g. The e-mail ID of DDA's ICC-SHW - [icc.shw192@dda.gov.in](mailto:icc.shw192@dda.gov.in) - shall be displayed at all conspicuous parts in the offices of DDA so that any aggrieved female can reach out to the committee in case of any assistance.
- h. Besides these suggestions, the above highlighted provisions of the Act and the Rules shall be given effect immediately, through the concerned departments of DDA.

This issues with the approval of Competent Authority.

  
(Vineet Jain) 23/03/23

Commissioner (Pers.), DDA

Copy to:

1. OSD to VC/DDA for kind information please.
2. EM, DDA with a request to issue directions for necessary action with regard to point no. b, c and d.
3. Commissioner (Personnel), DDA with a request to issue direction for necessary action with regard to point no. e.
4. All the HODs with a request to kindly ensure that aforesaid provisions/suggestions of Internal Complaints Committee are implemented properly.
5. DD (System), for information, and with a request to get this circular uploaded on DDA's website for information of all employees of DDA.