

No.19-8/2014-WW  
Government of India  
Ministry of Women & Child Development

Shastri Bhawan, New Delhi  
Dated 12<sup>th</sup> November, 2014

**Office Memorandum**

**Subject: Constitution of Internal Complaints Committees under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.**

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 has come into effect w.e.f. 9<sup>th</sup> December, 2013 to provide a safe and secure environment to women at the workplace. Despite the eleven months since, a number of Ministries/Department have not constituted an Internal Complaints Committees required under the Act.

2. Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, makes it mandatory for all the workplace including any department, organization, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or a Government company or a corporation or a co-operative society with more e than 10 workers to constitute Internal Complaint Committee (ICC) for receiving complaints of sexual harassment.
3. The Act Place an obligation upon all the employers to constitute Internal Complaint Committee by an order in writing.
4. If any employer fails to constitute an Internal Complaint Committee, or contravenes or attempts or abets contravention of other provisions of this Act or any rules made there under, he shall be punishable with fine which may extend to fifty thousand rupees.

5. Ministries/Departments are requested to ensure the compliance of the above instructions. They are also requested to provide information to the Ministry of Women & Child Development about the constitution of Internal Complaint Committees by 15<sup>th</sup> December 2014.



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To,

All Ministries/Departments to the Government of India