

CENTRAL BOARD OF SECONDARY EDUCATION

ACADEMIC BRANCH, SHIKSHA SADAN
17, ROUSE AVENUE, NEW DELHI-110002

ANNEXURE-2

CBSE/Admn.I/14(60)/2004/

DATED: 16.02.2004

To
All Heads of Institutions
Affiliated to the Board

Sub: Judgement of Hon'ble Supreme Court of India in Vishaka & others Vs. State of Rajasthan & others regarding Sexual harassment of women at work place -Compliance of guidelines and norms - Collection of Quarterly Report from each affiliated independent school

Dear Principal,

With a view to ensure that the guidelines and norms prescribed by the Hon'ble Supreme Court of India for prevention of sexual harassment of women at work place, are adhered to strictly, you were requested by the Board vide office letter No. Admn.I/14(10)/2001/156603-9602 dated 19.4.2001 and subsequent letter No. Admn.I/14(10)/2001/21546-24795 dated 29.10.2001 and letter No. Admn.I/14(60)/2001/533-3883 dated 15.1.2002 for taking immediate steps and to send Quarterly Action Taken Report on the subject in the prescribed proforma already provided to the schools.

It was reiterated in the aforesaid letters addressed to the Heads of all the independent schools affiliated with CBSE that in order to prevent sexual harassment to the female teachers/other female employees, the Head of the school should initiate immediate action to specifically ensure the following remedial measures :

- I. Bring to the notice of those working in the school, the definition of sexual harassment as laid down by the Supreme Court and its express prohibition;
- II. Take all necessary actions to suitably modify the Conduct Rules governing the employees to ensure that they include the express prohibition of sexual harassment and provide for appropriate penalties against the offender;
- III. Take all steps necessary to ensure that appropriate work conditions are provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no woman employee has reasonable grounds to believe that she is disadvantaged in connection with her employment.
- IV. Set up complaint mechanism in the school to deal with complaints of sexual harassment and to constitute a Complaint Committee which should be headed by a woman and not less than half of its members should be women. Such Complaint Committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment. This Committee may also be empowered to deal with the complaints of girl students also, if there is any.

Action taken in this regard may be reported to the Joint Secretary (Affiliation), CBSE, Shiksha Kendra, 2,

Community Centre, Preet Vihar, Delhi- 110092 immediately so that compliance report could be sent to the Ministry of Human Resource Development, Govt. of India at the earliest.

Yours faithfully,

**(SHASHI BHUSHAN)
JT. SECRETARY (A&L)**

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