

**HOUSING AND URBAN DEVELOPMENT CORPORATION LTD.  
7A, IHC LODHI ROAD, NEW DELHI – 110003**

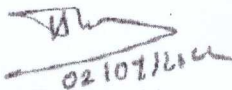
No.F.11(117)/2022-23/HR

Dated <sup>2nd</sup> September, 2022

**OFFICE ORDER NO. 1300/2022**

It has been decided by the Competent Authority to re-constitute the Internal Committee, as under :-

1	Dr. Sukanya Ghosh, GM(P)/HSMI i/c	Chairperson/Presiding Officer
2	Smt. Bulbul Das, Advocate	Outside expert
3	Smt. Anshu Tyagi, JGM(IT)	Member
4	Shri Amit Saxena, JGM(F)	Member
5	Smt. Sheenu Vats, JGM(L)	Member
6	Shri Godwin Dan Toppo, JGM(HR)	Member
7	Smt. Pushpa Chakraborty, AM(IT)	Member

  
02107/2022  
(H.T. Suresh)  
Executive Director (HR)

All Concerned

Copy to:

- 1) JGM(P), CMDO
- 2) AGM(S) to DCP
- 3) AGM(S) to DF
- 4) JGM(L), CVD
- 5) Office Order File
- 6) SM(IT)- for placing on intranet

**Details w.r.t. Internal Complaints Committee**

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Member</b>	<b>Email ID</b>	<b>Contact No.</b> 011-24649610-21, 24648160,63 24648420, 24648193-95
1.	Dr. Sukanya Ghosh, ED (Proj.)	Chairperson / Presiding Officer	sukanya@hudco.org	Extn. No.:4025
2.	Smt. Bulbul Das, Advocate	Outside Expert		
3.	Smt. Anshu Tyagi, JGM (IT)	Member	anshu@hudco.org	Extn. No.:3071
4.	Sh. Amit Saxena, JGM (Fin.)	Member	asaxena@hudco.org	
5.	Smt. Sheenu Vats, JGM (Law)	Member	sheenuvats@hudco.org	Extn. No.:3074
6.	Sh. Godwin Dan Toppo, JGM (HR)	Member	godwindan@hudco.org	Extn. No.:1101
7.	Smt. Pushpa Chakraborty, AM (IT)	Member	pushpachakraborty@hudco.org.in	Extn. No.:2090

**Options for filing complaints**

1. Any member from I.C.C.
2. Their immediate Reporting Officer / HoD

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**Housing & Urban Development Corporation Ltd.**  
**HUDCO Bhawan, IHC, Lodhi Road, New Delhi-110 003**

No.: F.11(175)/2004-HRD

Date : December 10, 2004

**C I R C U L A R**

Subject: Amendment to HUDCO Conduct, Discipline and Appeal Rules.

- The Board of Directors of HUDCO in its 371<sup>st</sup> meeting (Item No.371.17) held on 19<sup>th</sup> November, 2004 has approved the following amendments including addition/deletion in HUDCO Conduct, Discipline and Appeal Rules:-

Existing Rule		Addition/deletion/amendment	
3 (c)	'Corporation' means the Housing & Urban Development Corporation.-	3 (c)	'Corporation' means the Housing & Urban Development Corporation Limited.
3 (e)	'Managing Director' means the Managing Director of the Corporation.	3 (e)	'Chairman and Managing Director' means the Chairman and Managing Director of the Corporation.
		3 (m)	'Work-place' means any office or business premises owned or under the control of the Corporation.
		3 (n)	'Complaints Committee' means a Committee constituted by the Chairman & Managing Director of the Corporation under these Rules to inquire into complaint/s referred to it relating to sexual harassment of women at work place. The 'Complaints Committee' shall be deemed to be 'Inquiry Authority' and its report as 'Inquiry Report' for all intents and purposes under these Rules.


Contd.. 2

*10/11/04*



Existing Rule	Addition/deletion/amendment
	<p>24A <u>Constitution of the Complaints Committee:</u>  The Chairman &amp; Managing Director shall constitute a Complaints Committee which shall consist of a woman chairperson and not less than half of its members would be women. Such Complaints Committee shall also have as one of its members a representative of a Non-Government organisation or any other body which is working for the cause of upliftment of women and is familiar with the Issue of sexual harassment of women.</p>

This issues with the approval of the Competent Authority.

  
10/12/07

(P.M. Tripathi)  
Executive Director (HR)

Copy to :-

1. All EDs/Zonal ED(NE)/CVO
2. All Chiefs/Regional Chiefs
3. CF(A) / CF(IA)
4. PRM / CS
5. DC(CMDO)
6. SO to DF
7. SO to DCP
8. ASO to EDH
- ✓ 9. Circular File



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HOUSING & URBAN DEVELOPMENT CORPORATION LTD.  
HUDCO BHAWAN, IHC LODHI ROAD, NEW DELHI - 110 003

No.F.11(175)/98-HRD

November 3, 1998

C I R C U L A R

Sub : Amendment to HUDCO Conduct, Discipline and  
Appeal Rules.

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Pursuant to the guidelines laid down by the Hon'ble Supreme Court of India on prevention of Sexual harassment of working women at work places, the Board of Directors of HUDCO have, at its 254th meeting (Item No. 254.2.1) held on 30.09.1998, approved incorporation of the following clause as one of the acts of misconduct under the HUDCO Conduct, Discipline and Appeal Rules :-

"5(43) Sexual harassment of working women which includes such unwelcome sexually determined behaviour as physical contact and advances; sexually coloured remarks, showing pornography, demand or request for sexual favour and any other unwelcome physical, verbal or non-verbal conduct of sexual nature."

2. The above amendment in HUDCO's CDA Rules is effective from 30.09.1998.

3. Hindi version will follow.

*P. M. Tripathi*  
P.M. Tripathi  
Executive Director (HRD)

Copy to :-

1. All EDs/Chiefs/RCs
2. Company Secretary
3. PRM
4. PS to CMD
5. PS to DE
6. PS to DCP
7. Notice Boards at HO/UIFW/HSMI/ZOs/ROs/DOs for information of all employees.

HOUSING AND URBAN DEVELOPMENT CORPORATION  
HUDCO BHAVAN, IHC, LODHI ROAD, NEW DELHI - 110 003.

No.F.11(175)/98-HRD

January 6, 1998

OFFICE MEMORANDUM

The Hon'ble Supreme Court has in a public interest Litigation No. WP(Criminal) Nos. 666-70 of 1992 filed by Vishaka & others Vs. State of Rajasthan & Others, defined sexual harassment in workplaces and has also laid down certain guidelines to prevent such harassment. These guidelines have the consent of the Government. The Supreme Court has directed that these guidelines be strictly observed at all workplaces for the preservation and enforcement of the right to gender equality of working women. The directions of the court are binding and enforceable in law until a suitable legislation is enacted by the Government of India. The detailed guidelines as laid down by the Hon'ble Supreme Court are given in the Annexure.

2. Pursuant to these directions, a Complaints Committee under the Chairperson-ship of Dr. (Mrs.) Kiran Wadhwa, Chief (Economist) has been constituted comprising of the following members:-

i) Dr. (Mrs.) Kiran Wadhwa, CE	Chairperson
ii) Smt. Manorma Dutta, Dy. Chief (I)	Member
iii) Shri S.K. Taneja, Dy. Chief (BMT)	"
iv) Shri J. Prem Nawaz, ACP	"
v) Mrs. Usha Taneja, APO Gr.I	"

3. The above Committee shall function in the broad framework of the guidelines laid down by the Supreme Court and look into the specific complaints received by it from women employees directly or forwarded through official channels.

4. The Committee shall give its findings/recommendations/suggestions on the complaints received in a time bound manner for redressal.

5. The Committee shall also advise regarding the work conditions, leisure, health & Hygiene in respect of women employees of HUDCO.

6. The Committee may work out its own functional modalities including maintenance of confidentiality. HUDCO will provide adequate support service to the Committee.

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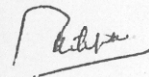
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7. Action is being taken to include provisions in HUDCO's Conduct & Discipline Rules prohibiting sexual harassment and provide for appropriate penalties against the offender.

8. All employees are required to scrupulously observe the guidelines as detailed in the Annexure both in letter and spirit.

This issues with the approval of the Chairman and Managing Director, HUDCO.

Hindi version will follow.



( P.M. Tripathi )  
Executive Director (HRD)

1. Dr.(Mrs.) Kiran Wadhwa, Chief Economist
2. Mrs. Manorma Dutta, Dy. Chief(I),UIFW
3. Mr. S.K. Taneja, Dy. Chief(BMT)
4. Mr. J. Prem Nawaz, ACP
5. Mrs. Usha Taneja, APO, MIS Wing

Copy for information and wide circulation to:-

1. All EDs/Chiefs/RCs
2. Company Secretary
3. PRM
4. PS to CMD
5. PS to DF
6. PS to DCP
7. Notice Boards of Head Office/UIFW/HSMI  
Zonal Offices/Regional Offices/DOs



To OM dated 5.1.1998

**GUIDELINES & NORMS LAID DOWN BY THE HON'BLE SUPREME COURT**

Having regard to the definition of 'human rights' in Section 2(d) of the Protection of Human Rights Act, 1993, taking note of the fact that the present civil and penal laws in India do not adequately provide for specific protection of women from sexual harassment in work places and that enactment of such legislation will take considerable time, it is necessary and expedient for employers in work places as well as other responsible persons or institutions to observe certain guidelines to ensure the prevention of sexual harassment of women. The guidelines and norms prescribed by the Hon'ble Supreme Court are as under:-

1. Duty of the Employer or other responsible persons in work places and other institutions:

It shall be the duty of the employer or other responsible persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required.

2. Definition:

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as :

- a) Physical contact and advances;
- b) a demand or request for sexual favours;
- c) sexually coloured remarks;
- d) showing pornography;
- e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Where any of these acts is committed in circumstances where under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

### 3. Preventive Steps :

All employer or persons in charge of work place whether in the public or private sector should take appropriate steps to prevent sexual harassment. Without prejudice to the generality of this obligation they should take the following steps:

- a) Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.
- b) The Rules/Regulations of Government and Public Sector bodies relating to conduct and discipline should include, rules/regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.
- c) As regards private employers steps should be taken to include the aforesaid prohibitions in the standing orders under the Industrial Employment (Standing Orders) Act, 1946.
- d) Appropriate work conditions should be 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 employee woman should have reasonable grounds to believe that she is disadvantaged in connection with her employment.

### 4. Criminal Proceedings :

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims, or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

### 5. Disciplinary Action

Where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

### 6. Complaint Mechanism:

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism should be created in the employer's organisation for redress of the complaint made by the victim. Such complaint mechanism should ensure time bound treatment of complaints.

## 7. Complaints Committee

The Complaint mechanism, referred to above, should be adequate to provide, where necessary, a Complaints Committee, a special counsellor or other support service, including the maintenance of confidentiality.

The Complaints Committee should be headed by a woman and not less than half of its member should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.

The Complaints Committee must make an annual report to the Government department concerned of the complaints and action taken by them.

The employers and person in charge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government department.

## 8. Worker's Initiative:

Employees should be allowed to raise issues of sexual harassment at workers' meeting and in other appropriate forum and it should be affirmatively discussed in Employer-Employee Meetings.

## 9. Awareness

Awareness of the rights of female employees in this regard should be created in particular by prominently notifying the guidelines ( and appropriate legislation when enacted on the subject) in a suitable manner.

## 10. Third Party Harassment

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and person in charge will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

11. X X X X X X X X X X X

12. These guidelines will not prejudice any rights available under the Protection of Human Rights Act, 1993."