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Fwd: Two Days Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place (WCICRSHW-9) to be conducted from 04th August to 05th August, 2025.

Shri Dharmendra <csdelhi@nic.in>

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To "Sh Anil Kumar Singh"<secservices@nic.in>,"Ms. Mitali Namchoom"<wcd@nic.in>



From: "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>

To: jsns@ddpmod.gov.in

Sent: Thursday, June 19, 2025 3:48:07 PM

Subject: Two Days Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place (WCICRSHW-9) to be conducted from 04th August to 05th August, 2025.

फा.सं / FILE NO: Y-18019/5/2025-O/o JT. DIRECTOR(DKB)

Date: 18.06.2025

To

All Ministries / Departments of the Govt. of India

All Attached & Subordinate Offices

All State Governments / All Union Territories

The Central Vigilance Commission / Election Commission of India / UPSC

All Public Sector Undertakings / All Autonomous Bodies

Sansar Dabur
19/6/25

Subject: - Two Days Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place (WCICRSHW-9) to be conducted from 04th August to 05th August, 2025.

Madam/Sir,

This Institute will be conducting a two days' Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place scheduled to be held from 04th August to 05th August, 2025. Details of the objectives of the course, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure-I**. The mode of workshop will be **OFFLINE MODE**. Officers may like to complete the online courses whose links are given below prior joining the physical classroom sessions for effective understanding of the subject. The online topic link is given below.

2. Nomination form for the above mentioned workshop shall be filled online at https://www.istm.gov.in/home/online_nomination_form by the applicants. It may kindly be noted that it is mandatory to fill form online. Last date for filling up online form is **25th July, 2025**. Also, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority. The sponsoring letter should be sent separately by post/ email/fax & so as to reach undersigned latest by **25th July, 2025**.

Sh Brij

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20.6.25
NS-III(S)

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3. Only such officers should be nominated who can attend the programme on full time basis. While making nominations the level and type of participants as indicated in Annexure-I may kindly be borne in mind.

4. Only such candidates, whose nominations are accepted for the Workshop by the Institute of Secretariat Training & Management, would be allowed to join the workshop. It is, therefore, reiterated that nominees should be relieved only after acceptance by the Institute. The acceptance of nomination letter will be uploaded in ISTM website www.istm.gov.in 10 days prior to starting of the workshop and no separate communication by post would be issued.

Encl: - Annexure-I

Yours faithfully,

- Sd-

(Deepak Kumar Bist)

Joint Director & Course Coordinator

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ANNEXURE-I

COURSE INFORMATION SHEET

Code : (WCICRSHW-9)
Title : Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place
Mode : Offline
Duration : 02 Days (04th August to 05th August, 2025.)

Aim of the Course: The aim of the course is to equip participants with the requisite knowledge and skill relating to conduct of inquiry by ICC members under Sexual Harassment of Women at Workplace (POSH) Acts 2013.

Broad Contents of the Course

1. Important Provisions of Sexual Harassment of Women at Workplace (Prevention, Provision & Redressal) Act, 2013
2. Steps to Conduct Inquiry in case of sexual harassment at workplace
3. Important case laws

Eligibility Conditions:

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Group 'A' & 'B' Officers working in Central/State Government, Autonomous Bodies, Public Enterprises etc.

Methodology:

The programme will be organised on highly participative lines. The training methods will include lecture, group discussion, case study, practical exercise etc.

Course Capacity: The maximum number of participants that can be admitted to the Course is 45 - 50.

Hostel Accommodation:

ISTM has a modest hostel facility where rooms are available on first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are accepted and published in ISTM website may contact the Caretaker or Hostel Warden at Tele Fax No.011-26737717/16 and / or apply online for booking of room through the link: www.istm.gov.in -> training -> participants login-> book hostel (10 Days before the starting of the course. Family members of the participants are NOT allowed to stay in the hostel with the participants.

Course Fee:

- i. No course fee is required for CSS, CSSS, State Govt. & UT officials.
- ii. A Course fee of Rs.2000/- per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. The Course fee is required to be paid through online mode as follows: -

Procedure of Bharatkosh.gov.in

Website - Bharatkosh.gov.in

Ministry - Personnel, P.G. & P

Purpose - Course fee in ISTM

Deposit amount through online mode

NOTE: Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. www.istm.gov.in. They may be relieved only after display of their name on the website of ISTM. **No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM regularly i.e. www.istm.gov.in.**

 ISTM

Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

91/C Course Name : Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place
Course Code : WCICRSHW-9
Date : 04 Aug 2025 to 05 Aug 2025
Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at www.istm.gov.in.

Regards

Deepak Kumar Bist

Joint Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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Regards

O/o The Chief Secretary, Delhi