

F. No. A-48012/33/2024.Admn(CRCS)
Government of India
Ministry of Cooperation
O/o Central Registrar of Cooperative Societies

9th Floor, Tower-E, World Trade Centre,
Nauroji Nagar, Safdarjung Enclave,
New Delhi-110 029
Dated, the 4th Sept, 2024

CIRCULAR

In compliance of the provisions contained in 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013', an Internal Complaints Committee (ICC) has already been constituted vide this office circular of even number dated 4th Sept 2024.

2. In order to provide safe working environment at the workplace, which shall include safety from the persons coming into contact at the workplace, the following action is proposed to be initiated by the Administrative Division, office of CRCS to address the working women issues:-

- (i) CCTV to be installed outside ladies' toilets.
- (ii) Ladies' toilets to be locked after office hours to prevent entry of unauthorized elements and prevent any mischief thereto.
- (iii) Remove dustbins outside ladies' toilets.
- (iv) Ladies' toilet to be cleaned by female cleaning staff only.
- (v) All vacant rooms to be locked.
- (vi) Staff staying late after office hours due to exigencies of work must obtain approval of their respective Reporting Officers, under intimation of Director (Admn), O/o CRCS.
- (vii) Place a Complaint Box for women staff to report any untoward incident in the Office.
- (viii) To hire a Security Agency for providing round the clock security (24x7) in the O/o CRCS.


(Avnish Rastogi) 4/9/2024

Under Secretary to the Govt of India
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