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**No. EDN-H (21) B (15) 47/2022-(ALL TYPE TRAININGS)-**

Directorate of Higher Education

Himachal Pradesh, Shimla-1

**Telephone No. 0177-2653575, Extn. 234, Fax: 2812882,**

**E-mail: dhe-snl-hp@gov.in, genbr@rediffmail.com**

Dated: Shimla-171001, the \_\_\_\_\_ March, 2023

To


All the Deputy Director of Higher Education,  
in Himachal Pradesh

- Subject: -**
- 1 Residential Workshop on Disciplinary Rules & Procedure at Gangtok, Sikkam.
  - 2 Workshop on Prevention of Sexual Harassment of Women at Workplace at Mount Abu, Rajasthan.
  - 3 Upcoming Residential Workshops By NAHRD (May to August, 2023)

Please find enclosed herewith copies of Ref. No. SHW/05/23-dated: 24/02/2023 and DRP/05/23-Dated: 11.02.2023 received from the Director, National Academy of Human Resource Development, Office: A-304, Ground Floor, Defence Colony, New-Delhi on the subjects cited above.

In this connection, you are hereby directed to do the needful in the matter accordingly and send the action taken report to this Directorate as well as to the quarter concerned.


**Enclosures: 12 Pages.**

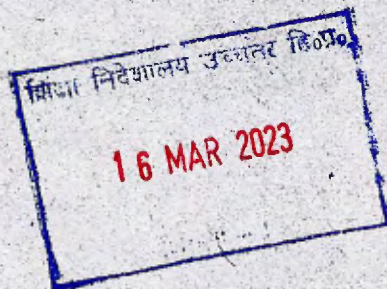
  
Addl. Director of Higher Education (Admn.  
Himachal Pradesh, Shimla-1

Endorsement No. Even, Dated: Shimla-1, the \_\_\_\_\_ March, 2023

**Copy for information to:**

- 1 The Director, National Academy of Human Resource Development, Office: A-304, Ground Floor, Defence Colony, New-Delhi refer to his/her Reference Numbers referred above.
- 2 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh to upload the letter on Departmental Website.
- 3 Guard file.

  
Addl. Director of Higher Education (Admn.  
Himachal Pradesh, Shimla-1





Gen  
9-3-23

Email : info@nahrd.in  
Website : www.nahrd.in  
Ph. : (011) 41678044/45

Ref: SHW/05/23

24.02.2023

Chairperson (Women Cell/ Internal Complaints Committee)  
Prevention of Sexual Harassment of Women at Workplace  
**Directorate of Higher Education, H. P.**  
Shimla,  
Himachal Pradesh-171001

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**WORKSHOP ON PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT  
WORKPLACE AT MOUNT ABU, RAJASTHAN**

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

**Ministry of Women & Child Development, Government of India** has also recognized NAHRD as resource institute for imparting training programs/ workshop under Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 vide its notification-dated 09.07.2018.

A residential workshop on Prevention of Sexual Harassment of Women at Workplace is being organized by NAHRD from **28.05.2023 to 31.05.2023** at **Mount Abu, Rajasthan**.

The object of the workshop is to appraise the officers about successful implementation of relevant laws and guidelines on the subject. It will help officials, Members/ Chairperson of Internal Complaints Committee, HR/ Legal professionals to understand the legal preposition on the issue, how to handle sexual harassment complaints and maintain a positive work environment. The present workshop is in design keeping in view mandatory requirements as provided under The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013. After the workshop the participants shall have updated themselves in the following aspects:

- Concept and Importance of prevention of SHW
- Gender Issues, Dimensions & Types of SHW
- Quid Pro Quo, Hostile Work Environment, Legal Framework
- International Commitments and its current Scenario
- Vishakha Guidelines and other important judicial pronouncements
- Sexual Harassment of Women at Workplace Act, 2013
- Medha Kotal Lele case and its implications
- Steps for conducting inquiry as per relevant orders and provisions
- Appeals and steps for preventing misuse of the Act
- Preventive Policies, Gender Budgeting, Role perception & Psychological aspects

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, role-plays etc.

Gen  
Dr. Satish Sharma

Dr.  
21/3/23

National Academy of Human Resource Development

**Mahabir Singh Kasana** is a former Joint Director of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as the master trainer by Training Division of DoPT, Govt. of India to train trainers and help public authorities for capacity building. Till date he has conducted more than 400 workshops in which more than 10,000 officers from around 400 organizations have participated. He is also practicing as an Advocate at CAT and High Court of Delhi. He is having huge knowledge and experience on the present subject. He is also a member in various organizations' internal complaints committee formed under Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013.

**Mrs. Mayuri Raghuvanshi** is an Advocate-on-Record, Supreme Court of India with LL.B. degree from Symbiosis Society's Law College, Pune. She is also holding a masters degree in law. She has earlier worked with Mr. Gopal Subramaniam, Senior Advocate and former Solicitor General of India. She represents a number of clients such as State of Uttar Pradesh, All India Judges Association, Bharat Heavy Electricals Ltd., Indian Overseas Bank, National Textile Corporation, Banaras Hindu University and many more. She is having huge experience in area of Gender Issues and Prevention of Sexual Harassment of Women at Workplace. She is external member of Internal Complaints Committee (ICC) formed under Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 of a number of organizations such as Rashtrapati Bhawan, NTPC BHEL Power Projects, OTPC, Wildlife Crime Control Bureau, Symbiosis Law School Noida. She is a regular faculty on the present subject for a number of organizations such as Institute of Secretariat Training & Management (ISTM) under Department of Personnel & Training, Government of India, Judicial Training & Research Institute- Lucknow, Symbiosis Law School Noida and many more.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export-Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, New India Assurance Co. Ltd., North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., KV Sangathan, Bureau of Indian Standards, etc.

**Participation Fee:**

**Residential (Single Occupancy) –Rs. 59,000/- plus GST @ 18% per participant**

**Residential (Twin Sharing)\* –Rs. 50,000/- plus GST @ 18% per participant**

**Non- Residential- Rs. 40,000/- plus GST @ 18% per participant**

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non-residential participants covers the cost of lunch & study material.

Vilas Resort, 44, Oriya, Mount Abu, Rajasthan-307501

Check In- 28.05.2023 (2:00 P.M.)

Check Out- 01.06.2023 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 29.05.2023 and will conclude at 5:30 on 31.05.2023. However there will be an introductory session on 28.05.2023 after participants have reported at the venue. In case of non-availability of rooms at Rata Vilas Resort as on date of nomination, arrangements for stay shall be made in another property.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID alongwith cheque/DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Bank: Kotak Mahindra Bank. A/c No. 8912179265. CA. IFSC Code. KKBK0004620

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

**For further information or clarification kindly contact:**

**Rohit Agarwal**

**Vivek Manchanda**

Email- rohit@nahrd.in  
Phone- +91 9873057803


Email- vivek@nahrd.in  
Phone- +91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited. Please note that we are going to follow all protective measures against COVID-19. Participants and their accompanying guests (if any) shall be required to fulfill requirements as required by competent authorities at points of boarding and arrival. NAHRD shall not be responsible for the same. In addition, NAHRD may also require participants and their accompanying guests to fulfill certain requirement(s) which will be conveyed one week before the workshop.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards

  
For NAHRD

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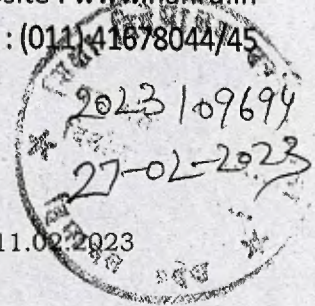
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Ref: DRP/05/23

Chief Vigilance Officer/ Officer I/c (Vigilance)  
Directorate of Elementary Education, H. P.  
Lal Pani, Shimla,  
Himachal Pradesh-171001

## WORKSHOP ON DISCIPLINARY RULES & PROCEDURES AT GANGTOK, SIKKIM

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized a large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations.

A workshop on Disciplinary Rules & Procedures is being organized by NAHRD from **09.05.2023 to 12.05.2023 at Gangtok, Sikkim.**

The above-mentioned workshop is for the benefit of staff dealing with Vigilance/ Disciplinary Proceedings in Government, Semi Government, Autonomous Bodies and Public Sector undertakings etc. The program has been designed to provide practical insight into the process of disciplinary and other allied process. This workshop will help the officers to develop skills required for handling vigilance and disciplinary cases. After the workshop the participants shall have updated themselves in the following aspects:

- Principles of Natural Justice and areas of applicability
- Process of Drafting of Charge Sheet
- Examination of Witnesses
- Role & Functions of Chief Vigilance Officer
- Role & Functions of the Inquiry Officer and Presenting Officer
- Skills required for performing the role of Presenting Officer
- Salient aspects of the Presenting Officer's brief
- Ingredients of Inquiry Officer's report
- Appreciation of Evidence
- Identify the actions/omissions which vitiate the inquiry
- Case Law and Case Studies
- Courts/ Tribunals & Judicial Review

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, role-plays etc.

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Sh. Satish Sharma

1/3/23

## **Faculty**

**Sh. K.S. Kumar** is former Director, Ministry of Defence and Ex-Officiating Director & HOD of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as a Master Trainer by the Training Division of Department of Personnel & Training, Govt. of India. He is a renowned trainer in the field of Disciplinary and Vigilance matters and is widely consulted on the subject. He has conducted more than 200 training programs for the Presenting Officers, Inquiry Officers and Vigilance Officers.

**Sh. M Sethu Ramalingam** is former Deputy Director (Vigilance) of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. His previous postings were Deputy Chief (Legal) in CERC and Law Officer in Ministry of Defense. He is a renowned trainer in the field of Disciplinary and Vigilance matters and is widely consulted on the subject. He has conducted more than 200 training programs for the Presenting Officers, Inquiry Officers and Vigilance Officers of Central Government, State Governments and Public Sector Undertakings. He has also drafted "**Handbook for Inquiry Officers & Disciplinary Authorities- 2013**" on behalf of **Government of India**. He is also practicing as an Advocate at Central Administrative Tribunal and Hon'ble High Court of Delhi.

**Sh. Apendu Ganguly** is former Director, Ministry of Defence, Government of India. During his service with Government of India, he has handled various personnel, establishment, administrative, legal and statutory matters. He has also served as full time faculty member with Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. In addition, he is a regular visiting faculty member with Delhi Judicial Academy, Defence Headquarters Training Institute, Defence Research & Development Organization, National Institute of Financial Management, Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India etc. He is having huge experience in vigilance, legal and establishment matters.

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- Workshop on **Corporate Social Responsibility (CSR)** from 02.08.2023 to 05.08.2023 at Leh (Ladakh),
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