



No. 17-02(02)/50/HR-III/CHS

Dated 26/08/2022

**From**

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

**To**

सीएसआईआर की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/ मुख्यालय/ एककों के निदेशक/ प्रधान  
The Directors/Heads of all National Laboratories/Institutes/Headquarters/Units of  
CSIR

**विषय /** यौन उत्पीड़न की शिकायतों के संबंध में पालन की जाने वाली मानक संचालन प्रक्रिया (एसओपी)  
के संबंध में

**Sub:** Standard Operating Procedures (SOP) to be followed in respect of complaints of  
sexual harassment - reg

महोदया / **Madam/** महोदय / **Sir,**

After evaluating the functioning of the redressal process of sexual harassment complaints in CSIR, it is noted that certain improvement/ clarity is necessary in the Standard Operating Procedures (SOP) to be followed in such complaints to reduce the total disposal time.

Accordingly, in partial modification of CSIR Letter F.No. 5-1(335)/2016-PD/Monitoring dated 04/10/2016 and keeping in view the instructions issued by DoPT vide OM F. No. 11013/2/2014-Estt (A-III) dated 16/7/2015, the SOP to be followed in respect of complaints of sexual harassment against Directors of CSIR Laboratories/Institutes, Chief Scientists in CSIR Laboratories/ Institutes/ Headquarters and Common Cadre Officers (CCOs) posted in CSIR Laboratories/ Institutes/ Headquarters is as following:

**A. Standard Operating Procedure in respect of complaints of sexual harassment against Directors of CSIR Laboratories/Institutes**

1.	Complaint of sexual harassment received against Directors in CSIR Laboratory/Institute. will be considered by the ICC constituted in respect of Directors by appropriate authority at CSIR Headquarters. Therefore, such complaints received by CSIR Laboratories/Institutes are to be immediately forwarded to HR-III Section, CSIR Headquarters for further action.
----	---

*J.S.*  
*26/08/2022*

Page 1 of 4

2.	Thereafter, complaints will be placed before the ICC through Sr.COA/COA/AO of the concerned CSIR Laboratory/Institute.
3.	After completion of the inquiry, the ICC will submit its first stage report to the appropriate authority at CSIR Headquarters.
4.	<b>Draft Chargesheet</b> If the ICC in its Report finds prima-facie a substance in the complaint, the concerned Sr.COA/COA/AO of the concerned CSIR Laboratory/Institute, will provide a Draft chargesheet along with relevant documents/list of witnesses etc. to HR-III Section.
5.	Thereafter, HR-III Section, CSIR Headquarters will place the matter before the appropriate authority. If formal Chargesheet needs to be issued to the Charged Officer, the same will be drawn by or on behalf of the Disciplinary Authority.
6.	In case after consideration of reply of Charged Officer, if the Disciplinary Authority takes a decision to conduct formal inquiry, Charge sheet along with the reply of Charged Officer and documents mentioned in Rule 14 (6) of CCS (CCA) Rules, 1965 will be placed before the ICC/ Inquiring Authority for second stage inquiry through Sr.COA/COA/AO of the concerned CSIR Laboratory/Institute.
7.	After completion of the inquiry, the ICC will submit its report to the appropriate authority at CSIR Headquarters for further necessary action as per Rule 15 of the CCS (CCA) Rules, 1965.
8.	The Report of 2 <sup>nd</sup> stage inquiry of ICC shall be processed and final orders shall be communicated by HR-III Section, CSIR Headquarters.

**B. Standard Operating Procedure in respect of complaints of sexual harassment against Chief Scientists in CSIR Laboratories/ Institutes\***

1.	Complaint of sexual harassment received against Chief Scientists in CSIR Laboratory/Institute. will be considered by the ICC constituted by appropriate authority in CSIR Headquarters. Therefore, such complaints received by CSIR Laboratories/Institutes are to be immediately forwarded to HR-III Section, CSIR Headquarters for further action.
2.	The constitution of ICC will be communicated to the respective CSIR Laboratory/Institute. The concerned CSIR Laboratory/Institute. will place the complaint before the ICC. The ICC will submit its first stage report to the appropriate authority in CSIR Headquarters.
3.	<b>Draft Chargesheet</b> If the ICC in its Report finds prima-facie a substance in the complaint, the concerned Laboratory/Institute will provide a Draft Chargesheet along with relevant documents/list of witnesses etc. to HR-III Section.
4.	Thereafter, HR-III Section, CSIR Headquarters will place the matter before the appropriate authority. If formal Chargesheet needs to be issued to the Charged Officer, the same will be drawn by or on behalf of the Disciplinary Authority.

4-5  
28/08/2022

5.	The duly signed charge-sheet will be forwarded to concerned Director of CSIR Laboratory/Institute, for issuing to the Charged Officer. The Charged Officer will be given an opportunity of replying to the Charge sheet. The reply of the Charged Officer will be forwarded by Director of CSIR Laboratory/Institute to HR-III Section, CSIR Headquarters.
6.	In case after consideration of reply of Charged Officer, if the Disciplinary Authority takes a decision to conduct formal inquiry, the decision of DA along with a copy of the order appointing the Presenting Officer will be forwarded to concerned Director of CSIR Laboratory/Institute, who will sent the Charge sheet along with the reply of Charged Officer and documents mentioned in Rule 14 (6) of CCS (CCA) Rules, 1965 to the ICC/ Inquiring Authority for second stage inquiry.
7.	After completion of the inquiry, the ICC will submit its report to the appropriate authority at CSIR Headquarters for further necessary action as per Rule 15 of the CCS (CCA) Rules, 1965.
8.	The Report of 2 <sup>nd</sup> stage inquiry of ICC shall be processed and final orders shall be communicated by HR-III Section, CSIR Headquarters.

\* The complaints of sexual harassment against Chief Scientists in respect of CSIR Headquarters and its units will be processed by Central Office, CSIR Headquarters

### C. Standard Operating Procedure in respect of complaints of sexual harassment against CCOs

1.	Complaints of sexual harassment received against CCO posted in CSIR Laboratory/Institute. will be considered by the ICC constituted by the Director of the concerned CSIR Laboratory/Institute. For officers posted at CSIR Headquarters, the ICC constituted at CSIR Headquarters will consider the complaint.
2.	<p><b>First Stage Investigation Report</b></p> <p>First Stage Investigation Report of the ICC will be forwarded by the Director (in case of CSIR Laboratory/ Institute) to HR-III Section, CSIR Headquarters for placing the same before the appropriate authority.</p> <p>In respect of CSIR Headquarters and its units, Central Office (of CSIR Headquarters) will obtain orders from the appropriate Disciplinary Authority and forward the case to HR-III Section.</p> <p><b>Draft Chargesheet</b></p> <p>If the ICC in its Report finds prima-facie a substance in the complaint, the concerned Laboratory/Institute/CSIR Headquarters, while forwarding the First Stage Investigation Report of ICC, should enclose a Draft chargesheet along with relevant documents/list of witnesses etc.</p>
3.	Thereafter, HR-III Section, CSIR Headquarters will place the matter before the appropriate authority. If formal Chargesheet needs to be issued to the Charged Officer, the same will be drawn by or on behalf of the Disciplinary Authority.

Y.S  
26/08/2022

4.	The duly signed charge-sheet will be forwarded to concerned Director of CSIR Laboratory/Institute or Sr.DS /DS(CO), as the case maybe, for issuing to the Charged Officer. The Charged Officer will be given an opportunity of replying to the Charge sheet. The reply of the Charged Officer will be forwarded by Director of CSIR Laboratory/Institute or Sr.DS /DS(CO) to HR-III Section, CSIR Headquarters.
5.	In case after consideration of reply of Charged Officer, if the Disciplinary Authority takes a decision to conduct formal inquiry, the decision of DA along with a copy of the order appointing the Presenting Officer will be forwarded to concerned Director or Sr.DS (CO)/DS(CO), as the case maybe, who will sent Charge sheet along with the reply of Charged Officer and documents mentioned in Rule 14 (6) of CCS (CCA) Rules, 1965 to the ICC/ Inquiring Authority for second stage inquiry .
6.	After completion of the inquiry, the ICC will submit its report to the appropriate authority at CSIR Headquarters for further necessary action as per Rule 15 of the CCS (CCA) Rules, 1965.
7.	The Report of 2 <sup>nd</sup> stage inquiry of ICC shall be processed and final orders shall be communicated by HR-III Section, CSIR Headquarters

**Note:**

1. The concerned CSIR Laboratory/Institute will provide secretarial assistance/ logistical support and facilitate the ICC in conducting its meetings. In case where more than one Laboratory/Institute is involved, a decision regarding provision of secretarial assistance/ logistical support may be mutually arrived at.
2. Wherever additional inputs/information are required, respective CSIR Laboratory/Institute shall provide the same to CSIR Headquarters.
3. Wherever ICC is reconstituted, concerned CSIR Laboratory/Institute will ensure safe transmission of ICC documents/files.

This issues with the approval of DG, CSIR.

Yours faithfully,

*y-s*  
26/08/2022  
(Pallavi Sen Gupta)

Deputy Secretary (HR-III)

Copy to:

1. O/o DG, CSIR
2. O/o JS (Admin.), CSIR
3. O/o CVO, CSIR
4. Legal Advisor, CSIR
5. DS (CO), CSIR Hqrs.
6. IT Division, CSIR Hqrs- with a request to upload it on CSIR Website.
7. Office Copy