

From

The Special Secretary to Government, Haryana,
Secretariat Establishment.

To

1. The Administrative Officer,
Haryana Civil Secretariat.
2. The Sr. ADO, LT,
NIC, 09th floor, Haryana Civil Secretariat.

Memo No.22/46/2011-6Estt-4

Dated: Chandigarh, the 10th July, 2019.

Subject: To conduct awareness workshop regarding Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013 and observance of International Day in support of victims of Torture.

Kindly refer to the subject cited above.

It is informed that to workshop regarding Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013 and observance in context of International Day in support of victims of Torture will be organised in both the buildings i.e. Haryana Civil Secretariat Sector-1, Chandigarh & Haryana New Civil Secretariat Sector-17, Chandigarh as per schedule mentioned below:-

Haryana Civil Secretariat Sector-1, Chandigarh		
	Date and Time	Venue
50 Male Officers/Officials	16.07.2019 11.00 AM to 01.00 PM	NIC, Knowledge Centre, 09 th Floor, Haryana Civil Secretariat
50 Female Officers/Officials	17.07.2019 11.00 AM to 01.00 PM	
Total Officers/Officials-100		

Haryana New Civil Secretariat Sector-17, Chandigarh		
	Date and Time	Venue
50 Male Officers/Officials	18.07.2019 11.00 AM to 01.00 PM	Conference Room, 6 th floor, New Haryana Civil Secretariat
50 Female Officers/Officials	19.07.2019 11.00 AM to 01.00 PM	
Total Officers/Officials-100		

You are therefore, requested to book the Knowledge Centre, 9th floor, NIC, Haryana Civil Secretariat & Conference Room 6th floor, New Haryana Civil Secretariat, Sector-17, Chandigarh respectively for above dates to take further necessary action please.

Signature
10/7/2019

Rameth Kumar
Superintendent Establishment-I
for Special Secretary to Government, Haryana,
Secretariat Establishment

10.7.19

Subject: To conduct awareness workshop regarding Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013 and observance of International Day in support of victims of Torture.

Will all the:-

- i) Joint Secretaries/ Deputy Secretaries/ Under Secretaries/ Superintendents/ Deputy Superintendents, Haryana Civil Secretariat.
- ii) Special Senior Secretaries/ Senior Secretaries/ Secretaries to Ministers/ Private Secretaries of Haryana Civil Secretariat (including posting at CM Residence).

Kindly refer to the subject cited above.

It is informed you that in accordance with the sexual harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013. The Chairperson/Presiding officer of "Internal Complaint Committee" of Secretariat Establishment has suggested to Government to organize a workshop for General Awareness of all employees of Haryana Civil Secretariat in both buildings of Secretariats i.e. Haryana Civil Secretariat Sector-1, Chandigarh & Haryana New Civil Secretariat Sector-17, Chandigarh.

You are therefore requested to direct to all the officials who are under your kind control to attend the same on 16.07.2019 to 19.07.2019. The list of the employees enclose herewith for ready reference, it also requested to you send the attendance of the same after training. So, that higher authorities will be informed accordingly.

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Superintendent Establishment-I,
for Chief Secretary to Government Haryana.

To

- i) Joint Secretaries/ Deputy Secretaries/ Under Secretaries/ Superintendents/ Deputy Superintendents, Haryana Civil Secretariat.
- ii) Special Senior Secretaries/ Senior Secretaries/ Secretaries to Ministers/ Private Secretaries of Haryana Civil Secretariat (including posting at CM Residence).

U.O No. 22/46/2011-6Estt.-I

Dated: Chandigarh, the 12th July, 2019

A copy is forwarded to the Principal Secretary to Government Haryana, Women & Child Development Department, Haryana, 4th Floor, New Haryana Secretariat Building, Sector 17, Chandigarh for information and necessary action.

Ramesh Kumar
Superintendent Establishment-I,
for Chief Secretary to Government Haryana.

12.7.19

✓ To

The Principal Secretary to Government Haryana,
Women & Child Development Department, Haryana,
4th Floor, New Haryana Secretariat Building,
Sector 17, Chandigarh.

U.O No. 22/46/2011-6Estt.-I

Dated: Chandigarh, the 12th July, 2019

List of Male Employee's for workshop regarding Sexual Harassment on dated 16-07-2019 at 11:00 AM to 1:00 PM
at Knowledge Centre NIC 9th Floor Haryana Civil Secretariat.

Sr. No	Name of Employees with Designation.	Name of Branches/Offices.
1.	Angad Bisht, S/o Lt Sh Kundan Singh Assistant.	Account Br.
2.	Rakesh, S/o Sh. Dalbir Singh Assistant.	G.S-I Br.
3.	Gajraj, S/o Sh. Daya Ram Assistant.	G.S-III Br.
4.	Sunil Kumar Assistant.	Industries-II Br.
5.	Narender Singh, S/o Sh. Baljeet Assistant.	Home-I Br.
6.	Kuljeet Singh, S/o Sh. Surmukhi Singh Assistant.	Home-III Br.
7.	Pawan Kumar, S/o Sh. Mehar Chand Assistant.	Home-IV Br.
8.	Ramandeep, S/o Sh. Devi Chand Saini Assistant.	C. M. Grievance Cell.
9.	Naresh Kumar Sharma, S/o Sh. Krishan Kumar Sharma Assistant.	Irrigation (Works) Br.
10.	Pardeep Kumar, S/o Sh. Sumer Singh Assistant.	J.& J -I Br.
11.	Amit, S/o Sh. Ram Kumar Assistant.	J.& J -II Br.
12.	Mohit Kumar, Assistant.	C. M. Grievance Cell.
13.	Kapil Dev, S/o Late Sh. Mahabir Singh Assistant.	Power Br.
14.	Harnek Singh, S/o Sh. Prabhu Dayal Assistant.	Press Br.
15.	Vikrampal Singh Assistant.	Protocol Br.
16.	Arvind Kumar, S/o Sh Prem Chand Assistant.	Publicity Br.
17.	Bhuresh Kumar, S/o Sh. Shiv charan Assistant.	Services-I Br.
18.	Pankaj Wadhwa, Assistant.	Services-I Br.
19.	Pawan Kumar, S/o Sh. Mehar Chand Assistant.	Services-II Br.
20.	Ramesh kumar, Assistant.	Services-IV Br.
21.	Vijay Kumar, S/o Sh Kashmir Lal Assistant.	Store Br.
22.	Anil Kumar, S/o Sh. Satbir Singh Assistant.	Vigilance - I Br.
23.	Rinku, S/o Late Sh. Asnok Kumar Assistant.	Vigilance - II Br.
24.	Sanjeev Kumar Assistant.	Pay Revision Br.
25.	Rajesh Kaushik S/o Sh Satyavir Kaushik Assistant.	Ad.O Br.

26.	Amit, S/o Sh. Mahender Singh Assistant	A. R Branch. Br.
27.	Mohit Kumar, S/o Sh. Balwan Singh Assistant	G.S-I Br.
28.	Amit Thakur, S/o Sh. Ashok Kumar Assistant	Home-I Br.
29.	Vinay Sharma, S/o Sh. Tek Chand Assistant	Ways & Mean Br.
30.	Sitender Singh, Assistant	Power Br.
31.	Ashok Kumar, S/o Sh. Chanan Ram Assistant	Political Br.
32.	Dilbag Singh, S/o Sh. Ran Singh Assistant	Pension Br.
33.	Jitesh Bhardwaj, S/o Sh. Hans Raj (Bhardwaj) Assistant	Monitoring & Co-ordination Br.
34.	Saleem, Personal Assistant	Addl. CS, Finance
35.	Satish, Sr. Scale Stenographer	Vice chairman, HBPE
36.	Joginder Singh, Steno Typist	Deputy Secretary, Power
37.	Sameet Sharma, Personal Assistant	Secretary, Personnel Department
38.	Sonu, Sr. Scale Stenographer	OSD/CM (Sh. Amrender Singh)
39.	Mukesh, Sr. Scale Stenographer	A.M.
40.	Parveen Kumar, S/o Sh. Raj Pal Clerk	G.S-I Br.
41.	Naveca Dahiya, S/o Sh. Ram Parshad Dahiya Clerk	Irrigation Establishment. Br.
42.	Sandeep Kumar, S/o Sh. Sukhdev Singh Clerk	G.S-II Br.
43.	Virender Kumar, S/o Sh. Ram Gopal Verma Clerk	Publicity Br.
44.	Sandeep, Clerk	Account Br.
45.	Vikas, Clerk	Home-I Br.
46.	Rajiv Kumar, S/o Sh. Banarsi Dass Clerk	F.G-II Br.
47.	Manish Dev, S/o Ram Niwas Peon-Cum-Chowkidar	HBPE br.
48.	Karan Singh, S/o Gaje Singh Peon-Cum-Chowkidar	Election Br.
49.	Shubham Kumar Pandey, S/o Thakur Prasad Pandey, Peon-Cum-Chowkidar	Vigilance-II Br.
50.	Deepak Kumar, S/o Satya Naryan Peon-Cum-Chowkidar	Passport Br.

List of Female Employee's for workshop regarding Sexual Harassment on dated 17-07-2019 at 11:00 AM to 1:00 PM at Knowledge Centre NIC 9th Floor Haryana Civil Secretariat.

Sr. No.	Name of Employees with Designation.	Name of Branches/Offices.
1.	Mamta Paul, Assistant.	Accounts & Partition Branch
2.	Laxmi Devi, W/o Sh. Naresh Kumar Assistant.	Budget & Committee Br.
3.	Geeta Rani, Assistant.	Cash Branch
4.	Rita Devi, Assistant.	C.M Grievances
5.	Usha Rawat, D/o Sh. J.S. Rana Assistant.	F.D. I Br.
6.	Madhu Lata, D/o Sh. Dhair Singh Assistant.	C. M. Secretariat & C. M. Complaint Cell.
7.	Uma, W/o Mahabir Assistant.	F.D. II Br.
8.	Reeta Kumari, W/o Sh. Dharmender Kumar Assistant.	F.D. III Br.
9.	Pooja Rani, D/o Sh. Goband Ram Sharma Assistant.	FICW Br.
10.	Anita Devi, D/o Lt Sh. Tulsi Ram Assistant.	F.G. I Br.
11.	Seema Rani, D/o Sh. Oja Parkash Assistant.	F.G. II Br.
12.	Lalita, D/o Sh. Sube Singh Assistant.	F.R. Br.
13.	Nitika, D/o Sh. Satish Kumar Assistant.	G.S.-II Br.
14.	Sonu Devi, W/o Sh. Khum Chand Assistant.	G.S.-III Br.
15.	Jasbir Kaur, W/o Sh. Runtash Kumar Saini Assistant.	Industries-I Br.
16.	Nidhi, D/o Lt. Sh. Rajinder Singh Assistant.	Industries-I Br.
17.	Reena Sulekh, D/o Sh. R.C. Sulekh Assistant.	Home-II Br.
18.	Yashika Kaurwar, D/o Sh. Pardeep Singh Assistant.	Home-II Br.
19.	Kuldeep Kaur, D/o Lt Sh. Amar Singh Assistant.	Home-IV Br.
20.	Sushama, Assistant.	Irrigation (Establishment) Br.
21.	Rekha Madan, D/o Sh. Rani Nath Assistant.	Irrigation (Works) Br.
22.	Pooja Saini, D/o Sh. Jai Bhagwan Assistant.	Protocol Br.
23.	Richa, W/o Sh. Vikram Assistant.	Political Br.
24.	Arti Thakar, Assistant.	Political Br.
25.	Deep Shikha, W/o Sh. Jag Mohan Singh Assistant.	Press Br.

26.	Rimpal Meelo, Assistant	Protocol Br.
27.	Harminder Kaur, D/o Sh. Jag Singh Assistant	RVA Br.
28.	Sonia Batra, Assistant	Services-II Br.
29.	Kalpna, D/o Sh. Om Parkash Mehra Assistant	Services-III Br.
30.	Reena, Assistant	Services-III Br.
31.	Sandhya teji Assistant	Vigilance - I Br.
32.	Rajni Bala Assistant	Vigilance - II Br.
33.	Bharti, D/o Sh. Manipal Singh Assistant	Pay Revision Br.
34.	Ravita Ahlawat, D/o Sh. Mukhtiar Singh Assistant	Account & Partition Br.
35.	Anita, D/o Sh. Incer Singh Assistant	Account & Partition Br.
36.	Neetu Vadhera, Personal Assistant	Deputy Secretary, Finance (Sh. Narender Ahuja)
37.	Mamta Verma, Personal Assistant	Deputy Secretary (General)
38.	Laxmi, Personal Assistant	USGA
39.	Sumitra Devi, Personal Assistant	Awaiting posting
40.	Vidya Sagar, Sr. Scale Stenographer	MoS Coop.
41.	Reetu, Junior Scale Stenographer	M & C Branch
42.	Renu, Clerk	Account & Partition Br.
43.	Gurmoj Rani, D/o Sh. Kranail Singh Clerk	Account & Partition Br.
44.	Anju Shoran, W/o Sh. Sunil Kumar Clerk	Establishment-I Br.
45.	Ekta, D/o Sh. Manoj Kumar Clerk	Cash Br.
46.	Rekha Rani, D/o Sh. Uday Singh Clerk	Issue Br.
47.	Priyanka, D/o Man Chand Peon-Cum-Chowkidar	Under Secretary, Services-III
48.	Priti, D/o Sh. Jagdish Peon-Cum-Chowkidar	Under Secretary, Cabinet
49.	Smt. Saroj, W/o Sh. Ajit Singh Peon-Cum-Chowkidar	F.G-II Br.
50.	Smt. Rani Devi, W/o Sh. Preet Mohinder (Sr. Peon)	F.D-I Br.

List of Male Employee's for workshop regarding Sexual Harassment on dated 18-07-2019 at 11:00 AM to 1:00 PM at Conference Hall 6th Floor New Haryana Secretariat.

Sr. No	Name of Employees with Designation.	Name of Branches/Offices.
1.	Sukhwinder Singh Moga, Assistant.	B & R (Establishment - I) Br.
2.	Sandeep, S/o Sh. Sat Narain Assistant.	B & R (Establishment - II) Br.
3.	Raj Kumar, Assistant.	Committee - I Br.
4.	Bhupesh Kumar, Assistant.	Committee - II Br.
5.	Sanjay, S/o Sh. Ram Kishan Assistant.	Food & Supplies Br.
6.	Deepak Kumar, S/o Sh. Vinod Kumar Assistant.	Health -I Br.
7.	Sumit Rathi, S/o Sh. Jai Kishan Rathi Assistant.	Health -III Br.
8.	Ravinder Dahiya, S/o L. Sh Dilbag Singh Assistant.	Health -III Br.
9.	Narinder Singh, S/o Sh. Satbir Singh Assistant.	Health -II Br.
10.	Amit Kumar Gaba, S/o Sh. Ashok Kumar Gaba Assistant.	NGIS Br.
11.	Kaptaan Singh, S/o Sh. Jagdish Singh Assistant.	Social Welfare Br.
12.	Rajesh Anand, S/o Sh. Ganesh Dass Assistant.	Sports Br.
13.	Parveen Kumar, Assistant.	Transport -II Br.
14.	Kulwant Singh, S/o Sh. Jagtar Singh Assistant.	Transport -II Br.
15.	Ajay Kumar, Assistant.	Technical Education Br.
16.	Harishankar Kumar, S/o Sh. Adaya Sharma Assistant.	Town & Country Planning Br.
17.	Jitender Bakshi, Assistant.	Health -I Br.
18.	Anil Sareen, S/o Sh. K.K. Sareen Assistant.	Housing Br.
19.	Rajiv, Assistant.	Environment Br.
20.	Parvinder Singh, Assistant.	Committee - II Br.
21.	Suresh Kumar, Assistant.	Committee - I Br.
22.	Naveen Singh, Assistant.	B & R (Establishment - I) Br.
23.	Sohan Lal, S/o Sh. Nadar Chand Assistant.	Sports Br.
24.	Vishal Kumar, Assistant.	Labour Br.
25.	Suraj Singh, Assistant.	Social Welfare Br.

26.	Dharam Pal, S/o Sh. Pritam Singh Assistant.	Town & Country Planning Br.
27.	Manish Kumar, Assistant.	Transport -I Br.
28.	Subhash Chander, S/o Sh. Man Singh Assistant.	Transport -II Br.
29.	Narender Kumar Verma, S/o Lt Sh. Dharna Pal Verma Assistant.	Public Health
30.	Yeshpal, Assistant.	Health -II Br.
31.	Ramesh Kumar, S/o Sh. Karan Singh Assistant.	Food & Supplies Br.
32.	Rohtashwa, S/o Sh. Prabhati Lal Assistant.	Environment Br.
33.	Raj Kumar, Assistant.	Housing Br.
34.	Baljit Singh, S/o Sh. Suraj Bhan Assistant.	Health -II Br.
35.	Phool Kumar, S/o Sh. Bisna Rana Assistant.	Health -III Br.
36.	Pritam Singh, S/o Late Sh. Dharam Pal Assistant.	Health -IV Br.
37.	Jai Parkash, Assistant.	Labour Br.
38.	Krishan Kumar, S/o Sh. Sucha Ram Assistant.	Public Health Br.
39.	Shiv Kumar, Assistant.	Public Health Br.
40.	Rakesh Kumar, S/o Sh. Singara Ram Clerk.	Committee-I Br.
41.	Sanjay Kumar, S/o Sh. Bani Ram Clerk.	Town & Country Planning Br.
42.	Ravi Kumar, S/o Ramadhar Clerk.	Labour Br.
43.	Sumit Kaushik, S/o Sh. Raj Kishan Clerk.	Health -III Br.
44.	Pinku, S/o Ranveer Singh Clerk.	Food & Supplies Br.
45.	Manoj, S/o Sh. Mohan Singh Clerk.	Under Secretary, Urban Local Bodies Department.
46.	Pirdiya Singh, S/o Sh. Cheterbhuj Singh Peon-Cum-Chowkidar.	Transport -II Br.
47.	Mandeep Singh, S/o Sh. Rajpal Singh Peon-Cum-Chowkidar.	BAC Br.
48.	Rahul S/o Sh. Jaipu, Peon-Cum-Chowkidar.	Social Welfare Br.
49.	Vikash S/o Sathir Singh, Peon-Cum-Chowkidar.	Health -III Br.
50.	Amir S/o Samunder, Peon-Cum-Chowkidar.	ADA B&R.

List of Female Employee's for workshop regarding Sexual Harassment on dated 19-07-2019 at 11:00 AM to 1:00 PM at Conference Hall 6th Floor New Haryana Secretariat.

Sr. No	Name of Employees with Designation,	Name of Branches/Offices.
1.	Meena Koni, Secretary to Minister	Commissioner, Election
2.	Kumari Karuna Sharma Under Secretary	Printing & Stationary Br.
3.	Poonam Fani, Private Secretary	Spl Secretary, Public Health
4.	Sumitra, Private secretary	Secretary, Health
5.	Anju Verma, Private Secretary	Spl Secretary, PWD (B&R) Br.
6.	Savita Rani, Private Secretary	Principal Secretary to Govt. Haryana (Sh. A.K.Singh, IAS)
7.	Savita Gupta, Private secretary	Spl Secretary, Health
8.	Manju Bala, Private Secretary	Spl Secretary, Irrigation
9.	Sangeeta Sharma, Superintendent.	Transport-II Br.
10.	Usha Devi Superintendent.	Boundary Area Committee Br.
11.	Rosy Ganchi, Superintendent.	Town & Country Planning Br.
12.	Anita, Superintendent.	Housing Br.
13.	Sangeeta Kaushal, Deputy Superintendent.	SDIT Br.
14.	Anu Bala, Deputy Superintendent	NGIS Br.
15.	Nimmi Jain, Deputy Superintendent	Printing & Stationary Br
16.	Kiranjit Kaur, D/o Sh. Bhupinder Singh Assistant.	Health -IV Br.
17.	Sheela Devi, D/o Sh. Raghbir Singh, Assistant.	B & R (Works) Br.
18.	Usha Rani, Assistant.	B & R (Establishment - I) Br.
19.	Poonam Rathi, D/o Sh. Raj Singh Assistant.	B & R (Works) Br.
20.	Surinder Kaur, W/o Sh. Darshan Lal Assistant.	B & R (Works) Br.
21.	Monika Sharma, Assistant.	Committee - I Br.
22.	Anita Malik, D/o Sh. Dharampal Singh Assistant.	Environment Br.
23.	Minu Das, D/o Sh. Hari Ranjan Assistant.	Food & Supplies Br.
24.	Raj Pati, D/o Lt Sh Umed Singh Assistant.	Housing Br.
25.	Deepika Yadav, D/o Sh. Manabir Singh Assistant.	Health -I Br.

26.	Rakhi Fani, D/o Sh. Vijay Kumar Assistant.	Health -II Br.
27.	Sarita Malik, W/o Sh. O.P. Malik Assistant.	Health -IV Br.
28.	Sarwati Kumari, Assistant.	Health -IV Br.
29.	Sapna, Assistant.	Labour Br.
30.	Suman Bhardwaj, Assistant.	Labour Br.
31.	Seema Kaur, Assistant.	Public Health Br.
32.	Shakunika Devi, W/o Sh. Sanjeet Singh Assistant.	Transport -I Br.
33.	Gayatri Devi, D/o Lt Sh. Sri Ram Assistant.	Transport -II Br.
34.	Priya, D/o Sh. Satish Thaman Assistant.	Technical Education Br.
35.	Mandeep Kaur, D/o Gurnej Singh Assistant.	Industrial Training Br.
36.	Parveen Lata, D/o Sh. Ved Parkash Assistant.	Defence-I Br.
37.	Santosh Devi, W/o Late Sh. Rajbir Singh Assistant.	Transport-I Br.
38.	Raj Ran, Personal Assistant	Addl. Secretary, Health
39.	Sangita, Personal Assistant	Principal Secretary to Govt. Hry. Social Justice & Empowerment
40.	Rozi Rani, Sr. Scale stenographer	Spl. Secretary, Health
41.	Asha Hooda, Jr. Scale Steno	Under Secretary, Public Health
42.	Usha Devi, Steno Typist	Under Secretary, Labour, Printing & Stationary
43.	Sangita Rani, Steno Typist	Defence-I & II Branch
44.	Poonam Verma, D/o Sh. Ramesh Kumar Clerk.	Health-I Br.
45.	Deepti, D/o Sh. Yashpal Clerk.	Environment Br.
46.	Karuna, D/o Sh. Naresh Kumar Clerk.	Health-II Br.
47.	Preeti, D/o Sh. Raj Kumar Clerk.	Committee Br.
48.	Smt. Sauchan Devi, W/o Late Sh. Ramesh Pal Peon-Cum-Chowkidar.	Transport-I Br.
49.	Smt. Meena Devi, W/o Late Sh. Ram Dhari Peon-Cum-Chowkidar.	NGIS Br.
50.	Smt. Beena Devi, W/o Sh. Sham Lal Peon-Cum-Chowkidar.	GIS Br.