

File No.9-ITPO (15)/EI/2009 Vol I  
**India Trade Promotion Organisation**  
(Administration Division, EI Section)

04.12.2024

Circular No. Admin. / 76 /2024

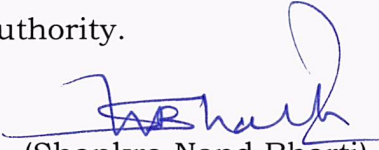
**Subject:** Observance of 'Sexual Harassment at Workplace Prevention Week' from 3rd December to 9th December, 2024- reg.

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 was notified on 09.12.2013. The week in the run upto 09.12.2024 will be observed as 'Sexual Harassment at Workplace Prevention Week'.

2. In view of the same, all ITPO officials are advised to view links of (i) e-learning module on Manual on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013(of the duration of 20.48 minutes ) and (ii) a short video of 2.41 minutes on the Act, as under :

- a) <https://www.youtube.com/watch?v=nyZw7p1sF48>
- b) <https://www.youtube.com/watch?v=faq3CwJfdIY>

3. This issues with the approval of the Competent Authority.

  
(Shankra Nand Bharti)  
GM(Admin, EI Section)

To: All ITPO Officials

Copy to:

1. All HoDs
2. DGM(AD)- Chairman Complaints Committee/Nodal Officer She Box Portal
3. IT Service Division: for uploading on ITPO website
4. Regional Office (Kolkata, Chennai, Mumbai)
5. Circular Register/Notice Boards

For information:

1. PSO to CMD
2. PA to ED
3. PA to SGM