

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

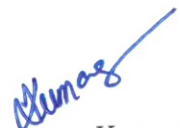
08.12.2023

Circular No. Admin. /69/2023

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 09.12.2023 will be commemorated as "Sexual Harassment at Workplace Prevention Week".

2. In view of the same and to develop awareness on the provisions of the Act, all ITPO officials are requested to attend the workshop which will be conducted today i.e. on 08.12.2023 at 3:00 P.M. in the Multi Purpose Hall-Ground Floor of the Admin Block. During the workshop, following will be undertaken:

- a) e-learning module on Manual on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 will be played.
  - b) A lecture and interaction session will be conducted by Ms. Hema Maity, GM and Ms. Amrapali Dixit, SM.
3. This issues with the approval of the Competent Authority.

  
(Col. Pushpam Kumar, SM)  
OSD (Admin.)

To:

1. All ITPO Officials

Copy to:

1. GM (HM)/SM (AD)
2. IT Service Division: for making arrangements for playing the e-learning module
3. D&D Division: For arrangement of banner and photography of the event.
4. Engg. Services Division: For making AV arrangements
5. Circular Register/Notice Boards

For information:

1. PSO to CMD
2. PA to ED