

FORM No. 1

To,

Sir,

A complaint of sexual harassment has been made against you by Ms. _____ on _____. The complaint refers to incidents (s) that allegedly took place on/between _____ in _____ where you allegedly _____

The _____ Committee Against Sexual Harassment is at present examining the complaint. The Committee would like to meet you on _____ at _____ a.m./p.m. in the _____ Office.

You are also requested to submit a written statement in this regard to the Committee.

If in the opinion of the Committee a prima facie case is made out against you, an enquiry shall be instituted into the complaint. In such an event, you shall be informed in writing.

For any change in the time or date of your appointment with the Committee, please contact undersigned.

Yours truly,

_____ Tel (O) _____ (R) _____
Member Committee Against Sexual Harassment

Date: