

FORM No. 2

To,

Sir,

This is with reference to the complaint of sexual harassment made against you by Ms. _____ with the Committee Against Sexual Harassment on _____.

The Committee has determined that a prima facie case of sexual harassment is made out against you and has instituted enquiry proceedings under the CIDC's Policy and Rules & Procedures for prevention, prohibition and punishment of sexual harassment of women at the workplace.

The Committee has designated an enquiry committee consisting of _____ persons, the names and other details of whom are listed below.

The Enquiry Committee has prepared a charge sheet against you and the same is enclosed.

You are requested to meet the Enquiry Committee on _____ at _____ a.m/p.m, at the _____ Office.

You are also requested to submit a written statement to the Enquiry Committee

If you wish to be accompanied by a person known to you in this hearing, and/or to have any witness examined with regard to this complaint, please provide in writing the names, postal addresses and telephone numbers of such person (s) to the Enquiry Committee.

Any request for a change in time or date of your deposition must also be addressed to the Convenor of the Enquiry Committee.

Please find enclosed a copy of CIDC's Policy and Rules & Procedures for prevention, prohibition and punishment of sexual harassment of women at the workplace.

Yours truly,

Members Enquiry Committee

Name: _____ Convenor Enquiry Committee

Tel (O) _____ (R) _____

Name: _____ Member

Name: _____ Member

Name: _____ Member

Name: _____ Member

Encl:

Copy of Charge sheet

Copy of complaint

Copy of CIDC's Policy and Rules & Procedures for Prevention, Prohibition and Punishment of Sexual harassment of Women.