

No.WW-13016/7/2017-WW(e-37217)  
Government of India  
Ministry of Women and Child Development  
(WW Division)

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Applications are invited in the prescribed proforma from reputed and well qualified organisations/ individuals, who possess adequate qualification and experience on the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 for the purpose of enlistment as trainers/ Resource Persons as well as for consideration of their names as Independent Member of the Internal Committee / Local Committees under the Act.

Ministry of Women and Child Development, Government of India will not provide any remuneration/ honorarium/ fees/ stipend/ financial assistance/ logistic facilities or guarantee for arranging trainees to the enlisted organisations/ individuals. Remuneration/ honorarium/ fees/ stipend/ financial assistance/ logistic facilities, if any, will be borne/ decided by the hiring organisation directly with the trainers/ resource persons. No requests from individual / organizations in this regard subsequent to the empanelment will be considered.

Organisations/ Individuals willing to apply may send their application in the prescribed Proforma available on the website of Ministry of Women and Child Development ([www.wcd.nic.in](http://www.wcd.nic.in)) on e-mail [sakhi-mwcd@gov.in](mailto:sakhi-mwcd@gov.in) or by post to Under Secretary (WW), Ministry of Women and Child Development, A-Wing, Room No.314, Shastri Bhawan, New Delhi-110001. The envelopes containing applications shall superscribed '**Application for selection of Resource Institution (on in case of individuals, Resource Persons) under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**'. The last date of receipt of application would be 30 days from the date of publication of the advertisement on the website of the Ministry.

*Mirtyunjay Kumar*  
14/06/2021

[Mirtyunjay Kumar]  
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Ministry of Women and Child Development  
Government of India  
**Proforma for Empanelment as Resource Person / Institutions for conducting  
Training programmes/workshops on  
The Sexual Harassment of Women at Workplace (Prevention, Prohibition and  
Redressal) Act, 2013**  
*(Strike off whichever is not applicable)*

1. Name of the Individual / Institution  
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2. Address  
Line 1: (Flat No. / Door No. / House No.  
etc).....  
Line 2 : (Sector / Colony/ Village / Street No. etc) :  
.....  
Line 3 : ( District).....  
Line 4 : (State).....PIN Code.....
3. Name and Designation of Contact Person:  
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4. Contact Number: (STD Code.....) - (Number.....)
5. Fax Number: (STD Code.....) - (Number.....)
6. Mobile Number:  
.....
7. E-mail ID  
.....
8. Registered under which Act/ instrument .....
9. Registration Number  
.....
- 9B. Registration No. in DARPAN portal of NITI Aayog (In case of Civil Society Organisation / NGOs)  
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10. Specialization (viz. practicing lawyer / academician / Government official / social work / any other – please specify)  
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11. Experience in trainings conducted on the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 Act:

S. No.	Year of the trainings	Institute / organization (with complete address) for which training was provided	Number of participants	Period of the training (viz. one day, two day, one week etc.)

12. Details of at least 3 Faculty members (in case of organization / institution ) having at least two years experience of conducting at least 10 training sessions on the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 Act (2018-19 onwards):

S. No.	Name of the Faculty Member	Qualification	Experience on conducting training/workshops on the SH Act	Details of the training provided under the SH Act

13. Language Proficiency (Hindi/English/any other – please specify):

**Note :**

1. **Attach a Letter of recommendation (on their letter head with seal and stamp) from (i) District Magistrate/District Collector (ii) concerned Ministry/Department of Central / State Government (iii) Vice-chancellors / Directors of Universities / Educational Institution (iv) Secretary / HoD of Business Chambers / Industrial Bodies (viz CII, FICCI, ASSOCHAM, PHDCCI, ICC etc.), (v) In case of practicing lawyers from HoD of respective Bar Association – No application without recommendation as above shall be entertained.**
2. **The empanelment will not confer a right on the individuals/organizations to claim themselves as the authorized representatives of the Ministry of Women and Child Development, Government of India. Any violation will be viewed seriously and appropriate action taken in accordance with law.**
3. **In case, upon enlistment it is found that any material fact has been suppressed or concealed, the enlistment shall be cancelled and the individual / organisation shall be debarred from undertaking the training activities and shall also be blacklisted from availing any support from the Government. Their names, as such, will be notified to all concerned.**

4. **The empanelment will be at the sole discretion of the Ministry and the decision of the Ministry shall be final and binding and shall not be challenged on any forum.**

**Verification:** The information furnished above is correct to the best of my knowledge and as per official records, which can be verified. I have read and understood the terms and conditions mentioned at Note (1) to (4) above and also that has been given in the advertisement for empanelment and undertake to abide by the same.

Date:

Signature

Head of the Institution / individual

Place:

(Name.....)

Seal of the Institution

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