

No. 0909/DSE/Estt.I/D4/2026
GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION

dated 10-09-2026

CIRCULAR

Sub: School Education – Prevention of Sexual Harassment (POSH) at Workplace – Conduct of mandatory sensitization and awareness programmes for all staff – Proper utilization of grievance redressal mechanisms and maintenance of workplace discipline – Instructions – Issued.

It has been observed that there is a need to further strengthen awareness among all employees regarding the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the procedures prescribed thereunder.

2. Accordingly, all Heads of Offices/Heads of Institutions under the Directorate of School Education are hereby directed to ensure that:

- Mandatory POSH sensitization and awareness programmes are conducted for all teaching and non-teaching staff under their control.
- All employees are made aware of the provisions of the POSH Act, the role and functions of the Internal Committee, and the procedure for making a complaint under the prescribed mechanism.
- The prescribed grievance redressal mechanisms are appropriately publicized and their proper utilization is reinforced among all staff.
- Employees are informed that complaints relating to sexual harassment should be submitted through the appropriate statutory mechanism and handled in accordance with the applicable provisions and procedures.
- A workplace environment based on dignity, mutual respect, safety and professional conduct is maintained at all times.

- Heads of Offices/Institutions shall remain vigilant and take appropriate preventive measures against any form of harassment, intimidation, victimization, retaliation or other inappropriate conduct at the workplace.
- The statutory protections and grievance redressal mechanisms shall be utilized strictly for their intended purpose and shall not be misused to intimidate, threaten or harass any employee.
- The confidentiality of complaints and proceedings under the applicable statutory provisions shall be strictly maintained.
- No employee shall suffer retaliation, victimization or intimidation for making a complaint in good faith or participating in proceedings under the statutory mechanism.
- The Internal Committee, wherever constituted, shall function in accordance with the provisions of the POSH Act and the applicable rules/guidelines. The Heads of Offices/Institutions shall ensure that the above instructions are brought to the notice of every employee under their control and that participation in the sensitization programme is duly recorded.

3. A report regarding the conduct of the awareness/sensitization programme, indicating the date of the programme, number of employees participated and details of the resource person/agency, shall be maintained by each institution .

4. The Heads of Offices/Institutions are also advised to periodically review workplace conduct and ensure that the grievance redressal mechanisms are accessible, functional and used appropriately, so that a safe, inclusive and professional working environment is maintained.

5. Any deviation from the statutory provisions or failure to comply with the above instructions will be viewed seriously.

Digitally signed by
Mohan Kumar D
Date: 10-09-2026
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D MOHANKUMAR
Director of School Education

To:

All Heads of Offices/Institutions under the Directorate of School Education, Puducherry.