

Immediate

**OFFICE OF THE  
MILITARY ACCOUNTANT GENERAL  
Kashmir Road, Rawalpindi Cantt**

No. /AN/0241-LXIII

May 2024

The Dy, MAG Rawalpindi  
All Controllers

Subject: COMPLIANCE WITH THE PROVISIONS OF THE PROTECTION AGAINST HARASSMENT OF WOMEN AT THE WORKPLACE ACT, 2010.

A copy of Federal Ombudsperson Secretariat (FOS)'s letter F.No.3(13)/11/Admin-Vol-II/317, dated.18/04/2024 on the above subject received vide Ministry of Defence U.O. No.5/111/D-18/2024, dated.30/04/2024 is enclosed herewith for information and necessary action.

2. It is, therefore, requested that the requisite information as asked for, in para-4 of Federal Ombudsperson Secretariat letter dated.18/04/2024 may please be provided to this office latest by **14<sup>th</sup> May, 2024 positively** for onward submission to Ministry of Defence.

—sd—  
(Muhammad Bashir)  
Accounts Officer (AN-I)

No. 129 /AN/0241-LXIII dated. 9 /05/2024

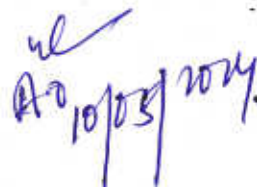
Copy to:-

1. The Director MIS Rawalpindi
2. The Accounts Officer (Automation) Local.
3. PS to the M.A.G.
4. APS to the Dy. MAG.

  
Accounts Officer (AN-I)

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11  
MOST IMMEDIATE

I  
GOVERNMENT OF PAKISTAN  
MINISTRY OF DEFENCE  
(DEFENCE DIVISION)

Subject: COMPLIANCE WITH THE PROVISIONS OF THE PROTECTION AGAINST HARASSMENT OF WOMEN AT THE WORKPLACE ACT, 2010

"P/10"  
Kindly find enclosed herewith a copy of Federal Ombudsperson Secretariat (FOS)'s F.No.3(13)/11/Admin-Vol-II/317 dated 18<sup>th</sup> April, 2024, on the subject cited above.

2. All Heads of Department / Services Headquarters are requested to go through the contents of above referred letter and to forward the requisite information as asked in para-4 of ibid referred letter, please.

(Harman Ishtiaq)  
Section Officer

MAG, Pakistan Military accounts Deptt. Rwp  
Surveyor General, Survey of Pakistan, Rwp  
DG, Military Lands & Cantonment Deptt, Rwp  
DG, Pakistan Armed Services Board, Rwp  
DG, Pakistan Maritime Security Agency, Kci  
DG, FGEIs (C/G/) Directorate, Rwp

Dte Gen, ISI, Islamabad  
Director (Admin) JSHQ, Chaklala, Rwp  
SD Dte (SD-I), GHQ, Rawalpindi  
Director (Admin), NHQ, Islamabad  
Director (Admin), AHQ, Islamabad  
NDU Islamabad

Min of Def U.O. No.5/111/D-18/2024 dated 30<sup>th</sup> April, 2024

Copy for information and necessary action to:

Snr. JS-VII, JS-I, JS-II, JS-IV, JS-V  
DS (Army-C), DS (Budget), DCM  
APS to JS-III



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**FEDERAL OMBUDSPERSON SECRETARIAT**  
**FOR PROTECTION AGAINST HARASSMENT OF WOMEN**  
**AT THE WORKPLACE (FOSPAH)**

Secretary  
**AS-I** (Carney)

F. No.3(13)/11/Admin-Vol-II/317

Dated: 18<sup>th</sup> April, 2024

Ensure  
 brief

Subject: COMPLIANCE WITH THE PROVISIONS OF THE PROTECTION AGAINST HARASSMENT OF WOMEN AT THE WORKPLACE ACT, 2010

Dear Sir,

SOLD (B)

DS/C

JS-III

Pl. Dennis  
 looking  
 26/4/24

JS-3

The Federal Ombudsperson Secretariat for Protection Against Harassment of Women at the Workplace (FOSPAH) is a quasi-judicial statutory body working towards the elimination of workplace harassment. Driven by its commitment to eradicate the detrimental practice of workplace harassment, FOSPAH operates within the framework established by the Protection Against Harassment of Women at the Workplace Act, 2010 ("2010 Act"). In its pursuit of eliminating workplace harassment, Section 3 of the 2010 Act mandates that each Government Organization constitute an Inquiry Committee to inquire into complaints of harassment. The constitution of the Committee must be as follows: -

Pl. S  
 G. O. B.

25/4

*"The Committee shall consist of three members of whom at least one member shall be a woman. One member shall be from senior management and one shall be a senior representative of the employees or a senior employee where there is no CBA. One or more members can be co-opted from outside the organization if the organization is unable to designate three members from within as described above. A Chairperson shall be designated from amongst them."*

2. Accordingly, in line with the provisions of the 2010 Act and as part of our ongoing efforts to ensure a safe, inclusive and conducive work environment for all employees we are seeking compliance with Sections 3 and 11 of the 2010 Act. Section 11 requires all employers to:

12-19/JS III  
 26/4/24

(1) incorporate the Code of Conduct for protection against harassment at the workplace as a part of their management policy and to form the Inquiry Committee referred to in Section 3 and to designate a Competent Authority referred to in Section 4.

(2) display copies of the Code in English as well as in a language understood by the majority of the employees at conspicuous places in the organization and the workplace within six months of the commencement of the 2010 Act.

3. Besides this there is also a need to designate focal persons in each Government Organization/Entity for better coordination and liaison with this Secretariat regarding harassment cases and for launching our awareness and outreach programs in Government Organizations.

4. In view of the above, it is, therefore, requested that the following information be communicated to this office: -

i. Confirmation of Constitution of Inquiry Committees in your Ministry/Division along with in Attached Departments, Autonomous Bodies/Regulatory Authorities, Commissions or any other Entities/Offices working under the control of your Ministry/Division as mandated by the 2010 Act.

ii. Details about the composition of these Inquiry Committees, including the names and the designations of the respective committee members. The names of the committee members along with their contact information should also be displayed at prominent places in the respective offices as well as on the website.

AS-1's Office  
 No. 2344 (25/4/24)

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 26/4

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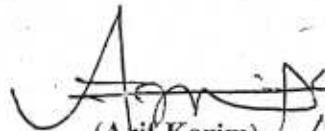
# FEDERAL OMBUDSPERSON SECRETARIAT

## FOR PROTECTION AGAINST HARASSMENT OF WOMEN AT THE WORKPLACE (FOSPAH)

- iii. The Reporting Mechanisms and Procedures available within your Ministry/Division along with in Attached Departments, Autonomous Bodies/Regulatory Authorities, Commissions or any other Entities/Offices for reporting incidents of harassment.
  - iv. The roles and responsibilities of each member of the Inquiry Committee along with the measures being taken to ensure confidentiality and to prevent any form of retaliation against the complainant.
  - v. Confirmation about the display the Code of Conduct in all key languages in visible and public places in the office.
  - vi. Confirmation about the incorporation of the Code of Conduct in Management policies.
  - vii. Details about the annual reporting mechanism through which the Ministry/Division and its Attached Departments, Autonomous Bodies/Regulatory Authorities, Commissions or any other Entities/Offices inform relevant authorities about the progress and outcomes achieved by the Inquiry Committees.
  - viii. Name and contact details of a focal person, preferably a female officer, for liaising with this Secretariat.
  - ix. Tentative dates for organizing awareness seminars for the employees of your Ministry/Division along with those of Attached Departments, Autonomous Bodies/Regulatory Authorities, Commissions or any other Entities/Offices on the provisions of the 2010 Act.
5. We look forward to receiving the requested information with regard to your Ministry/Division and Attached Departments, Autonomous Bodies/Regulatory Authorities, Commissions or any other Entities/Offices within fifteen days from the date of receipt of this letter. Should you have any questions or require further clarifications please do not hesitate to contact the undersigned.

Thank you for your attention in this matter.

**Lt. Gen ® Hamood uz Zaman Khan,**  
Secretary Defence,  
Pak Secretariat No 2,  
**Rawalpindi.**

  
(Arif Karim)  
Secretary (FOSPAH) 18/04/2