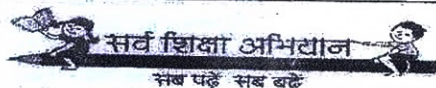




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**CIRCULAR**

On the recommendations of the Women Welfare Cell, NBPGR, approval of the Director, NBPGR, New Delhi has passed the orders "to create work-oriented healthy environment for best output and accordingly, all the Staff members of headquarters and regional stations are hereby requested to follow the following guidelines:-

1. Prescribed Norms should be followed by all the staff members particularly while dealing with women staff members irrespective of the category of staff.
2. In general, the instructions regarding the lacunae in the official work may be conveyed by the superiors to the concerned scientists/technicals and other staff in a manner that they are not derogatory, insulting and do not hurt the sentiments of staff.
3. The papers covering the glass panes need to be removed to increase transparency and all doors without glass panes need to be fitted with glass windows.
4. The Head/Controlling Officers must ensure clean conduct of their staff and if any suspicious activity is observed / heard about a particular staff working under their supervision, preemptive action must be taken especially if it pertains to a lady staff.
5. Strict and timely action to be taken against the guilty / erring employee to dissuade any recurrence of such misbehavior at workplace against women staff. Offenders should be openly condemned in the presence of all staff.

(H.S. CHAUHAN)  
Administrative Officer

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