

**SPARSH & GENDER DISCRIMINATION**  
Complaints Screening Committee

**FORM I**

**Proforma for Recording Complaints of Sexual Harassment / Gender Discrimination**

**I. COMPLAINANT(S):**

STUDENT / RESIDENT / TEACHING STAFF / NON-TEACHING STAFF / OUTSIDER

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
Address: \_\_\_\_\_  
Institution / Centre: \_\_\_\_\_ TEL: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
Address: \_\_\_\_\_  
Institution / Centre: \_\_\_\_\_ TEL: \_\_\_\_\_  
Email: \_\_\_\_\_

**II. PERSON(S) AGAINST WHOM THE COMPLAINT IS LODGED:**

STUDENT / RESIDENT / ACADEMIC STAFF / NON-TEACHING STAFF / OUTSIDER

**If the contact details are not known, please give physical description.**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
Address: \_\_\_\_\_  
Institution / Centre: \_\_\_\_\_ TEL: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
Address: \_\_\_\_\_  
Institution / Centre: \_\_\_\_\_ TEL: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
Address: \_\_\_\_\_  
Institution / Centre: \_\_\_\_\_ TEL: \_\_\_\_\_  
Email: \_\_\_\_\_

**III. THE COMPLAINT (additional details may be recorded on the back of this page)**

1. Is the defendant known to the Complainant(s)?
2. Is this the first incident of this kind? If yes, skip 3 and 4.
3. Were exactly the same person(s) involved? If no, specify further.
4. Was the first incident reported?  
To whom?  
When?  
What action, if any, was taken?
5. Approximate Details (starting from the most recent):  
Date(s): \_\_\_\_\_  
Time(s): \_\_\_\_\_  
Location(s) and  
Description of incident(s): \_\_\_\_\_

Complaint recorded by:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**SPARSH & GENDER DISCRIMINATION**  
Complaints Screening Committee

**FORM II**  
**Complaints Committee**

**To the Complainant**

Name of Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear .....,

The SPARSH & GD Complaints Screening Committee is examining the complaint of **Sexual Harassment / Gender Discrimination** against \_\_\_\_\_ [name(s) of defendant(s)] that you lodged with the SPARSH & GD on \_\_\_\_\_ (date). The Complaint refers to an incident(s) that allegedly took place on / in \_\_\_\_\_ (date / period in which the alleged incidents took place) in \_\_\_\_\_ (locations), where the defendant(s) allegedly \_\_\_\_\_.

The SPARSH & GD Complaints Screening Committee would like to meet with you on \_\_\_\_\_, at \_\_\_ a.m. / p.m. in the SPARSH & GD Office to decide further action on the Complaint.

In order to ensure the safety and confidentiality of the Complainant and impartiality of the SPARSH & GD grievance redressal procedures, the SPARSH & GD issues an order of restraint to every person against whom a complaint is lodged.

\_\_\_\_\_ [name(s) of person(s) against whom complaint is lodged] has / have been issued this order on \_\_\_\_\_ (date).

Any violation of the restraint order must be reported to the SPARSH & GD immediately.

For any clarifications regarding the SPARSH & GD procedures, or for a change in the time or date of your appointment with the SPARSH & GD Complaints Screening Committee, please contact the undersigned.

I enclose a copy of the Rules & Procedures of the SPARSH & GD for your information.

Yours truly,

Complaints Committee:

\_\_\_\_\_

Date: \_\_\_\_\_

Tel: (O) \_\_\_\_\_ (M) \_\_\_\_\_

(R) \_\_\_\_\_

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Designation: \_\_\_\_\_

**SPARSH & GENDER DISCRIMINATION**  
Complaints Screening Committee

**FORM III**  
**Complaints Committee**

**TO THE PERSON AGAINST WHOM A COMPLAINT HAS BEEN LODGED**

Name of Defendant: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear .....

A complaint of Sexual Harassment / **Gender Discrimination** against you has been lodged under the SPARSH & GD, by

\_\_\_\_\_ [name(s) of Complainant(s)].on .....  
(date).

The Complainant refers to an incident(s) that allegedly took place on / in ..... (date / period in which the alleged incidents took place) in .....(locations) , where you allegedly .....

The SPARSH & GD Complaints Screening Committee is at present examining the complaint, and would like to meet with you on \_\_\_\_\_, at \_\_\_ a.m. / p.m. at \_\_\_\_\_ in the SPARSH & GD office to decide further action on the complaint.

In order to ensure the confidentiality and the impartiality of the SPARSH & GD formal redressal procedures, the SPARSH & GD issues an order of restraint to every person against whom such a complaint is lodged.

You are requested to abide by the conditions laid down in this order. For any clarifications that you may require about the complaint or SPARSH & GD procedures, please contact the undersigned.

I enclose a copy of the Rules & Procedures of the SPARSH & GD for your information.

Yours truly,

Complaints Committee

\_\_\_\_\_ Date  
Tel: (O) \_\_\_\_\_ (M) \_\_\_\_\_ (R) \_\_\_\_\_  
Name: \_\_\_\_\_ Place: \_\_\_\_\_  
Designation: \_\_\_\_\_

**SPARSH & GENDER DISCRIMINATION**

Complaints Screening Committee

**FORM IV**

**Order of Restraint (in duplicate)**

Issued to \_\_\_\_\_ on \_\_\_\_\_

This is with reference to a complaint of **Sexual Harassment / Gender Discrimination** lodged by Ms. / Mrs. / Mr. \_\_\_\_\_ alleging on \_\_\_\_\_ at \_\_\_\_\_.

During the pendency of SPARSH & GD’s investigative and enquiry procedures into the complaint against you, you are enjoined to respect the human rights and the confidentiality of the Complainant, his / her / their family, friends and witnesses.

In order to ensure the confidentiality and the impartiality of the SPARSH & GD formal redressal procedures, the SPARSH & GD issues an order of restraint to ensure that,

- You shall not commit any act (either directly or by implication) that invades the privacy of the Complainant(s) his / her / their family, friends and witnesses that threatens his / her / their security, violates his / her / their human rights, or adversely affects his / her / their living, working, and/or educational environment.
- You (or any person on your behalf) shall not make any attempt to contact the Complainant(s), or any person in his / her / their confidence, with the purpose of influencing, intimidating, or exerting pressure upon the Complainant(s) on any matter.
- You (or any person on your behalf) shall respect the right of the Complainant(s) to full confidentiality on all matters, especially those pertaining to his / her / their complaint of sexual harassment against you.
- You (or any person on your behalf), shall not publicise in any way any fact, or speculation about the Complainant’s personality, character, or motivations in any of his / her actions, including those involved in his / her / their lodging a complaint of Sexual Harassment / Gender Discrimination against you.

A violation of this order of restraint may prove prejudicial to your case and it may also induce the SPARSH & GD to recommend immediate disciplinary action against you.

\_\_\_\_\_

Please affix your signature in the space provided below to confirm that you have received the above restraint order and are informed of its provisions.

Signature of Receiver: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name of Receiver: \_\_\_\_\_ Address: \_\_\_\_\_

Complaints Committee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Tel: (O) \_\_\_\_\_ (M) \_\_\_\_\_ (R) \_\_\_\_\_  
 Name: \_\_\_\_\_ Place: \_\_\_\_\_  
 Designation: \_\_\_\_\_

**SPARSH & GENDER DISCRIMINATION**  
Complaints Screening Committee

**FORM V**  
**Complaints Screening Committee**  
**Letter to Witnesses Named by the Complainant / Person against Whom**  
**Complaint is Lodged**

Name of Witness: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Dear .....,

A Complainant of **Sexual Harassment / Gender Discrimination** against .....  
[*name(s) of person(s) who a complaint has been lodged*] with the SPARSH & GD Complaints  
Screening Committee by [*name(s) of Complainant(s)*] ..... on  
(*date*).

The Complainant refers to an incident(s) that allegedly took place on / in  
..... (*date / period in which the alleged incidents took place*) in  
.....(*locations*), where the person(s) against whom the complaint is  
lodged allegedly .....

The SPARSH & GD Complaints Screening Committee is at present examining a complaint of sexual  
harassment / gender discrimination, where in you are named as a witness to certain events.

We solicit your co-operation to corroborate / clarify certain aspects of the said testimony.

We would therefore like to meet with you on \_\_\_\_\_, at \_\_\_ a.m. / p.m. at .....

We also request you to bring along any documents, or other evidence, that you may feel to be relevant  
to some aspect of the case.

Please find enclosed a copy of the Rules & Procedures of SPARSH & GD for information.

Yours truly,

Complaints Committee:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Tel: (O) \_\_\_\_\_ (M) \_\_\_\_\_ (R) \_\_\_\_\_  
Name: \_\_\_\_\_ Place: \_\_\_\_\_  
Designation: \_\_\_\_\_

Additional comments (if any):

**SPARSH & GENDER DISCRIMINATION**  
Complaints Screening Committee

**FORM VI**  
**Enquiry Committee**  
**Summons to the Complainant**

Name of Complainant: \_\_\_\_\_  
Address: \_\_\_\_\_

Dear .....,

This is with reference to the complaint of **Sexual Harassment / Gender Discrimination** against \_\_\_\_\_ [name(s) of defendant] that you lodged with the SPARSH & GD on \_\_\_\_\_ (date).

The SPARSH & GD Complaints Screening Committee has recommended the institution of a formal enquiry proceeding into your complaint. The SPARSH & GD has designated an Enquiry Committee of \_\_\_\_\_ persons, the contact details of whom are listed at the end of this communication.

Based on your testimony before the SPARSH & GD Complaints Screening Committee on \_\_\_\_\_, the SPARSH & GD has prepared a summons to the defendant.

A copy of this summons along with true a copy of your original complaint has been made available to the defendant, and I enclose a copy for your records.

This is to request you to meet with the SPARSH & GD Enquiry Committee on \_\_\_\_\_ at \_\_\_\_ a.m. / p.m., at \_\_\_\_\_.

Should you desire to be accompanied during your testimony by a person known to you, and/or to have any witnesses examined, please inform the Chief Enquiry Officer (in writing) the names, postal addresses and telephone numbers of such person(s).

We also request you to bring along any documents, or other evidence, that you may feel to be relevant to some aspect of the case. Requests for a change in time or date of your deposition must also be directed to the Chief Enquiry Officer.

Please find enclosed a copy of the Rules & Procedures of the SPARSH & GD for information.

Please affix your signature in the space provided below to confirm that you have received the above summons and are informed of its provisions.

Signature of Receiver: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Receiver: \_\_\_\_\_ Address: \_\_\_\_\_

Yours truly,

\_\_\_\_\_ Tel: (O) \_\_\_\_\_ (R) \_\_\_\_\_ Date:  
Complaints Enquiry Committee  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (O) \_\_\_\_\_ (R) \_\_\_\_\_  
\_\_\_\_\_ (O) \_\_\_\_\_ (R) \_\_\_\_\_  
\_\_\_\_\_ (O) \_\_\_\_\_ (R) \_\_\_\_\_  
\_\_\_\_\_ (O) \_\_\_\_\_ (R) \_\_\_\_\_

**SPARSH & GENDER DISCRIMINATION**

Complaints Screening Committee

**FORM VII**

**Enquiry Committee**

**Summons to the Defendant**

Name of Defendant: \_\_\_\_\_

Address: \_\_\_\_\_

Dear .....,

This is with reference to the complaint of **Sexual Harassment / Gender Discrimination** lodged against you by \_\_\_\_\_ [name(s) of Complainant(s)] with the SPARSH & GD on \_\_\_\_\_ (date). The SPARSH & GD Complaints Screening Committee has recommended the institution of a formal enquiry proceeding into the complaint.

The SPARSH & GD has designated an Enquiry Committee of \_\_\_\_\_ persons, the contact details of whom are listed at the reverse side of this communication.

Based on the Complainant’s testimony before the SPARSH & GD Complaints Screening Committee, on \_\_\_\_\_, the SPARSH & GD Enquiry Committee will look into

[formal charge(s)]

This is to request you to meet with the SPARSH & GD Enquiry Committee on \_\_\_\_\_ at \_\_\_\_ a.m. / p.m., at \_\_\_\_\_.

Should you desire to be accompanied during your testimony by a person known to you, and/or to have any witnesses examined, please inform the Chief Enquiry Officer (in writing) the names, postal addresses and telephone numbers of such person(s).

We also request you to bring along any documents, or other evidence, that you may feel to be relevant to some aspect of the case.

Requests for a change in time or date of your deposition must also be directed to the Chief Enquiry Officer.

For information, please find enclosed a copy of the Rules & Procedures of the SPARSH & GD.

Please note that failure to appear at the hearing without valid reason could go against you according to Section ..... of the Rules and Procedures (as given below):

The Enquiry Committee shall have the right to terminate the enquiry proceedings and to give an *ex parte* decision on the complaint, in accordance with the procedure laid down by the Central Vigilance Commission for domestic enquiries, should the defendant fail, without valid ground, to present herself /himself for three consecutive hearings convened by the Chief Enquiry Officer.





**SPARSH & GENDER DISCRIMINATION**  
Complaints Screening Committee

**FORM VIII**  
**ENQUIRY COMMITTEE**  
**Summons to Witnesses Named by the Complainant / Defendant**

Name of Witness : \_\_\_\_\_  
Address: \_\_\_\_\_

Dear .....

This is with reference to a complaint of **Sexual Harassment / Gender Discrimination** against ..... (*name of the Defendant*) lodged by ..... [*name of the Complainant(s)*] with the SPARSH & GD on \_\_\_\_\_ (*date*).

The complaint refers to an incident(s) that allegedly took place on / in \_\_\_\_\_ (*date / period in which the alleged incidents took place*) in \_\_\_\_\_ (*locations*), where the Defendant allegedly \_\_\_\_\_.

The SPARSH & GD has instituted a formal enquiry proceeding into the complaint. The SPARSH & GD Enquiry Committee solicits your co-operation to corroborate / clarify certain aspects of this complaint.

We would therefore like to meet with you on \_\_\_\_\_, at \_\_\_\_ a.m. / p.m. at \_\_\_\_\_

We also request you to bring along any documents, or other evidence, that you may feel to be relevant to some aspect of the incident.

Please find enclosed a copy of the Rules & Procedures of the SPARSH & GD for information.

The contact details of the members of the SPARSH & GD Enquiry Committee are listed at the end of this communication.

Yours truly,

_____ (O) _____ (R)	_____ (R)
Complaints Enquiry Committee	Date: _____
_____ <input type="checkbox"/> (O) _____ (R)	_____ (R)
_____ <input type="checkbox"/> (O) _____ (R)	_____ (R)
_____ (O) _____ (R)	_____ (R)
_____ <input type="checkbox"/> (O) _____ (R)	_____ (R)

**SPARSH & GENDER DISCRIMINATION**  
Complaints Screening Committee

**FORM IX**  
**ENQUIRY COMMITTEE**  
**Summons to Witnesses**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Dear .....,

This is with reference to a complaint of **Sexual Harassment / Gender Discrimination** against \_\_\_\_\_ (*name of Defendant*) lodged by \_\_\_\_\_ [*name of Complainant(s)*] with the SPARSH & GD on \_\_\_\_\_ (*date*).

The SPARSH & GD has instituted a formal enquiry proceeding against the defendant.

In the course of its proceedings, the SPARSH & GD Enquiry Committee has formed the impression that you may be in possession of information that may prove relevant to the Committee's deliberations on the complaint, and this is to solicit your co-operation in this regard.

In particular, the SPARSH & GD Enquiry Committee would like to ascertain your information of the following matter(s):

The SPARSH & GD Enquiry Committee would be appreciative if you could arrange to meet with the Committee on \_\_\_\_\_, at \_\_\_ a.m. / p.m. at \_\_\_\_\_.

We also request you to bring along any documents, or other evidence, that you may feel to be relevant to some aspect of the case.

Please find enclosed a copy of the Rules & Procedures of the SPARSH & GD for information.

Yours truly,

\_\_\_\_\_  
Complaints Enquiry Committee       (O) \_\_\_\_\_ (R) \_\_\_\_\_  
Date: \_\_\_\_\_

_____	(O)	_____	(R)	_____
_____	(O)	_____	(R)	_____
_____	(O)	_____	(R)	_____
_____	(O)	_____	(R)	_____

**SPARSH & GENDER DISCRIMINATION**

Complaints Screening Committee

**FORM X**

**Written Apology: Suggested Format**

*(To be Hand-Written by the Offender)*

(Name of the Complainant) \_\_\_\_\_

This is to place on record my understanding that my misbehaviour towards you on *(date)* \_\_\_\_\_ in *(place)* \_\_\_\_\_, constitutes an act of **Sexual Harassment / Gender Discrimination**, which is a conduct that violates your right to dignity, equality, and security in the campus. Although I am aware that an apology for my unwelcome and gender-insensitive misconduct, cannot redress the physical and emotional insecurity that my actions have visited upon you, I wish nevertheless to apologise for my actions.

I, \_\_\_\_\_, undertake that henceforth, I shall not commit any act (either directly or by implication) that invades your privacy, threatens your security, violates your human rights, the BU policy against **Sexual Harassment / Gender Discrimination**, or adversely affects your living, working, and/or educational environment.

I, \_\_\_\_\_, undertake that henceforth, I (or any person on my behalf) shall not make any attempt to contact you, or any person known to you, with the purpose of influencing, intimidating, or exerting pressure upon you on all matters, especially those which pertain to your complaint of **Sexual Harassment / Gender Discrimination** against me.

I, \_\_\_\_\_, undertake that henceforth, I, or any person acting on my behalf, shall respect your right to full confidentiality on all matters pertaining to your complaint of **Sexual Harassment / Gender Discrimination** against me.

I, or any person acting on my behalf, shall not publicise, or cause to become publicly known, any fact, conjecture, or speculation about your personality, character, or motivations in any of your actions, including your lodging a complaint of **Sexual Harassment / Gender Discrimination** against me.

I, \_\_\_\_\_, undertake that I shall attend the gender sensitisation programmes organised by SPARSH & GD.

I shall make every effort to ensure that I shall never again commit an act of Sexual Harassment / Gender Discrimination, and shall do everything in my powers to deter Sexual Harassment / Gender Discrimination by others.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_