



भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS
नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

File No. 22-38/42/2021-PER-DGS

Dated: 03.06.2026

OFFICE ORDER 80 of 2026

Subject: MANDATORY COMPLIANCE: Urgent General Warning on Strict Statutory Confidentiality under the POSH Act, 2013, and Workplace Decorum – reg.

Whereas, under Section 16 of the POSH Act, 2013, maintaining the absolute secrecy of interpersonal and ICC matters is a mandatory legal requirement for every individual in this office. It is a statutory offense to discuss, speculate, disclose identities, or spread rumors about any workplace misconduct matter, or to make such topics the "talk of the town."

2. Any employee—whether permanent, part-time, or contractual—found violating this seal, sharing an individual's personal details, or engaging in office gossip will face an immediate statutory fine under the POSH Act, 2013, alongside severe disciplinary prosecution (including suspension) under the CCS (Conduct) Rules, 1964.

3. The Directorate General of Shipping maintains an absolute **Zero-Tolerance Policy** toward any form of sexual harassment or gender-based misconduct at the workplace. The Directorate does not encourage, tolerate, or condone any behaviour that compromises the dignity, safety, and mental peace of women employees.

4. To ensure an uncompromised, secure working environment, the **Internal Complaints Committee (ICC)** operates actively, stringently, and with absolute independence within this Directorate to handle all complaints under a strict, legally binding seal of privacy.

5. All permanent, part-time, contractual, and all employees working across any tier of the Directorate General of Shipping are ordered to strictly note and comply with the following institutional directives:

I. Active Monitoring of Workplace Gossip & Breach of Secrecy

The ICC is actively monitoring the office environment. Corridors, common areas, and internal communication channels are subject to strict decorum rules. Spreading unauthorized information, leaking an employee's professional/personal details, or propagating office rumors does not just violate internal policy—it violates central statutory law. The penalties outlined in the warning box above will be strictly enforced against any individual found participating in such behavior.

9वीं मंजिल, बीटा बिल्डिंग, आई थिंक टेक्नो कैंपस, कांजुर गाँव रोड, कांजुरमार्ग (पूर्व) मुंबई- 400042

9th Floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg (E), Mumbai-400042

Tel No.: +91-22-2575 2040/1/2/3 फ़ैक्स/Fax.: +91-22-2575 2029/35 ई-मेल/Email: dgship-dgs@nic.in वेबसाइट/Website: www.dgshipping.gov.in

II. Strict Prohibition of Victim Harassment or Retaliation

An individual exercising their legal right to approach the ICC is fully protected by the state. Harassing an individual in any form, treating them with hostility, alienating them professionally, or engaging in any form of victimization is a severe breach of public service discipline.

III. The Penalty

Any form of retaliation or ill-treatment against an individual will be treated as independent, gross misconduct and will attract the **strictest penalties under the POSH Act, CCS Rules, contractual employment terms and other applicable laws**, up to and including immediate administrative suspension or termination from service.

6. The Directorate General of Shipping is unconditionally committed to upholding a safe, professional, and dignified space. The ICC works stringently towards maintaining the integrity of these matters, and no leniency will be shown to violators.



(PL. Muthu)

Asstt. Director General of Shipping (Pers.)
Directorate General of Shipping, Mumbai
ICC Member

To,
All officials including contractual employees