

ANNUAL REPORT



(ORGANISATION NAME)

Ref.: <DD/MM/YYYY>

From- <Name>

Presiding Officer

<Organisation Name>

<Organisation Address>

To,

District Officer

<Address>

Dear Sir/ Madam,

Sub: Submission of Annual Report for the Current year under the Sexual Harassment of

Women at

Workplace (Prevention, Prohibition, and Redressal) Act, 2013 – Reg.

Please find enclosed the Annual Report under Section 21 of the Sexual Harassment of

Women at

Workplace (Prevention, Prohibition, and Redressal) Act, 2013 pertaining to our Company

<Name of

the organisation>

Kindly acknowledge receipt.

Thanking you,

Yours truly,

<Name>

[Presiding Officer]

Internal Committee [IC]

Ref.:2019/001 <DD/MM/YYYY>

To,
District Officer
<Address>

CC: <Employer>

Subject: Submission of annual report as per the requirement of Section 21 (1) of

Sexual

Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013

Respected Sir / Madam,

We hereby submit the Annual Report of the Internal Committee on Prevention of Sexual

Harassment
for the calendar year 2024.

Number of complaints received in a year	
Number of complaints disposed of in a year	
Number of cases pending as on Current Date for more than 90 days	
Nature of action taken by the employer	
Number of awareness programme conducted to create awareness about sexual harassment at workplace from Current Date	
Number of employees attended such sessions conducted to create awareness about sexual harassment at workplace from Current Date	

Any specific initiative taken by the organisation / IC towards their role of Prevention,

Prohibition and

Redressal:

- a) IC was constituted on _____
- b) Change in IC members on _____ (details below in point h)
- c) Orientation Programme conducted to the members of the IC on _____.
- d) Update on Anti-Sexual Harassment Policy disseminated to all employees on _____.

- e) Notice of constitution of the IC displayed at conspicuous locations from _____
- f) Work from home awareness sessions conducted for employees
- g) New joiner orientation about the policy and law conducted on _____
- h) The Names and Contact details of the IC as on Current Date is as follows:

Sr No.	Name	Designation	Contact details
1		Presiding Officer	
2		Member	
3		Member	
4		External Member	

i) Summary of the action taken on Complaints of Sexual Harassment: **NIL**

Sr No.	Complaint No.	Complainant	Respondent	Disciplinary Action
1		Female employee	Male employee	

The report has been prepared in compliance of Section 21 (1) of Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Yours faithfully,

<Name>

*[Presiding Officer]
Internal Committee [IC]*

<date>

Why this Annual Report?

As per Prevention of Sexual Harassment Act, 2013, there are 2 reports to be submitted by the employer:

1. It is the duty of the ICC to submit an annual report, which includes the number of cases filed/disposed of every calendar year to the employer and district office.
2. The employer has a statutory obligation to ensure this report is included in the annual report of the organization filed to the Registrar of companies.

Extract of the act below

As per the Act - "(1) The Internal Committee or the Local Committee shall in I. each calendar year prepare, in such form and when may be prescribed, an annual report and submit the same to the employer and the District Officer.

(2) The District Officer shall forward a brief report on the annual reports

What do we need to submit in the Annual Report ?

The Act mandates submission of an Annual Report by the ICC/LCC to the employer/District Officer. The District Officer will forward a brief report on the annual reports to the appropriate State Government. Such reports must include the following information:

1. No. of complaints received;
2. No. of complaints disposed of;
3. No. of cases pending for more than 90 days;
4. No. of workshops/awareness programmes carried out;
5. Nature of action taken by the employer/DO;

How do we find District Officers in our area?

Send a copy of the Annual report via Registered post and save the acknowledgement. Most of the states in India have appointed different persons like Collectors, Deputy Collector, District Magistrates, and Additional District Magistrates as District Officers.

If my state does not have a District Officer?

It has been noticed that many states have not appointed the District Officer. In such cases one can submit the mandatory annual report to the Chief Minister's office and the Women and Child Development Department/Ministry as a safeguard.

If my organisation is based out of multiple locations then do I have to file multiple annual reports?

Yes, you will have fill annual reports in each and every location where you have more than 10 employees.

State Specific Mandate

In case you have your branches in any of the below locations, then please follow the online registration process along with the hardcopy of Annual report filing:

2. Noida - Gautam Buddh Nagar

Attention Firms with Noida location (Gautam Buddh Nagar administration), please instruct your HR or Internal Committee to register on SHOR app ASAP. For details, [Noida Posh Notification.pdf \(kelphr.com\)](#)

Addresses for Registered Post

Noida

District Collectrorate Office, Near LG Office, Surajpur, Greater Noida, Uttar Pradesh-201306.

Phone : 0120 256 0044.

District Magistrate, G 20, sector, Gautam Buddha nagar, Noida, Uttar Pradesh-201301.

CONTACT

Email:	YOUR MAIL ID FOR POSH
Website:	YOUR WEBSITE
Call:	YOUR CONTACT DETAILS
Locations:	Gautam Buddha Nagar district Noida Greater Noida Dadri Jewar

Mr. Manish Kumar Verma, DM
Gautam Buddha Nagar District.

D.O.No. : _____

Dated : _____

To _____

Subject: POSH ACT COMPLAINT CHECKLIST (COMPREHENSIVE)

This is to bring to your urgent attention about the formation of an Internal Complaints Committee as legally mandated by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. As per the Act, it is mandatory for the ICC of your organisation to provide an Annual Report in the prescribed format to the District Probation Officer. It has been observed from our records that your organisation has not filed the Annual Report pertaining to compliance of Sexual harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 for the year ended on Current Date.

1. Policies:

- i. Have you prepared and implemented an internal Sexual Harassment of Women at Workplace (Prevention, Prohibition and redressal) Act, 2013 Policy in your organization?

If yes, reference number of the policy: _____

- ii. Is sexual harassment specified as a form of misconduct under the employment contract or service rules, or the standing orders (if standing orders are applicable to your business)?

If yes, amendment reference number: _____

- iii. Have you created an Internal Complaints Committee (ICC) for each branch or office as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and redressal) Act, 2013? (* applies for each branch or office with 10 or more staff)

2. Notices:

- i. Have you displayed sufficient notices informing employees about your organization's stance on sexual harassment and the consequences of indulging in such acts?

If yes, please attach a sample of the notice.

- ii. Have you provided sufficient information about the members of the ICC and LCC in prominent places in Hindi as well as English and regional language

(applicable if you have more employees / vendors / subvendors / contract labours etc from a particular region who cannot read English and Hindi) the organization, so that employees and staff can reach them.

If yes, please attach a sample.

3. Employee Awareness and assistance:

- i. Do you conduct periodic workshops or seminars to sensitize employees about the stance of your organization on sexual harassment and about the consequences of engaging in any conduct that amounts to sexual harassment?

If yes, please provide the year- wise breakup of the number of workshop conducted in the Current Date year (year ending 31st December every year).

- ii. Have you made efforts to make employees aware about their rights under the act?

If yes, please mention briefly about such communicate _____

- iii. Is there any system or process to provide assistance to an employee who has been sexually harassed, in approaching the complaints committee and in dealing with psychological and other effects of sexual harassment?

If yes, please mention briefly about the system _____

- iv. Does the organization provide assistance to the harassed employee to make criminal complaint in the police station?

4. ICC:

Section 4 (i) of the act states that every employer of a workplace shall, by an order in writing, constitute a Committee to be known as " Internal Complaints Committee".

- i. Provided that where the offices or the administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Complaints Committee shall be constituted at all administrative units or offices.

- ii. Do you have required number of members in the ICC as per the conditions laid Down in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and redressal) Act, 2013

If yes, specify names and position of IC members:

S.No	Name of the members	Office Designation	Contact number	Email Id
1	Presiding Officer:			
2	External Member:			
3				
4				
5				

- iii. Have you conducted an orientation program for the ICC members?
If yes, please provide dates of such programme: _____
- iv. Do you conduct capacity and skill building workshops for the ICC members?
- v. If yes, please provide the year- wise breakup of the number of workshop conducted in Current Date year (year ending 31st December every year).
- vi. Do you provide necessary facilities to the ICC for dealing with sexual harassment proceedings?

5. Compliance with complaints committee recommendations:

- i. Have you followed the recommendations of the LCC /IC (as applicable) regarding the interim measures?
- ii. Have you implemented the LCC /IC's (as applicable) recommendations as per the final award?
- iii. Do you monitor functioning and performance of the IC at a broad level?

For example: whether the complaints follow the prescribed time limits and procedures? Whether conciliation and the interim measures were considered?

6. Reports:

- i. Does the ICC forward an annual report containing necessary details of sexual harassment case proceedings to the prescribed authorities?
- ii. Do you include information about pending and resolved sexual harassment cases in the annual report of your company?

7. Annual Report:

The attached your annual report which the Complaints Committee shall prepare u/s 21, shall have the following details:-

No. of complaints of sexual harassment received in the year	
No. of complaints disposed off during the year	
No. of complaints pending for more than ninety days	
No. of workshop or awareness programme against sexual harassment carried out	
No. of action taken by employer of District Officer	

Please note that formation of an Internal Complaints Committee and submission of required details and annual report as specified in Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, is legally mandatory; failure to comply with provisions of the Act will be subject to penalty as prescribed in the said Act.

Mr. Manish Kumar Verma, DM
Gautam Buddha Nagar District.

POSH Act, 2013.