

Based on the legal requirements under the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, every organization with 10 or more employees must file a POSH Annual Report.

Even if you had **zero complaints** in a year, you must still file a "Nil" report. Below is the standard format and details required for your report and filing.

POSH Annual Report: Standard Format

The report is typically submitted on the **Company Letterhead** and signed by the **Presiding Officer** of the Internal Committee (IC).

To,

The District Officer,

[Insert Name of District, e.g., District Magistrate, Mumbai]

[Insert Full Address of the District Office]

Subject: Submission of Annual Report for the Calendar Year [Year] under the POSH Act, 2013.

Respected Sir/Madam,

In compliance with Section 21(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, read with Rule 14 of the POSH Rules, we hereby submit the Annual Report of the Internal Committee (IC) for the period from **1st January [Year] to 31st December [Year]**.

Part A: Complaint Statistics

| S.No | Description | Details |
|-------------|---|----------------|
| 1 | Number of sexual harassment complaints received during the year | [Number] |
| 2 | Number of complaints disposed of during the year | [Number] |
| 3 | Number of cases pending for more than 90 days | [Number] |

| | | |
|---|---|--|
| 4 | Number of workshops or awareness programs against sexual harassment carried out | [Number] |
| 5 | Nature of action taken by the employer | [e.g., Warning, Transfer, etc. or N/A] |

Part B: Awareness & Training Programs

List of sessions conducted for employees and IC members during the year:

- **Program 1:** [Date] | [Topic] | [Number of Employees Covered]
- **Program 2:** [Date] | [Topic] | [Number of Employees Covered]

Part C: Details of Internal Committee (IC)

| Name | Designation | Role in IC | Contact Details |
|--------|-------------------|-------------------|-----------------|
| [Name] | [Company Title] | Presiding Officer | [Email/Phone] |
| [Name] | [External Expert] | External Member | [Email/Phone] |
| [Name] | [Company Title] | Member (Internal) | [Email/Phone] |

Conclusion:

The company has complied with the provisions relating to the constitution of the Internal Committee under the Act.

Yours faithfully,

For [Name of your Company]

(Signature)

[Name of Presiding Officer]

Presiding Officer, Internal Committee

Key Filing Information for your Blog

1. **Deadline:** Usually **January 31st** of every year for the previous calendar year.
2. **Where to File:** You must file this with the **District Officer (DO)**. The DO is usually the District Magistrate (DM) or Additional District Magistrate (ADM) of your district.
3. **Submission Mode:** Most districts accept physical copies via **Registered Post (AD)** or hand delivery (ensure you get a "Received" stamp on a photocopy). Some districts like Mumbai or Gurugram may have online links or specific email IDs.
4. **Board Report Disclosure:** Under the Companies Act, 2013 (Section 134), the Board of Directors must also disclose in their **Board Report** that they have complied with the POSH Act.
5. **Penalty:** Failure to file the annual report or constitute an IC can attract a fine of up to **₹50,000**. Repeated offenses can lead to double penalties or even cancellation of the business license.

Pro-Tip: If you have multiple branches in different districts, you must generally file separate reports for each district where an IC is constituted.

For More Information & Assistance

If you need help setting up your Internal Committee (IC) or filing your POSH Annual Return, feel free to reach out to our experts.

- **Website:** www.startupportal.in
- **Contact Number:** +918975400253 / +917249645760
- **Office Address:** Office No 503, Malkauns, CTS NO 62, Part and 90, Khilare Patil Rd, near Mhatre Bridge, opposite Reliance Mall, Erandwana Gaothan, Erandwane, Pune, Maharashtra 411004