



**Office of Additional Deputy Commissioner-cum-District Officer  
under POSH Act, 2013, District-Gurugram**

Vikas Sadan, Opposite Mini Secretariat, Gurugram Phone: 0124-2322211, 2332363  
email - [posh-grg.rev@hry.gov.in](mailto:posh-grg.rev@hry.gov.in)

Most urgent

To

All Non-Govt. Organisation,  
Gurugram.

Dated 03/09/24

Memo No. 42

Subject:

Implementation of Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013.

This is to bring to your notice that the formation of an Internal Committee as legally mandatory as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. It is intimated that the compliance should be achieved for the same.

You are hereby directed to furnish details of your office under PoSH Act, 2013 in the format provided in below:-

Performa -1

| Sr no. | Name of the Department/ Organisation | Number of employer/Owner/ HoD | Numbers of employees | Add Number of Units or single entity | Address | Written order copy of constitution of Internal Committee as per Section 4 of PoSH Act, 2013 |
|--------|--------------------------------------|-------------------------------|----------------------|--------------------------------------|---------|---------------------------------------------------------------------------------------------|
|        |                                      |                               |                      |                                      |         |                                                                                             |

Performa-2

| Sr. No. | Name of the members | Qualification of IC members | Contact number | Email Id |
|---------|---------------------|-----------------------------|----------------|----------|
| 1       | Presiding officer   |                             |                |          |
| 2       | External Member :   |                             |                |          |
| 3       |                     |                             |                |          |
| 4       |                     |                             |                |          |
| 5       |                     |                             |                |          |

Performa-3

|                                                                                                                                                                      |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| No. of Complaints of sexual harassment received in the year 2022 & 2023                                                                                              |  |
| No. of complaints disposed off during the year 2022 & 2023                                                                                                           |  |
| No. of complaints pending for more than ninety days year 2022 & 2023                                                                                                 |  |
| No. of workshop or awareness programme against sexual harassment carried out (Under section 19 {C}& Rule 13{C}) year 2022 & 2023                                     |  |
| Nature of action taken in resolved cases by employer year 2022 & 2023                                                                                                |  |
| Written policy/declaration/resolution of the concerned organization which must contain that states the procedures and systems laid out for redressal and prevention. |  |
| Annual Report every calendar year ( January to December)                                                                                                             |  |
| Any other activities related to safety in the workplace                                                                                                              |  |

Therefore, you are directed to submit details by latest 05.09.2024 positively to the undersigned through their official email & with address at [posh-grg.rev@hry.gov.in](mailto:posh-grg.rev@hry.gov.in) strict action initiate for delay.

  
Addl. Deputy Commissioner-cum-  
District Officer, Under POSH Act,  
2013, Gurugram