



POSH ANNUAL RETURN – 2025

Take a Pledge Employers....

1. We are determined to ensure Safe & Respectful Workplace
2. We have 10 or more persons in our Organization
3. We have Senior Woman Employee in our Organization
4. We have nominated - PO and other Internal Committee Members
5. We have appointed External Member - as per the Provisions of Act
6. We have Formulated Anti-Sexual Harassment Policy
7. We have displayed - Deterrent Posters, IC member details, Penal Provisions for proven Sexual Harassment (as a Misconduct)
8. We are determined to comply with the Provisions of Act to file Annual Returns with - District Officer / MCA / SEBI



- ☒ We have a "Rightly Constituted an Internal Committee"
- ☒ We have a "Legally Valid - External Member"
- ☒ We have conducted Awareness Program for all New Joinees
- ☒ We have conducted Refresher Awareness Program for all Employees
- ☒ We have conducted Competency Development Program for IC members
- ☒ We have conducted Inquiry within the stipulated time and reported



Sexually Harassed
Aggrieved Woman's
Redressal
Outlet

POSH - A Confidential &
Digitized Complaint Tool

HR Vidyalaya Corporate Services LLP

63833-80112

saro@hrvidyalaya.in



**Redefining Workplace
A Respectful and Safe Workplace**



POSH ANNUAL RETURN – 2025



Actually, there is **no mention of any Due date to file ANNUAL RETURN** in the Act / Rules

Respective Government or District Officer only decides, in the absence of State specific Rules



	CHAPTER VIII
	MISCELLANEOUS
Committee to submit annual report	21. (1) The Internal Committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as 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 received under sub-section (1) to the State Government.
Employer to include information in annual report	22. The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organisation or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.

Section 21 (1) and
Section 22
of the Act, 2013

14. Preparation of annual report.- The annual report which the Complaints Committee shall prepare under Section 21, shall have the following details:-
- (a) number of complaints of sexual harassment received in the year;
 - (b) number of complaints disposed off during the year;
 - (c) number of cases pending for more than ninety days;
 - (d) number of workshops or awareness programme against sexual harassment carried out;
 - (e) nature of action taken by the employer or District Officer.

Rule 14
of the Rules, 2013

[F. No. 19-5/2013-WW]
Dr. SHREERANJAN, Jt. Secy.



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Delhi



Last year there was a notification to file it online in Google forms.... For this year it is yet to be notified...Wait for some more days.... The URL published last years is for your reference

<https://dmnewdelhi.delhi.gov.in/submission-of-annual-report-under-sexual-harassment-of-women-at-workplace-prevention-prohibition-and-redressal-act-2013-for-the-year-2022/>

SUBMISSION OF ANNUAL REPORT UNDER SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT. 2013 FOR THE YEAR 2023.

Publish Date : 13/01/2023

This is to bring urgent attention that the formation of an Internal Committee is 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 Internal Committee of your organization to provide an Annual Report in the prescribed format to the District Magistrate Officer. It has been observed from our records that your organization 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 1st January 2023 to 31st December, 2023.

You are directed to file the said Annual report in the link provided here under and also upload the signed copy of the same in the said link latest by 31st January, 2024.

Please note that formation of an Internal 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 of Rs.50,000/- as prescribed in the said Act.

link of the annual report is mentioned below:-
(https://docs.google.com/forms/d/e/1FAIpQLSdd70CTHiNY7asg-TRd-6VzZ335SPOWAAIGcQ5nnzAUut_K5Q/viewform?usp=sf_link)



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DISTRICT - GURUGRAM



All Govt. & Non-Govt. organizations are required to submit the annual reports for this calendar year 2024 as per attached checklist below, **latest by February 28th, 2025.**

NOTE : The District Office will only accept email submissions:-
[posh-grg\[dot\]rev\[at\]hry\[dot\]gov\[dot\]in](mailto:posh-grg[dot]rev[at]hry[dot]gov[dot]in)

For more details.... visit the following URL
<https://gurugram.gov.in/shww/>



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POSH ANNUAL RETURN – 2025

Other important Cities



The District Officer and Deputy Collector
Office of the District Collector,
Old Custom House, Fort, Mumbai
Pune, Maharashtra - 400001
Email: dwcdmumbai@gmail.com

MumbaiCopy to:

District Women & Child Development Officer, Mumbai District.
Bldg. 117, Opp BDD Chawl, 1st Floor,
Dr. Ambedkar Hostel Compound,
Dr. G. M. Bhosale Marg, Worli, Mumbai - 400018

The District Officer
Office of District Women and Child Development Officer,
Gulmarg Park Housing Society,
3rd Floor, Near Vijay Bakery,
Somwar Peth, Pune – 411011

The District Officer
Karnataka State Commission for Women
No.107, 1st Floor, Karnataka Housing Board Building,
Cauvery Bhavan, K.G Road, Bangalore-560009
E-mail ID: kscw@karnataka.gov.in



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Draft Template for Annual Return (For Chennai - page 1)

On Letter Head of the Company (with office address)

.....2025

To

The District Officer
O/o The District Social Welfare Office
8th Floor, Collectorate of Chennai
62, Rajaji Salai, Chennai – 600001

Dear Madam,

This Draft covering letter is only for Establishments in Tamil Nadu.

We have given a sample for Chennai. Change the District Office Address in respect to your establishment. Last 3 pages have addresses of other District Office in Tamil Nadu Districts.

Subject: Annual Report (1st January 2024 – 31st December 2024) – u/s. 21 (1) and 22 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 & Section 14 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal), Rules, 2013 – submission – regarding

With reference to the above, we hereby submit the annual return for the year 2024 under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules, 2013.

We hereby state that we have registered the details of INTERNAL COMMITTEE at - <https://tnswd-poshicc.tn.gov.in/ords/r/wsswdicc/swicc/login>

Kindly acknowledge the receipt and oblige.

Thanking you,

Yours faithfully

Use this covering letter for Chennai & other Districts in Tamilnadu

(Name of the Presiding Officer)

Presiding Officer

Internal Committee constituted under

The Sexual Harassment of Women at Workplace (PPR) Act, 2013

- Encl: 1. Details of Internal Committee Member
2. Annual Returns with details for the year 2024
3. Evidences for Awareness programs and Competency development program

Copy to: Employer of M/s.....



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Draft Template for Annual Return (Page 1 - other than Tamil Nadu)

On Letter Head of the Company (with office address)

.....2025

To

The District Officer

**DRAFT TEMPLATE
POSH Return - Page 1
(Page 2 is common for all)**

←
**(check and then) Use the
Address for respective District
Office in respective District of
each States....attaching the
address, below**

Dear Madam

Subject: Annual Report (1st January 2024 – 31st December 2024) – u/s. 21 (1) and 22 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 & Section 14 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal), Rules, 2013 – submission – regarding

With reference to the above, we hereby submit the annual return for the year 2024 under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules, 2013.

Kindly acknowledge the receipt and oblige.

Thanking you,

Yours faithfully

(Name of the Presiding Officer)

Presiding Officer

Internal Committee constituted under

The Sexual Harassment of Women at Workplace (PPR) Act, 2013

- Encl: 1. Details of Internal Committee Member
2. Annual Returns with details for the year 2024
3. Evidences for Awareness programs and Competency development program

Copy to: Employer of M/s.....



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Draft Template for Annual Return (Page 2 - For Entire India)

Date: []

Sub: Annual Report of the Internal Committee of [organization name] for the calendar year '2024', the registered office of which is at [address details] as per Section 21 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rule 14 of the Rules, 2013

Dear [Madam],

Please find below Annual Report of the Internal Committee ("IC") of [organization name] for the calendar year '2024', the registered office of which is at [address details] as required to be prepared and submitted under Section 21 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rule 14 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013:

1.	Number of complaints of sexual harassment received by the Internal Committee in the year 2024	[]
2.	Number of complaints disposed off during the year 2024. This includes complaints pending in the year 2023.	[]
3.	Among the complaints received in 2024, number of cases pending for more than ninety days	[]
4.	Number of complaints pending, which is within 90 days (u/s 11(4) of the Act)	
5.	Number of workshops or awareness programs against sexual harassment carried out	[]
	a) Number of IC Training/ Workshops/ Other Skill Building Programmes done (In Person/ Webinar/ E-Learning Modules etc)	[]
	b) Number of Employee (Including Managers) Awareness Programmes done (In Person/ Webinar/ E-Learning Modules etc)	[]
	c) No. and details of any other activity done (If any): [Brief details]	[]
6.	Nature of action taken by the Employer on the cases, on recommendation from the IC	
	a) Conciliation arrived	[]
	b) Written apology received	[]
	c) Warning letter issued	[]
	d) Reprimanded or Censured	[]
	e) Underwent Counselling	[]
	f) Carried out Community Service	[]
	g) Withheld of Pay rise/Increment	[]
	h) Transfer	[]
	i) Withheld Promotion	[]
	j) Termination of Contract (Removal from Muster Rolls)	[]
	k) Withdrawal of Complaint by Complainant, without coercion	[]

Yours faithfully,

(Presiding Officer)
Internal Committee constituted under
The Sexual Harassment of Women at Workplace (PPR) Act, 2013



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As per section 26 of the Act, An employer Who had not

1. "IN WRITING, constituted Internal Committee" (section 4(1))
2. Conducted Inquiry, submitted report and taken action (section 13)
3. Taken action against Malicious Complaints (section 14)
4. Who not filed a complete annual report (section 22)

May be punished with fine upto Rs.50,000 (for first offence)



26. (1) Where the employer fails to ---

- (a) constitute an Internal Committee under sub-section (1) of section 4;
- (b) take action under sections 13, 14 and 22; and
- (c) contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder,

Penalty for non-compliance with provisions of Act.

he shall be punishable with fine which may extend to fifty thousand rupees.

(2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to ---

(i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence:

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

(ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.



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**For all those EMPLOYERS
in Tamil Nadu**

**You have to Register your
Internal Committee Member Details**

ONLINE

<https://tnswd-poshicc.tn.gov.in/ords/r/wsswdicc/swicc/login>



**Tamil NADU - POSH - IC registration & Uploaiding Visit our You Tube to know how to register
and upload the details...**

<https://youtu.be/HRftJ8PcnUI?si=cNp5craoTcOY612V>



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This Return Filing is Applicable for

- 1.Shops**
- 2.Commercial Establishments**
- 3.IT / ITES Companies**
- 4.Factories**
- 5.Catering Establishments / Hotels**
- 6.Hospitals / Nursing Homes, and**
- 7.Any other ESTABLISHMENTS (having 10 or more persons engaged - on roll)**

Except UGC approved Universities and AICTE approved Engineering/Management Institutions

For such Academic Institutions - the Regulations are different (though Act is same) and they have to file Periodical Returns in Exclusive Portals

Find below the List of District Office Address in Tamilnadu



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1	Ariyalur	District Social welfare Office, Collectorate Campus, Ground Floor, Room No 20, ariyalur 621 704	dswoaroyalur@gmail.com
2	Chengalpet	District Social welfare office, Chengalpet collectorate, 4 th floor B block Chengalpet, 603111	dswochengalpet@gmail.com
3	Chennai A	DSWO, Eight Floor, M. Singaravelar Maaligai, 62, Rajaji Salai, Chennai Collectorate, Chennai – 600 001	chndsw.4568@gmail.com
4	Chennai B	DSWO, Eight Floor, M. Singaravelar Maaligai, 62, Rajaji Salai, Chennai Collectorate, Chennai – 600 001	chndswosouth@gmail.com
5	Coimbatore	District Social Welfare Office, Room no 5, Old building, Ground floor Collectrate Coimbatore-641018	dswocbe2023@gmail.com
6	Cuddalore	District Social Welfare office , Service Home Campus, Nellikuppam Mani Road, Semmandalam, Cuddalore	dswocud1@gmail.com
7	Dharmapuri	District Social welfare office Collectorate Additional Building back side, Collectorate campus, Dharmapuri -636705	dswodpi@gmail.com
8	Dindigul	District Social welfare, Room No:88, Collectorate campus, Dindigul - 624004	dglsw@gmail.com
9	Erode	District Social Welfare Office, Collectorate old building 6 th floor, Erode - 638011	dswrode2020@gmail.com
10	Kallakurichi	District social welfare office collector office building, Kallakurichi District	dswokallakurichi@gmail.com

11	Kanchipuram	District social welfare office, Kavalan gate, Old DRDA Building Collectorate campus, Kanchipuram 631501	kanchidswokpm2023@gmail.com
12	Kanyakumari		dswnagarcoil123@gmail.com
13	Karur	District Social welfare office, Collectorate Campus - 639007	dswonagai2021@ gmail.com
14	Krishnagiri	District Social Welfare Office, Room No. 20 & 21, Ground floor, Collectorate Building, Krishnagiri - 635115	dswokrishnagiri2@gmail.com
15	Madurai	District Social Welfare Office, 3rd floor, New building, District Collectorate Campus, Alwarpuram, Madurai- 625020	dswomadurai@gmail.com
16	Mayiladuthurai	District Social Welfare Office, District Collectorate Campus, 5 th Floor, Mayiladuthurai-609305	dswomyd608@gmail.com
17	Nagapattinam	District Social Welfare Office, Project Implementation Unit 2, New Beach Road, Kadambadi, Nagapattinam, 611001	dswonagai2021@gmail.com
18	Namakkal	District Social Welfare Office, Room no: 234, Additional Building, Collectorate Campus, Namakkal-637003	dswonamakkal2012@gmail.com
19	The Nilgiris	District Social Welfare Office, Block No. 2, Additional Collectorate Building, Udhagamandalam, 643006	dswoooty@gmail.com
20	Perambalur	District Social Welfare Office, Collectorate Campus, Perambalur 621212	dswoprmbblr2022@gmail.com
21	Pudukottai	District Social Welfare Office, Collectorate Campus, Pudukottai - 622005	
22	Ramanathapuram	District Social Welfare Office, Collectorate Campus, Ramanathapuram - 623504	dsworamnad1@gmail.com

23	Ranipet	4th Floor, C Block, Bharathi Nagar, Collectorate Campus, Ranipet District	tnrptdsw@gmail.com
24	Salem	Room No: 126, First Floor, Collector Office, Salem	dsw.slm126@gmail.com
25	Sivagangai	District Social Welfare Office, Collectorate Campus, Sivagangai - 630561	dswosvg@gmail.com
26	Tenkasi	District Social Welfare Office, 140/5B, Sri Sakthi Nagar, Tenkasi - 627811	dswtenkasi@gmail.com
27	Thanjavur	District Social Welfare Office, Collectorate Campus, Room No 216, Thanjavur- 613010	dswotnj2021@gmail.com
28	Theni	District Social Welfare Office, Ground Floor, Collectorate Building, Periyakulam Road, Theni - 625531	thn.dsw2021@gmail.com
29	Thoothukudi	District Social Welfare Office, Room No. 88, First Floor, Collectorate Campus, Thoothukudi - 628101	dswotuticorin@gmail.com
30	Tirunelveli	District Social Welfare Office, District Collectorate Building, 5th Floor, Tirunelveli - 627001	dswonellai@gmail.com
31	Tirupathur	District Social Welfare Office, District Collectorate Campus, 1st Floor, M.B.C Building, Vellore - 635601	tptdsw01@gmail.com
32	Tiruppur	District Social Welfare Office, 5th Floor, Tiruppur Collectorate Building, Tiruppur - 641604	dsw.tp2@gmail.com
33	Tiruvallur	District Social Welfare Office, Ground Floor, Collectorate Campus, Tiruvallur - 602001	dswothiruvallur01@gmail.com
34	Tiruvannamalai	District Social Welfare Office, New Collectorate Building, Tiruvannamalai - 606604	dsw.tnm@gmail.com
35	Tiruvarur	District Social Welfare Office, New Collectorate Building, Tiruvarur - 610004	dsw.tiruvarur@gmail.com
36	Vellore	District Social Welfare Office, Vellore Collectorate Campus, Vellore - 632009	vellore.dsw2021@gmail.com

37	Villupuram	District Social Welfare Office, Ground Floor, Old Building, Collectorate Campus, Villupuram - 605602	dswovpm2019@gmail.com
38	Virudhunagar	District Social Welfare Office, Collectorate Campus, Virudhunagar - 626002	dswovirdhunagar@gmail.com
39	Kallakurichi	District Social Welfare Office, 4th Floor, New building, Kallakurichi Collectorate, Kallakurichi - 606213	dswokklc1234@gmail.com



Let us Undertake New Year Resolution
That we will ensure
A Smooth Workplace for ALL
To Perform