Annual Report Format

To, **Date:**

The Collector,

District:_____

Telangana.

Dear Sir/Madam,

Subject: Submission of Annual Report under Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013

Name of the Company:

Reporting Financial Year:

Details of the Complaints:

1	No. of Complaints received	
2	No. of Complaints disposed	
3	No. of Complaints pending from more than 90days	
4	Nature of action taken by the employer/District Officer	
5	How many times did the IC members meet (have their meetings) during the financial year?	
6	Number of Trainings/ Awareness programs organized/conducted for the staff in a financial year - Mailers/ Newsletters - Sessions by IC members - Talks by Experts - Awareness through workshops and Role-plays - Others (Give Text Box)	For each of them give following Options: Fortnightly Monthly Once in Two Months/ Bimonthly Half Yearly Yearly & Text Box

According to sub section (I) of Section (21) of the Act, the annual report has to be submitted to their respective District officer.

Authorised Signatory

Name:

Designation:

Date:

ANNUAL REPORT

under Section 21(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 read with Rule 14

To,
The District Officer & Collector,
District: _____,
Telangana.

Date: ___/___/_____

Subject: Submission of Annual Report of the Internal Committee for the Financial Year _____ under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Respected Sir / Madam,

In compliance with Section 21(1) of the Act read with Rule 14 of the Rules, 2013, we submit the annual report of the Internal Committee of our organisation for the above financial year, as follows:

PART A — ORGANISATION DETAILS

Name of the Company / Establishment	
Registered / Office Address	
District (Telangana)	
Total number of employees (Women / Men)	Women: _____ Men: _____ Total: _____
Reporting Financial Year	From ___/___/_____ To ___/___/_____
Name of Presiding Officer, Internal Committee	
IC constituted on (date of order)	

PART B — DETAILS OF COMPLAINTS AND IC MEETINGS

Sl.	Particulars	Details / Number
1	Number of complaints received during the year	
2	Number of complaints disposed of during the year	
3	Number of cases pending for more than 90 days	
4	Nature of action taken by the employer / District Officer *(e.g. warning, written apology, withholding of increment, termination, counselling, no action – complaint not proved)*	
5	Number of times the Internal Committee (IC) met during the year	

If there were no complaints during the year, write "NIL" against items 1 to 4.

PART C — 6. TRAININGS / AWARENESS PROGRAMMES CONDUCTED FOR STAFF

Sl.	Type of programme	No. held	Frequency (tick one)
a)	Mailers / Newsletters		☐ Fortnightly ☐ Monthly ☐ Bi-monthly ☐ Half-yearly ☐ Yearly ☐ Other: _____
b)	Sessions by IC members		☐ Fortnightly ☐ Monthly ☐ Bi-monthly ☐ Half-yearly ☐ Yearly ☐ Other: _____
c)	Talks by experts		☐ Fortnightly ☐ Monthly ☐ Bi-monthly ☐ Half-yearly ☐ Yearly ☐ Other: _____
d)	Workshops and role-plays		☐ Fortnightly ☐ Monthly ☐ Bi-monthly ☐ Half-yearly ☐ Yearly ☐ Other: _____
e)	Others (please specify): _____		☐ Fortnightly ☐ Monthly ☐ Bi-monthly ☐ Half-yearly ☐ Yearly ☐ Other: _____

Sl.	Type of programme	No. held	Frequency (tick one)
	Total programmes conducted		

DECLARATION

We declare that the information given above is true and correct to the best of our knowledge and is based on the records of the Internal Committee. Confidentiality of the complainant, respondent and witnesses has been maintained as required under Section 16 of the Act.

_____

Presiding Officer, Internal Committee
Name: _____
Designation: _____
Date: ___/___/_____

_____

Authorised Signatory (Employer)
Name: _____
Designation: _____
Date: ___/___/_____

Enclosures (if any): Copy of IC constitution order / Training records / Others: _____

Note: *According to Section 21(1) of the Act, the Internal Committee shall prepare an annual report and submit it to the employer and the District Officer of the respective district. The employer shall also include the number of cases filed and their disposal in its annual report (Section 22).*