



Maharashtra Government

Joint Director Industrial Safety and Health, Pune Division, Pune Area-2

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Ja.kr sansaausuvaa/ 35

Date - 23/04/2028 20.

To,
Occupier/Manager

Subject - Regarding the effective implementation of the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013"

Reference - 1. Letter No. MMA/April-26/Sumoto Ga/Ka-05/1576, dated 16/04/2026, from Hon. Legal Expert, Maharashtra State Women's Commission, Mumbai.

2. Hon. Collector, Pune's letter No. J.No. Jimbaviapune/M.V./2027-27/1871 dated 20/04/2026.

Sir, in

accordance with the above reference matter, it is hereby informed that although the instructions of the Hon'ble District Collector regarding the effective implementation of the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" have been received, action should be taken as per the attached letter and the information in the attached form should be mailed to lpune2021@gmail.com and a copy should be mailed to this office.

Your faithful,

(Ed. J. Giri)

Co-Director

Industrial Safety and

Health, Pune



District Women and Child Development Officer, Pune Office

Pandit Jawaharlal Nehru Industrial Complex Complex, Bidi Workers Colony,

Golf Club Road, Ambedkar Chowk, Yerwada, Pune 411006.

Phone No. 020-29911568

Email ID : jimhapune@gmail.com

J.No.Jimbaaviapune/MV/2026-27/1871

Date 20/4/2026

To,

Head of Office,

----- (All Government, Semi-Government and Local Authority Offices), Dist. Pune.

Subject- In the wake of the sexual harassment case in an IT company in Nashik that was made public in the media, regarding ensuring effective implementation of the law in all companies in Pune district.

Reference- Hon. Legal Expert, Maharashtra State Women's Commission, Mumbai's letter No. MMA / April-26/ Sumoto-Ga/Ka-05/1576, dated 16/04/2026.

In accordance with the above reference matter, it is informed that the incident of sexual harassment in an IT company in Nashik is a serious concern regarding the safety of women at work. Pune is a major IT hub in Maharashtra, where a large number of women employees are employed. Therefore, special vigilance is required to prevent recurrence of such incidents. Therefore, Hon'ble Maharashtra State Women's Commission, Mumbai has issued instructions through a reference letter to conduct a special inspection campaign to check the implementation of POSH Act in all government, semi-government and private establishments in the entire Pune district.

As per the provisions of Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 or as per the provisions of the Department of Women and Child Development, Government Decision No. Makchau-2013/Pro.No. 63/Makka, dated 19/06/2014, it is mandatory to constitute an internal committee (Visakha Committee) in the concerned offices to investigate complaints of sexual harassment in the government or private offices where 10 or more employees are working.

As per Section 6(2) of the above Act of 2013, in offices where an internal committee has not been constituted due to less than 10 employees or where the complaint of sexual harassment is against the head of the office or the owner, the local committee constituted under the above Act has the power to investigate such complaints.

To enable women victims of sexual harassment to report online incidents of sexual harassment confidentially and confidently, the Government of India has launched the SHE-Box Portal (<https://shebox.wcd.gov.in>) for women victims. In order to take action on the complaints received on the Portal, all government and private offices in Pune district are required to register their internal committees on the SHE-Box Portal.

Private offices can register themselves by clicking on Private Head Office Registration on the said portal, while the work of registering all government, semi-government and local authority offices on the SHe-Box Portal is being done through the office of the District Women and Child Development Officer, Pune. To register on the portal, government, semi-government and local authority offices are required to send information on the following points to the email address of the District Women and Child Development Officer, Pune at lc pune 2021@gmail.com (LC Pune 2021).

- 1) Name of the Department of Government -
- 2) Office Name -
- 3) Name of Head of Office -
- 4) Official Email ID -
- 5) Official Contact no. -
- 6) Pincode -
- 7) Office Address -

However, as per the directions of Hon'ble Maharashtra State Women's Commission, Mumbai, the report regarding the implementation of POSH Act in your office should be sent to the office of District Women and Child Development Officer, Pune on the following email address: lc pune 2021@gmail.com (LC Pune 2021) by 04/05/2026.

Similarly, a special inspection campaign should be conducted to check the implementation of POSH Act in all the offices under your office and in all the private offices for which your office has granted registration certificate / license / approval, and the inspection reports of all the subordinate and private offices should be sent to the office of the District Women and Child Development Officer, Pune at lc pune 2021@gmail.com (LC Pune 2021) by 04/05/2026. A sample of the implementation or inspection report is attached herewith.

Women and Child Development Department, Government Decision No. Makchau-2025/Pr.No.25/Ka-15, dated 22/08/2025, since the District Officer has the authority to implement the above Act of 2013, if an internal committee has not been formed, then as per Section 26, penal action up to Rs. 50,000 is taken at the level of District Officer and Deputy District Collector, Land Acquisition No. 17, Pune. Therefore, in order to take strict penal action against the office head or owner of the establishment in which the provisions of the Sexual Harassment of Women at Work Place (Prohibition, Prohibition and Redressal) Act, 2013 are not followed, the case of the concerned establishment should be sent to the office of District Officer and Deputy District Collector, Land Acquisition No. 17, Pune.

Attached - a sample of the implementation or inspection report.



Collector, Pune.

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

internal

Inspection or enforcement report

1) Type of establishment (Government / Semi-Government / Local Authority / Private) -

2) Establishment information

2.1) Name of the establishment -

2.2) Detailed address of the establishment (including pin code) -

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2.3) Establishment Email ID -

2.4) Contact number of the establishment -

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3) If a government registration certificate / license / approval is required to

start or establish an establishment, information regarding the said registration certificate / license / approval

(a copy of the registration certificate, license / approval should be submitted) -

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4) Are there 10 or more employees working in the establishment? (If there are not 10

or more employees working, a copy of the attendance register for the current month should be submitted)

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5) If there are 10 or more employees, has an internal committee been established in the establishment?

(A copy of the order regarding the establishment of the committee as well as a list of the names,

gender, position, address and contact number of the chairman and members of the committee should

be submitted) -

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5.1) Is a notice board regarding the establishment of an internal committee and the penal consequences of sexual harassment displayed in the front of the establishment? (Photo of the notice board should be submitted) -

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5.2) Are the contact numbers of the women's helpline toll free number 181, - emergency helpline number 112 and the nodal officers appointed under the above Act of 2013 mentioned on the said board?
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6) Is the Internal Grievance Redressal Committee (IG) duly constituted and have the necessary external members been appointed in the internal committee as per the law? (Supporting documents should be submitted.)

6.1) Is the chairperson of the internal committee a senior-level female officer/employee in this office? -

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6.2) Are at least 2 members of the internal committee employees who pay special attention to the rights and welfare of women or employees who are committed/committed to pay attention or employees with experience in social work or employees with knowledge of law? -

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6.3) 1 member of the internal committee shall be an official of a non-governmental organization or gender-based organization that pays special attention to or is committed/committed to paying special attention to the rights and welfare of women.

A person familiar with the subject of harassment is -

Are there any persons with special knowledge/skills in this subject and social workers with at least 5 years of experience in social work related to women empowerment and addressing the issue of sexual harassment at the workplace or persons familiar with labor, service, civil and criminal laws? -

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6.4) Are at least 50% of the members of the internal committee women? -

7) Have all employees been provided awareness and sensitivity training regarding POSH Act?

7.1) What is the total number of workshops/awareness and sensitization programs/meetings conducted in the year 2025 regarding the Sexual Harassment of Women at Workplace (Protection, Prevention and Redressal) Act, 2013 for all employees working in the establishment? (Photos/documents in this regard should be submitted) -

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8) Is the complaint reporting process secure, confidential and transparent?

8.1) What facilities are available in the establishment to file a complaint of sexual harassment? -
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8.2) Is the establishment registered on the SHe-Box Portal? -

8.3) Is the SHe-Box Portal website available on the establishment's website and on the establishment's official media (Social Media) available for publicity? -

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9) Has a copy of the annual report for the year 2025 under the Sexual Harassment of Women
at Workplace (Prevention, Prohibition and Redressal) Act, 2013 been submitted to the office of the Hon'ble
District Officer and Deputy District Collector, Land Acquisition No. 17, Pune or to the office of the District
Women and Child Development Officer, Pune? (A copy of the annual report should be submitted) -

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Dated signature of the inspecting officer/office head/owner - =

name -

Post -

Name of Establishment -

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