[**Note***:* So far, the act and rules do not specify a particular format for the annual report by the ICC (they only mention its contents). We have provided a convenient format based on the Civil Services Conduct Rules, which can be used by all employers – this is subject to any subsequent changes that may be notified*.*]

To,

The CEO/ Director [Insert appropriate designation],

[Insert name of the employer],

[Insert location]

**Subject: Submission of annual report as per the requirement of Section 21 (1) of Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013**

Respected Sir,

We hereby submit the Annual Report of the Internal Complaints Committee on Prevention of Sexual Harassment for the year 2014-15.

1. Number of Sexual Harassment complaints received during the year: [Insert number].
2. Number of Cases disposed of during the year: [Insert number].
3. Number of cases pending as on [Insert date] for more than 90 days: [Insert number].
4. Number of workshops or awareness programme against sexual harassment carried out during the year: [Insert number].

|  |  |  |
| --- | --- | --- |
| Sl. No. | Date | No. of Employees covered |
|  |  |  |

1. Nature of action taken by the employer during the year 2014-15.
2. ICC was constituted on [Insert date].
3. Orientation Programme was conducted for the members of the ICC on [Insert date].
4. Anti Sexual Harassment Policy disseminated to all employees on [Insert date].
5. Notice of constitution of the ICC displayed at conspicuous locations from [Insert date].
6. Capacity Building and skill building programs conducted for the members of the ICC on [Insert dates].
7. Summary of the action taken on Complaints of Sexual Harassment:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Complaint No. | Complainant | Respondent | Disciplinary Action |
|  |  | Female employee | Male/Female employee |  |
|  |  |  |  |  |
|  |  |  |  |  |

This report has been prepared in compliance of Section 21 (1) of Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Yours faithfully,

[Insert name of the Presiding Officer]

Presiding Officer,

Internal Complaints Committee

[Insert branch name or location]

[Insert organization’s name and address]

Dated: [Insert date]

CC: The District Officer, [Insert name of the District]