

**Reminder**



**\*District Women and Child Development Office, Mumbai City\***  
117, BDD Chawl, First Floor, Worli, Mumbai - 400 018

☎/Fax No. 022-24922484

Email - dwcdmcity@yahoo.com

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O. No. DWCDOMC/POSH Act 2013/2020-2021/

Date: July 10, 2020

**To,**  
**All Govt Establishments, Semi Govt,**  
**Private Establishments, Educational Institutions,**  
**Sports Institutes, Sport complexes, Govt/Pvt Companies**  
**Mumbai City**

**Sub.: In regards to “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 Section 21 and Rule 14, Every Establishments of Mumbai city to submit Annual Report for the Year 2019**

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Ref. : 1. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013  
2. GR No. MKC-2013/Pr.Kr.63/MKK dated 19 June, 2014

**Respected Sir/Madam,**

With reference to above subject matter we would like to inform you that, The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 section 21 and 9<sup>th</sup> Dec. 2013 Rule 14 mandates submission of an Annual Report by every establishments Internal Committee to the employer and employer will be forwarded to the district officer by end of every year.

Therefore, you are informed to submit your Internal Committee's Annual Report for the year 2019 to the District Officer, Mumbai city on [dwcdmumbai@gmail.com](mailto:dwcdmumbai@gmail.com) till **14<sup>th</sup> Aug. 2020 evening.**

Those who have already submitted their Annual report to District Women and Child development office or Collector office, Mumbai City, no need to submit it again. Only those are failed to submit and falls under Mumbai City jurisdiction need to Submit their establishment Internal Committee's Annual Report for the year 2019 in prescribed format attach with this letter.

**Sd/-**

(Balasaheb Vaghchaure)

**District officer and Dy Collector (GAD)**  
**Mumbai City**



**Report of the Internal Committee in respect of complaints received during the year under the Sexual Harassment of Women at the workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules framed there under as per Section 21 of the Act:**

**To  
The District Officer  
And Deputy Collector,  
Mumbai City Collectorate,  
Old Custom House, Fort, Mumbai – 400 001.**

**ANNUAL REPORT FOR THE YEAR ENDING YEAR 31st DECEMBER, 2019 UNDER SECTION 21 OF THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013 (PRSH ACT)**

- 1. No. of Complaints received during the Year:**
- 2. No. of Complaints disposed off during the Year:**
- 3. No. of Cases Pending for more than 90 days:**
- 4. No. of Workshops or Awareness programs against Sexual Harassment carried out: (Kindly mention static data or Number of total workshop/Training program conducted during the year.)**
- 5. Nature of Action taken by employer:**

**Annexure**

The following action was taken by the employer in respect of the complaints received during the year:

No. of Complaints during the year  
Investigated and Completed by the Committee:

**Action Taken:**

Written Apology:  
Warning:  
Reprimand or Censure:  
Withholding of Promotion:  
Withholding of Pay Rise/Increment:  
Termination:  
Transfer:  
Undergo Counselling:  
Carrying out Community Service:

(Office Name)

Sign/-

**Presiding Officer-Internal Committee**

(Note : Kindly send Annual Report on Office letter head which indicates establishment office address falls under Mumbai City Jurisdiction)



