

Authorization to officers and employees to inspect establishments under the Sexual Harassment of Women at Workplace (Prohibition, Prohibition and Prevention) Act, 2013 (POSH Act 2013)

To do.

Government of
Maharashtra Department of Child
Development Government Circular No. MQC 2026/P.No.11/
Ka.15 Municipal Administration Building,
3rd Floor, Madam Cama Road, Chhatta Rajuru Chowk,
Ministry, Mumbai-400032.
Date- May 14, 2026

- Read:- 1. The Central Government's Protection of Women from Sexual Harassment at Workplace (Prohibition, Prohibition and Provisions) Rules, 2013, dated 9.12.2013.
2. Government Decision, Women and Child Development Department No. M/s.-2013/P.No.63/M/k, dated 19.6.2014.
 3. Government Decision, Women and Child Development Department No. M/s.-2014/P.No.63/M/s, dated 11.9.2014.
 4. Government Circular, Women and Child Development Department No. M/s.-2014/P.No.63/M/k, dated 19.6.2023.
 5. Government circular No. TTPI 2018/P.No.8/Ka-15 dated 24.11.2023

Introduction:

Protection of women from sexual harassment at work place (Prohibition, Prohibition, Prohibition, Prohibition) Act, 2013 (POSH Act 2013) This Act is an effective law for the establishment of a positive environment for women at work and for the protection of women. 02. As per Section 4 of

this Act, in order to prevent sexual harassment at work, it is mandatory for the head of the establishment to establish a sexual harassment committee in the establishments where there are 10 or more employees. Read the above No.2 Instructions for the establishment of sexual harassment committee have been given under Government Resolution No.19.06.2014. In places where less than 10 workers are working, local committees have been constituted as per the above mentioned order No. 3 dated 11.9.2014 to deal with sexual harassment at work place. In order to carry out the work given under the said Act, the Deputy District Officer of each district has been declared as the District Officer for the implementation of this Act. In terms of above mentioned order No. 5, the Commissioner, Women and Child Development Commission, Pune has been directed to effectively implement the POSH Act 2013.

The State Nodal Officer has been appointed. With the effective implementation of the law, the issues of tenant registration, establishment of committees, periodic reporting, etc., how and when to verify the provisions of the law have been gradually resolved. Thus, the law will be strengthened and the tenants will be able to get justice.

leaflet

Protection of women from sexual harassment at work place (Prohibition, Prohibition, Prohibition, Prohibition) Act, 2013 (POSH Act 2013) Section 25 provides that the Government may, in pursuance of the provisions of this Act, collect money from the concerned establishments or from the District Officers. It may also inspect the same establishments. In the case of a large number of private as well as government, self-government establishments, associations etc. in the State of Maharashtra, the matter of authorizing the officer to inspect as per Section 25 of the POSH Act 2013 is under the consideration of the Government, and accordingly, the following officers are hereby authorized to inspect.

1. District Officer, All,
2. Officers and employees concerned at the level of the Commissionerate of Children and Child Development.
3. Deputy Commissioner, Women and Child Development, All
4. District Mathila and Child Development Officer, all,
5. District Programme Officer, District Council, All.
6. Child Development Project Officer (Female, Rural, Athawasi) All,
7. The District Probation Officer,
8. Probation Officer.
9. District Coordination Officer, Mathavim, Sevag.
10. All Conservation Officers (District and Sub-District)
11. Aninwadi Chief Secretary and Inspector, All.
12. Superintendents/Superintendents appointed by the Government of Government and Self-Service Institutions,

02. Procedure:

- State coordination of the methodology and scope of the study and the departmental and higher education institutions

It should be done by the officer and the Commissioner, Mathila and Bal Thawkas.

- As per the instructions of the Commissioner of Child Development, the Deputy Commissioners of the Division have taken over the management of the education.

To do.

- Rural areas by District Mathila and Child Development Officer and District Programme Officer

The objectives and institutions of education should be established in coordination, and the same should be done for the Naari Bhajan Mathilda and

Child Development Officer and Child Development Project Officer (Women) as Nodal Officers

The purpose of the study should be established.

- The services of the Aninwadi Chief Warden and Inspector should be utilized diligently.
- It will be necessary to conduct the training only as per the training list issued by the government.

- Ensure that only one officer/team of the machinery will be trained at one establishment. State coordination

Officer and Commissioner, Nodal Officer of the concerned district for Mathila and Child Development, Pune

Take it.

03. Penalty:

If any error is found during the examination, as per the recommendation of the examination officer, POSH Act 2013 As per Section 26 of the Act, penal action will be taken against the concerned establishments. The inspection list for inspection of establishments as mentioned above is attached.

04. This Government Circular is available on the website of the Government of Maharashtra www.maharashtra.gov.in This code has been made available on the website and its code number is 202605141652232030. This form is to be authenticated with a digital signature.

By order and in the name of the Governor of Maharashtra.

(Thadpali Thidke) Under
Secretary, Government of Maharashtra

Pre-trial and trial.

- Hon. Governor Yanche Sathchav, Rajbhawan, Mumbai.
- Hon. Secretary to the Chief Minister, Ministry of Home Affairs, Mumbai.
- Hon. Secretary to the Deputy Chief Minister, Ministry, Mumbai.
- Hon. Private Secretary to the Minister (Mathila and Chal Development Department).
- Private Secretary to Hon'ble Minister of State (Ministry of Women and Child Development)
- Hon. Deputy Secretary to the Chief Secretary, Ministry, Mumbai.
- Additional Chief Secretary/Principal Secretary/Secretary to all departments, Ministry, Mumbai.
- Deputy Commissioner (Misul), Director General of Police, State of Maharashtra, Mumbai.
- All Commissioner of Police/Superintendent of Police, State of Maharashtra, Mumbai.
- Commissioner, Mathila and Child Welfare, Pune
- Commissioner, Integrated Child Development Service Scheme, Raid Bhavan, Navi Mumbai. •
- Managing Director, Maharashtra Economic Development Board, Bandra, Mumbai.
- All District Officers
- Chief Executive Officers of all District Committees
- Member Secretary, Maharashtra State Women's Commission, Mumbai.
- All the departments are responsible for the development of women and children.
- All District Child Development Officers
- Cold weather activity-15.

POSH Compliance Checklist

(Prevention of Sexual Harassment (POSH) at Workplace - Checklist) _____

1.	Government/Private Establishment Name :- Name of Government / Private Establishment :	_____
2.	Government/Private Establishment Address:- Address of Government / Private Establishment:	_____
3.	Revenue Division Division	_____
4.	District	_____
5.	Tehsil/Municipal Ward	_____
6.	Under which department has the establishment been registered? Registration No.--- If yes, GST No./PAN No./ TAN No.	_____ _____ _____
7.	E-mail ID of the establishment:- E-mail ID of the Establishment:	_____
8.	Contact No. of the Establishment :- Contact Number of the Establishment:	_____
9.	Name of the establishment head/owner and Designation:- Name & Designation of Head of Establishment / Owner:	_____
10.	Date and time of examination:- Date and Time of Inspection:	_____
11.	Name, Designation and Office of the Inspection Officer :- Name, Designation, and Office of the Inspecting Officer:	_____

Part A - POSH Policy and Internal Control (IC) Related Compliance
Part A - Compliance Related to POSH Policy and Internal Committee (IC)

S.No. Sr. No.	Compliance Point	Yes	No
1	<p>Has a POSH policy been prepared and approved? (Section 13 of the POSH Act 2013) If not as per (a), reasons should be stated. As per the rule 13: Prohibition of Sexual Harassment at Workplace, 13: (a) To Prohibition of its them widely; policies, procedures and disseminate charter, ordinance or declaration for the Whose purpose of gender-sensitive security Creating a climate is a challenge for the eight temples. L work areas Components away</p> <p>Has a POSH policy been formulated and adopted? (As per Rule 13 (a) of the POSH Act 2013), If no specify reason <i>(Rule 13 (a) formulate and widely disseminate an internal policy or charter or resolution or declaration for prohibition, prevention and redressal of sexual harassment at the workplace intended to promote gender sensitive safe spaces and remove underlying factors that contribute towards a hostile work environment against women)</i></p> <p>-----</p>		
2	<p>Has the policy been made available to all employees (including candidates/contract employees)? (As per Section 19 (b)) If not, reasons should be stated. Section 19: (b) Where any person is found in a conspicuous place at the workplace (Where, to display the order establishing the penal consequence 4's Sub-section (1) of Section- of sexual harassment under the section 'Intimate Partner'.</p> <p>Has the policy been disseminated to all employees (including interns/contractual staff)? (As per Section 19 (b) If no specify reason <i>(Section 19 (b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments. and the order constituting, the Internal Committee under sub-section (1) of section 4)</i></p> <p>_____</p> <p>_____</p>		
3	<p>Is the SHE BOX PORTAL signage policy available on the establishment's official social media channels (Social Media) available for publicity purposes?</p> <p>Is the SHE-Box Portal link and Policy available on the establishment's website and official social media channels?</p>		
4	<p>Does the policy include coverage for remote/virtual work (work from home)?</p> <p>Does the policy include remote/virtual (Work from Home) work environments?</p>		
5	<p>Every office/unit of the establishment has an 'Internal Committee' (Internal Committee - IC) What is the cost of installation?</p> <p>Has an Internal Committee (IC) been established in every office/unit?</p>		
6	<p>Why are there at least 4 members in the IC?</p> <p>Does the Internal Committee (IC) consist of at least 4 members?</p>		
7	<p>Are at least 50% of the members of the lower house of parliament?</p> <p>Are at least 50% of the members of the Internal Committee women?</p>		
8	<p>Under Section 6 Chairman Munun Senior Women Employees Association for appointment?</p> <p>Is a senior-level woman employee appointed as the Chairperson of the IC ?</p>		

9	<p>Is it permissible to include a member of an external NGO or social organization as per Section 4(2) (c) of the Posh Act 2013?</p> <p>member of (2)(c) of the Act. The following are related to the welfare of the Mithridates: agency (NGO) or organization as per section 4, or a person with knowledge of issues related sexual harassment (to be appointed by the committee).</p> <p>There will be a total of 10 Among the members, Thakman Thanamme (50%) is a member.</p> <p>Is an external member from an NGO or social organization included in the committee? (As per Section 4(2)(c) <i>(Section 4(2)(c) :- one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment. Provided that at least one-half of the total Members so nominated shall be women.</i></p>		
---	---	--	--

Bhai B - Back-to-back complaint/medicine

Part B - Support / Assistance to the Aggrieved Woman

A.No. Sr. No.	Compliance Point	Yes	No
10	<p>Are the following channels available for reporting sexual harassment as per Section 9 of the Posh Act 2013?</p> <p>Are multiple mediums available for filing complaints (Email, Written, Online/SHE-Box) as per Section 9?</p> <p>1. Email</p> <p>2. Written</p> <p>3. Online/SHE Box Portal</p>		
11	<p>(As per Rule 7(2)) Will the tenant be acknowledged/intervened within 7 days? Posh act 2013</p> <p>Upon receipt of the complaint as provided in sub-rule 7(2), the complaint shall be disposed of under sub-rule (1) The respondent shall, out of the tenancy applications received from the duration of the office working days. one application (which shall be kept) for the</p> <p>(Circle against person)</p> <p>Is an acknowledgment provided and action initiated within 7 days of receiving a complaint? If no specify reason</p> <p><i>(Rule 7(2) (Rule 7 (2) :- On receipt of the complaint, the Complaints Committee shall send one of the copies received from the aggrieved woman under sub-rule (1) to the respondent within a period of seven working days.</i></p>		
12	<p>(As per Section 16) Will full confidentiality and transparency be maintained during the inquiry? of the inquiry The prohibition of the use of force as provided in Section 16 of the Act on the conduct is prohibited.</p> <p>Act, 2005, 9 The publication or publication of the</p> <p>(2005 22) of In the event of any such action, the court shall not, in</p> <p>any case, publish or bring to the notice of the public, the newspapers or the media, or bring And leaves,</p> <p>their notice any action taken by the employer or the district officer in any manner whatsoever in connection with the proceedings of conciliation, inquiry, or any other proceedings, or any other proceedings, or any proceedings, inquiry</p> <p style="text-align: right;">No, condition such a</p> <p style="text-align: left;">Come</p>		

	<p>The address, identity or name of the witnesses, the name of the judge, the jury, and any other information that may reasonably be expected to identify them may be made public. not to do</p> <p>Took</p> <p>Is complete confidentiality and transparency maintained during the inquiry? (Section 16)</p> <p><i>Section 16 :- Prohibition of publication or making known contents of complaint and inquiry proceedings.— Notwithstanding anything contained in the Right to Information Act, 2005 (22 of 2005), the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be publiSHEd, communicated or made known to the public, press and media in any manner: Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.</i></p>		
13	<p>Can interim relief be granted if the court orders a stay? (As per Section 12)</p> <p>Section 12:- The action to be taken pending the inquiry is as follows. In the absence of an inquiry, the Tribunal, on the basis of a written recommendation made by the Chairman, may, (1) make the following recommendations to the owner, the Sub-Committee or the Local Authority, as the case may be:</p> <p>(a) Transfer of the accused or the accused to any other place of work; or</p> <p>(b) To grant leave to the three-month-old baby until the period of the three-month-old baby; or</p> <p>(a) To provide such relief as may be prescribed by the Board.</p> <p>(2) The leave granted under the provisions of this section shall be deemed to be the leave of the person who has been granted leave.</p> <p>(3) In accordance with the recommendations made by the Sub-section (1), the Owner shall implement those recommendations and shall submit a report of such implementation to the Sub-section (1), the Sub-section (1) or the Local Authority, as the case may be.</p> <p>Is Interim Relief provided to the aggrieved woman upon request (e.g., transfer or leave up to 3 months)? (Section 12) If no specify reason</p> <p><i>Section 12 :- Action during pendency of inquiry.—(1) During the pendency of an inquiry on a written request made by the aggrieved woman, the Internal Committee or the local Committee, as the case may be, may recommend to the employer to (a) transfer the aggrieved woman or the respondent to any other workplace; or</i></p> <p><i>(b) grant leave to the aggrieved woman up to a period of three months; or (c) grant such other relief to the aggrieved woman a may be prescribed.</i></p> <p><i>(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave SHE would be otherwise entitled.</i></p> <p><i>(3) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section(1), the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.</i></p>		
14	<p>Will it be ensured that no retaliatory action is taken against the contractor or witnesses?</p>		

	Is it ensured that no retaliatory action or victimization is taken against the complainant or witnesses?		
15	Counseling/legal assistance will be provided if necessary or if necessary. Of? Is counselling or legal assistance provided if requested or required?		

Part A - Janukri Athan Training

Part C - Awareness and Training

A.No. Sr. No.	Compliance Point	ÿÿÿ Yes	No No
16	Have the IC members been trained in contract management? (As per Section 19 (a)) Section 19 (a) :- To organize regular workshop awareness programmes to sensitize the employees about the provisions of this Act, and also to organize orientation programmes for the members of the Association as per the established procedure. Have IC members received training on how to handle complaints? (Section 19 (c)) <i>Section 19 (c) :- organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed.</i>		
17	Are awareness programmes organized regularly as per POSH Act for the awareness of employees? (As per Section 19 (a)) Are regular awareness programs conducted for employees regarding the POSH Act? (Section 19 (c))		

Part D - Employer/Owner's Responsibility

Part D - Employer's Responsibility

A.No. Sr. No.	Compliance Point	ÿÿÿ Yes	No No
18	Whether the inquiry under Section 11(4) is to be completed within 90 days? The inquiry under Sub-section (1) of Section 11(4) is to be completed within ninety days. It is expected that the period will be completed. Is the inquiry completed within 90 days? (Section 11 (4) If no specify reason <i>Section 11 (4) The inquiry under sub-section (1) shall be completed within a period of ninety days.</i>		
19	Has the employer taken action on the IC report within 60 days of receipt? (Section 13 (4) If no specify reason <i>Section 13 (4) :- The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.</i>		
20	Are records of complaints/inquiries kept securely (as per Section 16)? The text of the statement in Section 16 prohibits the publication or disclosure of the proceedings of the inquiry. Subject to the provisions of the Land Rights Act, 2005 (22 of 2005), the text of the declaration made under section 9, the names of the parties, the identity and addresses of the witnesses, the recommendations made by the Land, as the case may be, the Local Authority or the Local Authority in connection with the proceedings of conciliation or inquiry, and the action taken by the owner or the District Authority under the provisions of this Act, shall not be published, recorded or brought to the notice of the public, newspapers or media in any manner whatsoever:		

	<p>Provided that, the record of any case of sexual harassment filed under this Act may be published without disclosing the names, addresses, identities of the witnesses or any other information that may lead to their identification.</p> <p>Are records of complaints and inquiries stored securely? (Section 16)</p> <p><i>Section 16 :- Prohibition of publication or making known contents of complaint and inquiry proceedings. Not with standing anything contained in the Right to Information Act, 2005 (22 of 2005), the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be publiSHEd, communicated or made known to the public, press and media in any manner: Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.</i></p>		
21	<p>(Have safe working conditions (physical and digital) been established as per Section 19(a)?</p> <p>Providing safe working conditions at the workplace as per Section 19(a), which shall also include protection from persons coming into contact with the workplace.</p> <p>Is a safe working environment (physical and digital) ensured? (Section 19 (a))</p> <p><i>Section 19 (a) provide a safe working environment at the workplace with shall include safety from the persons coming into contact at the workplace.</i></p>		
22	<p>(As per Section 21) Should the IC owner/district officer submit the annual report? Section 21:- Submission of annual report by IC —</p> <p>(1) The local authority or local authority, as the case may be, shall prepare an annual report in the prescribed format at regular intervals in each calendar year and submit it to the owner and the district officer.</p> <p>(2) The District Officer shall submit a summary report of the annual reports received under sub-section (1) to the State Government.</p> <p>Does the IC submit an Annual Report to the employer and District Officer every year? (Section 21)</p> <p><i>(Section 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.</i></p> <p><i>(2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.</i></p>		
23	<p>Does the owner/head of the establishment include POSH compliance in his annual report/file? (As per Rule 14)</p> <p>Rule 14:- Preparation of Annual Report. The annual report prepared under Section 21 of the Act shall contain the following particulars:-</p> <p>(a) Vigbharai Pvt. Jhalelya Lainthik Chhalachya Recruitment Number.</p> <p>(b) Number of tenants evicted from the premises.</p> <p>(a) Number of cases pending for more than ninety days.</p> <p>(d) Number of workshops or awareness programmes organized against sexual harassment.</p>		

	(e) The nature of the action taken by the owner or the district officer. Does the employer include POSH compliance details in their annual reports/ filings? (Rule 14) Rule 14 :- Preparation of annual report. <i>The annual report which the Complaints Committee shall prepare under Section 21, shall have the following details :-</i> <i>(a) number of complaints of sexual harassment received in the year (b) number of complaints disposed off during the year.</i> <i>(c) number of cases pending for more than ninety days.</i> <i>(d) number of workshops or awareness programme against sexual harassment carried out; (e) nature of action taken by the employer or District Officer.</i>		
24	Will disciplinary action be taken in cases of proven misconduct? Is disciplinary action taken in cases where misconduct is proven?		
26	POSH Compliance Regular Pass Carrying? Is there regular inspection of POSH compliance?		

Bhavi E-Lentic Shelf Electronic Box (SHE-Box) On-Board Cold

Part E - SHE-Box (Sexual Harassment Electronic Box) Onboarding

A.No. Sr. No.	Compliance Point	Yes/No	
		Yes	No
27	Why did the institute appoint a SHE-Box Portfolio 'Nodal Officer'? Has the organization appointed a Nodal Officer for the SHE-Box portal? Has the		
28	details of Nodal Officers of all offices with more than 10 employees been updated on SHE-Box? Are the details of Nodal Officers for all offices with 10+ employees updated on SHE-Box?		
29	Head Office IC regarding the move of passive SHE-Box portal upload? Are the Head Office IC details uploaded on the SHE-Box portal?		
30	Are the IC details of all the offices uploaded on the SHE-Box portal? Are the IC details of all other branch offices uploaded on the SHE-Box portal?		
31	How to get SHE-Box Portfolio Warm App Upload? Is the Annual Report uploaded on the SHE-Box portal?		

More information (<https://SHEbox.wcd.gov.in/>) You should visit this website.

For more information, visit: <https://SHEbox.wcd.gov.in/>

Name of the establishment owner/manager,

Name and Designation of Owner / Head of
Establishment:

Designation:

Signature:

Passing Officer Name

Name of Inspecting Officer:

Designation:

Signature and stamp

Signature and Seal