



**Office of Additional Deputy Commissioner-cum-District Officer  
under POSH Act, 2013, District-Gurugram**

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Gentle Reminder

To

All Govt. & Non. Government Organisation  
(Industries, Schools, Banks, Hospitals etc),  
Gurugram


No. 2457

Dated 4/11/24

Subject: Regarding submission of Annual Report under Sexual Harassment of  
Women at Workplace (Prevention, Prohibition and Redressal) Act  
2013 for every year.

It is to inform you that as per decision of the District Officer, PoSH  
Act, 2013, Gurugram every Govt. & Non-Govt. organisation has to submit their  
annual report as per calendar about cases of harassment in the workplace (Every  
year a notice/Checklist) is being circulated to all Govt. & Non. Government  
Organisation, Gurugram is available at [www.gurugram.gov.in](http://www.gurugram.gov.in)), in compliance with  
the Sexual Harassment of Women at Workplace (Prevention, Prohibition and  
Redressal) Act, 2013 by 28<sup>th</sup> February of every year.

It is also intimated that a penalty of Rs. 50,000 on every employer will  
be levied, who fails to submit the annual report timely. In case of non-compliance,  
strict action will be initiated against the organisation as per POSH Act, 20

for   
Deputy Commissioner  
Cum-District Officer  
POSH Act, 2013,  
Gurugram