

Weekly Newsletter from HR Vidyalaya Corporate Services LLP



We are Celebrating 200th Volume..... Thanks to Patrons, Readers....



Inside this Volume:

1. Compliance Calendar (Required for December month)
2. Tamilnadu - LWF payment - Draft template of FORM-A
- 3. PF Act - A deep dive - Special Edition with ALL PF DETAILS.**
- 4. POSH Annual Return - a preparation - for PAN India**

Disclaimer

The views, opinions and information provided in this Newsletter are in no way to be considered legal or consultative advice. We do not make any warranties (Anandan Subramaniam - Author)

COMPLIANCE CALENDAR FOR DECEMBER 2023

Due Date	Compliance	State
05 December 2023	Worker Welfare Fund (WWF) Monthly Contribution	Kerala (S&E)
10 December 2023	Monthly PT Remittance	Andhra Pradesh, Telangana, Madhya Pradesh
15 December 2023	Monthly PT Remittance	Gujarat
	Monthly PF Remittance	Central
	Monthly ESI Remittance	Central
	PF - IW Returns (For all PF Covered Establishments)	Central
20 December 2023	Annual PT Returns	Gujarat
	Monthly PT Remittance and Returns	Karnataka
21 December 2023	Monthly PT Remittance and Returns	West Bengal
28 December 2023	Monthly PT Remittance and Returns	Assam, Meghalaya, Mizoram
30 December 2023	ANNUAL STATUTORY BONUS RETURNS (Only Establishments)	Except Central Sphere and Factories
31 December 2023	National Festival Holidays for 2024 - Statement to be submitted to Respective Authorities (Online in few States) For other States - Prepare, disseminate to employees and Display in conspicuous place	Andhra Pradesh, Odisha, Tamil Nadu, Telangana, Puducherry Delhi (Factories)
	Self-Certification - S & E Act Self-Certification - CLRA Act Self-Certification - Minimum Wages Act Self-Certification - Employment Exchange (CNV) Act	Andhra Pradesh Odisha (S&E only)
	PT Remittance and Returns	Maharashtra Odisha, Punjab, Puducherry (Half Yearly Returns)

The Tamil Nadu Labour Welfare Fund Rules
FORM A
See rule 12 (4)

Statement showing the particulars of contribution amounts paid to
the Secretary, Tamil Nadu Labour Welfare Board
For the year ending December 2023

Name and address of the establishment:

Establishment Account No. :
Email ID :
Contact Telephone :

<u>S.No.</u>	<u>Details Required</u>	<u>Remarks by Establishment</u>
1	Total number of employees in the establishment	
2	Number of persons who are excluded from the payment of contribution	
3	Number of persons from whom recovery not made for any other reason	
4	Number of persons from whom employees' contributions have been recovery	
5	Amount of employees' contributions at Rs. 20.00 per head	Rs.
6	Amount of employer's contributions at Rs. 40.00 per head	Rs.
7	Total amount remitted	Rs.
	Cheque / Demand Draft Number and Date Cheque In favour of: "The Secretary, Tamilnadu Labour Welfare Board, Chennai-6"	No. Date:

Certificates:

1. Certified that the number of employees shown under column (1) is correct as per the Muster Roll / Attendance Register.
2. Certified that the contributions are paid in respect of all employees covered by the Act.

Authorized Signatory

NUANCES OF CONDUCTING A FAIR DOMESTIC ENQUIRY

9.00
AM

SATURDAY
6 JAN 2024

5.30
PM

@ Anna Centenary Library
Kotturpuram, Chennai 85

Fullday Workshop

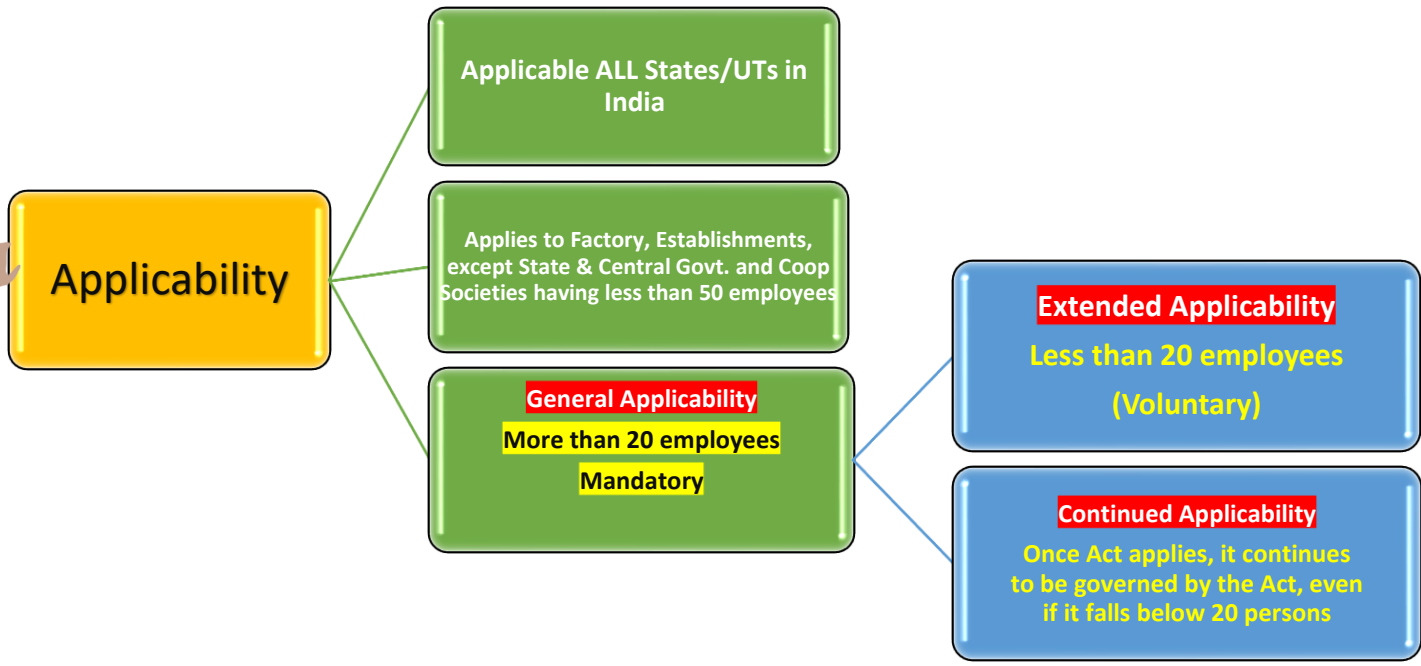
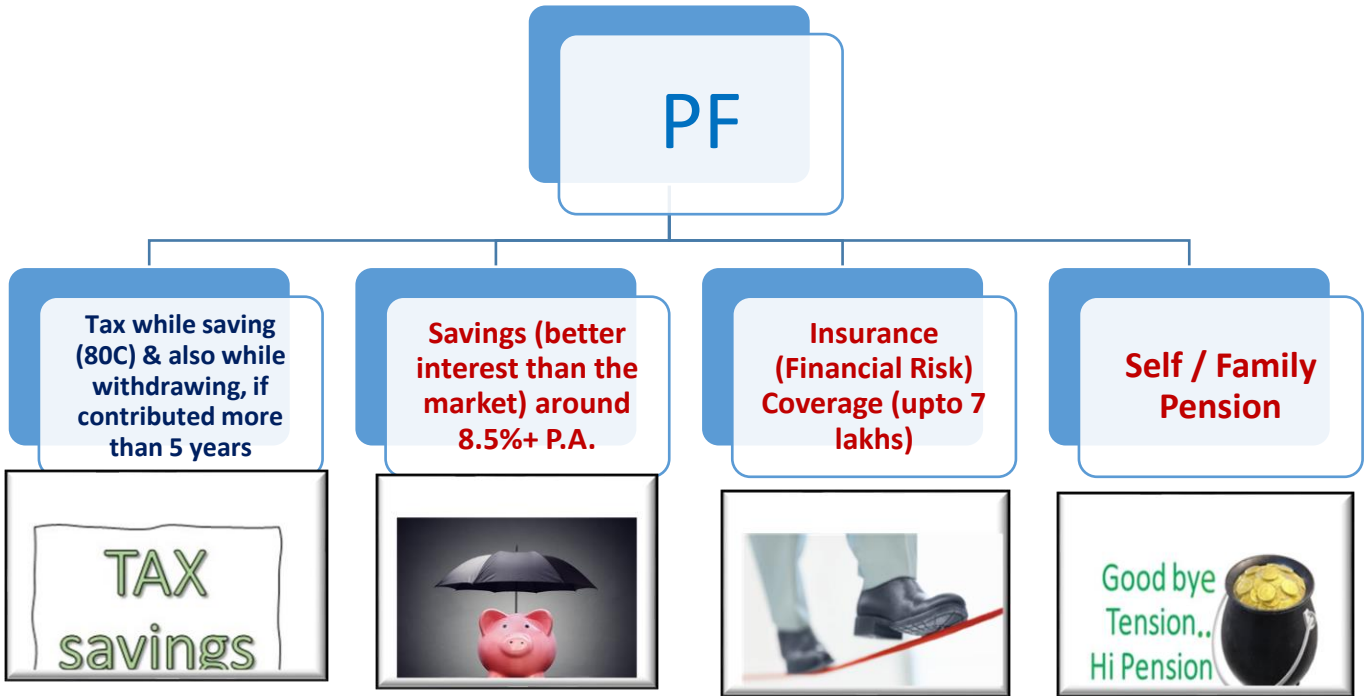
- Employee Misconduct
- Difference - PIP, POSH Inquiry, Domestic Enquiry
- MR / Appointment of EO
- Issuance of Charge-Sheet
- Principles of Natural Justice
- Bias, Bubbles, Blindspots & Hot Stove Approach
- Witness, Evidence, Cross Examination, Priveleges of Delinquent employee
- Process of Enquiry, Reporting, Punishments and Appeal
- Case Studies, Practical Exercises...and more....

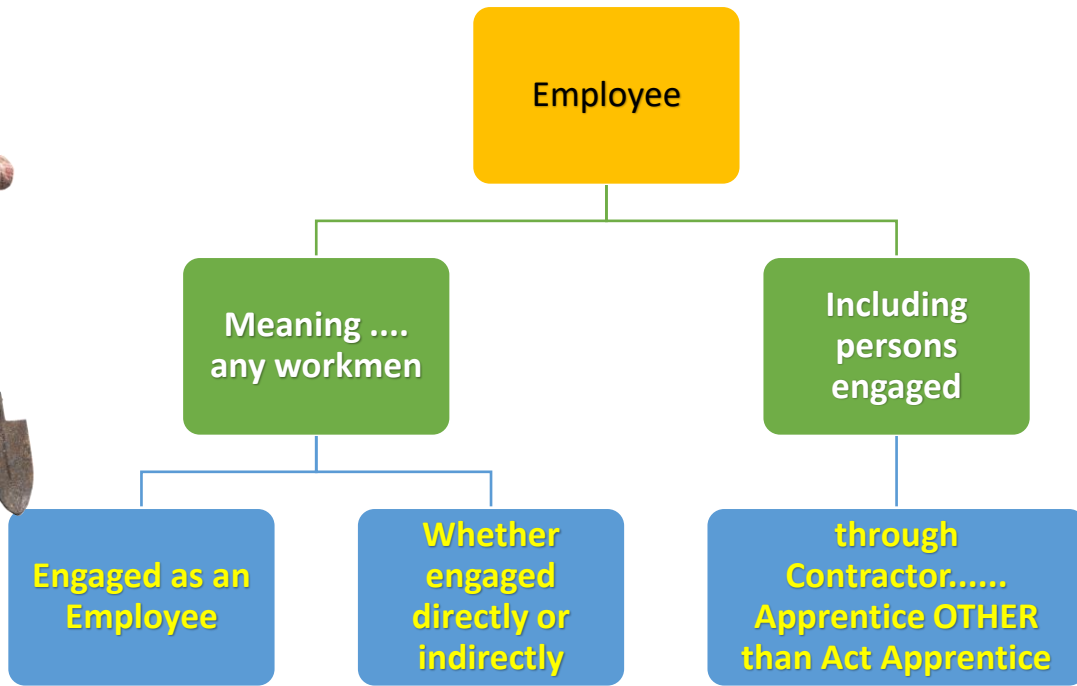
A Session for
HR / IR Professionals

To Register

<https://forms.gle/cfiaMw49tbYxsnje7>







A person is an employee if there exist a relationship of Master and Servant. But a Partner is not an employee.... As he/she cannot be an Employee and Employer at the same time.






Contribution	Employee	Employer
EPF	12%	3.67% or balance of 12% (-) EPS contribution
EPS	Nil	8.33% limited to Rs.1250.00
EDLI	Nil	0.5% limited to Rs.75.00
Admin Charges	Nil	0.5%














For International Workers the PF wages are Gross wages (excluding applicable HRA)



Unlike other Legislations, separate Schemes are framed under the EPF Act for regulation of provisions of the Act (in other legislation it is Rules).

-  Under Section 5 of the ACT – EPF Scheme is framed
-  Under Section 6A of the ACT – EPS Scheme is framed
-  Under Section 6B of the ACT – EDLI Scheme is framed

Major Objectives of the Schemes – a snapshot

Employee Provident Fund Scheme	Employee Pension Scheme	Employee Deposit Linked Insurance Scheme
<p><u>Eligibility</u></p> <p>Every employee other than excluded employees will be eligible from date of employment</p> <p><u>Contribution Employers:</u></p> <ul style="list-style-type: none">  10% normally / 12% if Central Government notifies of (Basic + DA + Retention Allowance)  Employees \geq employer's contribution  PF Wage ceiling: Rs. 15000  Employer may restrict PF only up to PF Ceiling wages or otherwise on Actual Basic <p><u>Contribution</u></p> <ul style="list-style-type: none">  Shall be calculated on basis of Basic wages, DA & Retention Allowance drawn during whole month, paid in any manner  PF contribution is statutory liability shall be paid in 1st preference.  Employee's contribution shall be deducted from his salary, where Employer's contribution cannot be deducted from salary (but may be part of CTC)  Employee can contribute more than 12% as Voluntary, up to 100% 	<p><u>Objective:</u> To provide for:</p> <ol style="list-style-type: none"> a) Superannuation pension b) Retirement Pension c) Disablement pension d) Widow / widower pension e) Children / Orphan Pension. <p><u>Creation of Pension Fund</u></p> <ul style="list-style-type: none">  Employer's PF Contribution max 8.33% (of Basic + DA + RA limited to 15000)  Amount payable by employer for exempted establishment  Central Government will also contribute 1.16% of employee's pay & credit it to fund. (on max Rs. 15000). <p><u>Pension payable:</u></p> <p>Minimum monthly pension @ Rs. 1000</p>	<p><u>Objective:</u></p> <p>For providing life insurance benefit to employees.</p> <p><u>Creation of Fund:</u></p> <p>Creation of Fund in which employer shall pay 0.5 % of (Basic + DA + Retention Allowance), upto maximum of PF ceiling wages (Rs. 15,000)</p> <p><u>Applicability:</u></p> <p>All employees of every entity who are member of PF scheme.</p> <p><u>Nomination:</u></p> <p>Same as Nomination of PF scheme</p> <p><u>Calculation of compensation:</u></p> <ul style="list-style-type: none">  Avg monthly wages of last 12 months (max to Rs. 15,000 X 35 (times))  50% PF balance limited to Rs. 1,75,000 <p><u>Exemption to the Scheme:</u></p> <p>In case of better scheme accepted by majority of employees.</p>

Major Definitions

Exempted Employee

But for the exemption a Scheme would have been applied (EDLI or EPF or both)

Exempted Establishment

An establishment granted exemption under Section 17 from operation of all

Domestic Worker

1. Indian Nationals (having only Indian Passport or not having any Passport)
2. Nepal and Bhutan Citizens (Citizens of Nepal and Bhutan)

International Worker (IW)

Foreign Nationals

- HR-V Persons having Passports other than Indian and who were from Non-SSA Countries
- HR-V Persons having
 - Passports other than Indian
 - Passport of SSA Countries
 - But not "Detached Workers" (who had not obtained CoC)
- HR-V Overseas Citizen of India (OCI)

Excluded Employee (PF coverage not required)

Excluded Domestic Worker

- HR-V an employee who, having been a member of the Fund, withdrew the full amount of his accumulations
- HR-V an employee whose pay at the time he is otherwise entitled to become a member of the Fund, exceeds [15,000] per month.

Excluded International Worker

- HR-V Those persons who are Singapore Citizens / Nationals and are on a short-term Employment Visa
- HR-V Those persons who are from SSA countries and obtained "Certificate of Coverage" from the Host country

International Worker (IW)

Indian Nationals

- HR-V Who are on the Rolls of EPF covered Establishments in India, goes to SSA country/ies for employment
- HR-V Will be treated as an IW till they perform their duty abroad
- HR-V They are excluded from social security coverage of country where they work

Why e-nomination is best?

(It is now mandatory in specific cases...)

e-nomination claim by Beneficiary

(upon unfortunate death of the PF member)

- HR-V NO INTERVENTION FROM THE EMPLOYER
- HR-V NO SIGNATURE / AUTHORIZATION REQUIRED FROM EMPLOYER
- HR-V NO OTHER DETAILS REQUIRED FROM EMPLOYER
- HR-V IT IS BETWEEN the Beneficiary and EPFO

Beneficiary to Fill the following in PF portal

https://unifiedportal-mem.epfindia.gov.in/memberinterface/no-auth/nomineeAppForm/viewNomineeAppForm?_HDIV_STATE_#13-16-296934CCDA9DC40F23B771F701002A4B

1

- HR-V UAN number of the deceased PF Member
- HR-V AADHAR details of the beneficiary

2

- HR-V Keep the beneficiary's AADHAR linked Mobile to receive OTP

3

Again, following needs to be updated

- ⇒
- ⇒ Bank account details and correspondence details of Beneficiary
- ⇒

4

Documents to be attached

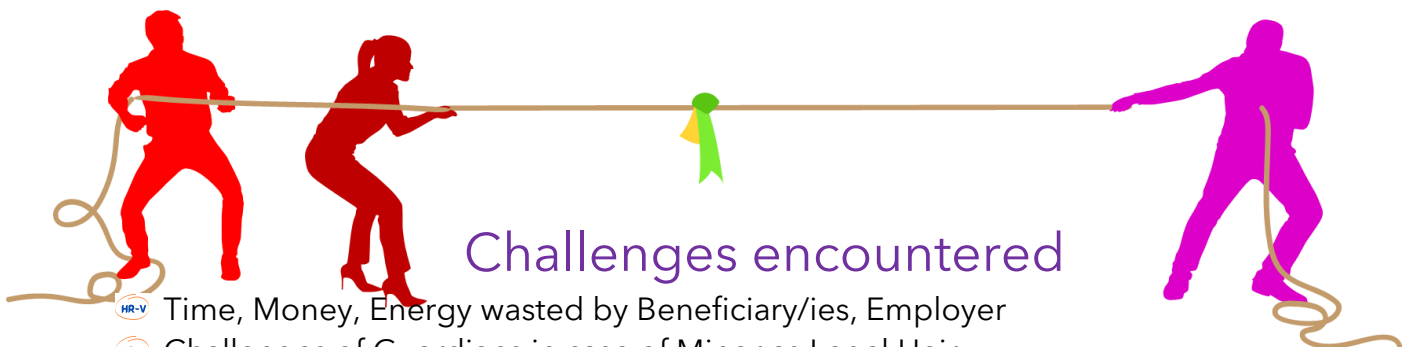
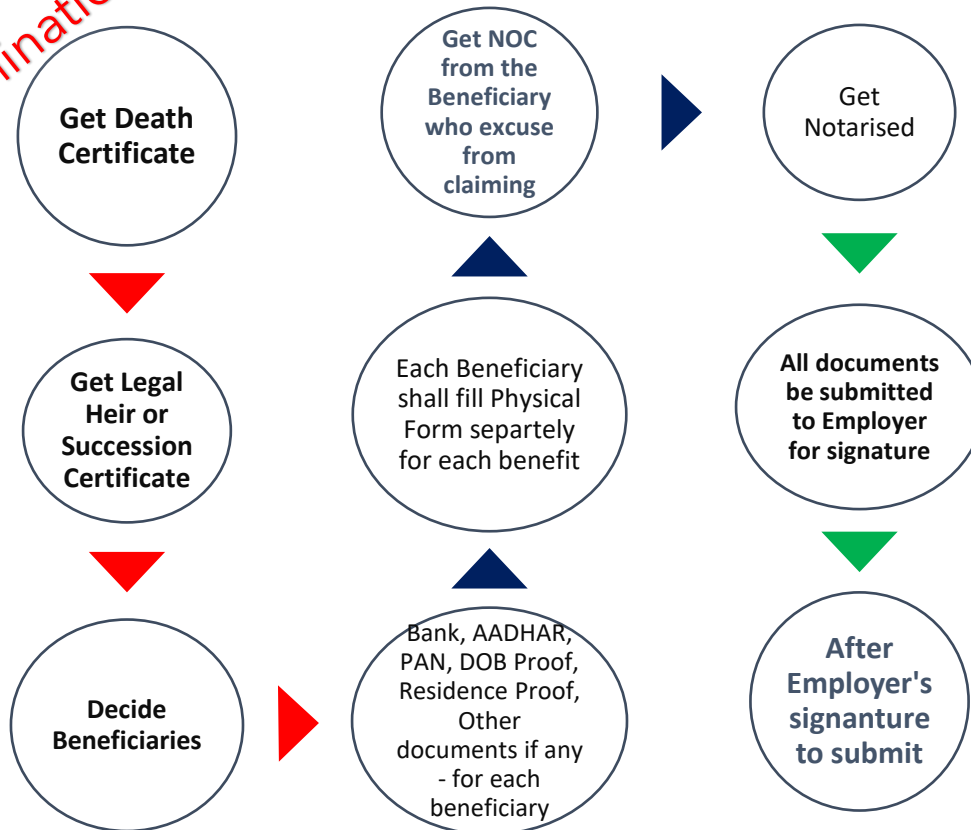
- ◇ Death Certificate of the deceased PF member
- ◇ Bank account proof of Beneficiary (in PDF)
- ◇ Date of birth proof of Beneficiary (in PDF)

4 Simple Steps..... Maximum time required to apply claim is 10 minutes;
visit EPFO Office; No other documents required.....

No need to

Process involved in Physical Claim by Legal Heirs (upon unfortunate death of the PF member)

Challenges
Of not having a
e-nomination



Challenges encountered

- Time, Money, Energy wasted by Beneficiary/ies, Employer
- Challenges of Guardians in case of Minor as Legal Heir
- Inclusion / Exclusion - Conflicts with the family members in the Legal Heir/Succession certificate
- Appropriate documentation perusal
- Employer needs to get into details of who is the genuine / original Legal Heir, if there is any dispute
- Rejection / Re-apply / Requesting authorities and follow-up till the claims are settled

Calculation of EPF Administration Charges

(for Unexempted Establishment)

- HR-V EPF Administration Charges are monthly contribution from the Employer
- HR-V 0.5% of PF Wages is computed and paid into Account No.2
- HR-V Minimum Contribution for Active Establishment (where PF members are there) is Rs.500 per month
- HR-V If the Establishment is non-active (where there are no active PF members), Minimum Contribution=Rs.75 per month

(for exempted Establishment)

- HR-V **PF EXEMPTED ESTABLISHMENT**.....INSPECTION CHARGES is 0.18% of PF wages or minimum Rs.5/- is payable
- HR-V **EDLI EXEMPTED ESTABLISHMENT**....INSPECTION CHARGES is 0.005% of PF wages or minimum Rs.1/- is payable

Pension (Contribution received or receivable)

Who is eligible for Pension?

- HR-V **Any member of EPS 1995, becomes eligible if he/she/they complete 10 years (even 9 years 6 months) on attaining 58 years of age is eligible for Pension**
- HR-V **Any such member who had not attained 58 years but completed 10 years or more can opt for Reduced Pension if they attain age of 50 years.**
- HR-V **For a member from *Seasonal Establishment*, the contributory service in any year will be treated as full year (eg. in coffee industry an employee works only for 4 months in 2021, then it will be treated that the employee's service is 1 full year)**
- HR-V **Invalidity Pension for - Permanent & total disablement during the course of employment**

Tidbit of Pension

- HR-V **EPS contribution is part of Employer contribution. Employee (Member does not contribute)**
- HR-V **Pension accumulation does not attract Interest**
- HR-V **Pension after 10 years (or 9 years 6 months) is called Pensionable service. If the Member has not completed such period, then the accumulated amount without interest is payable to Member**
- HR-V **Pension contribution not to be paid:**
 - ◇ **When an employee crosses 58 years of age and is in service (EPS membership ceases on completion of 58 years). (If employee wishes to continue, it may continue to next 2 years provided the employee has already served more than 10 years)**
 - ◇ **When an EPS pensioner is drawing Reduced Pension and re-joins as an employee**
- HR-V **In case an employee, who is not existing EPF/EPS member joins on or after 01-09-2014 with wages above Rs 15000/- In these cases the pension contribution part will be added to employee share, EPF.**

Higher Pension contribution

An erstwhile member who was a EPS member & paying pension contribution on 6500 or more, who wishes to continue to contribute to similarly (more than 15000 from 1-9-2014) has to give fresh option and pay 1.16% more in Account no.10

Pension type 1 & 2

MEMBER PENSION

- HR-V Member's Pension: On attaining the age of 59 or 60 years (little higher pension)
- HR-V Member's Pension: On attaining the age of 58 years (normal)
- HR-V Member's Pension: On attaining the age of 50 years (reduced)
- HR-V (in all above conditions the member should have completed 10 years or more of service with one or multiple PF covered establishment)

Invalidity Pension

Permanent & total disablement during the course of employment

Pension after death of the Member - irrespective of whether such death occurs

- HR-V While in service or
- HR-V Away from employment and not contributing to the fund or
- HR-V After retirement as a pensioner

Pension type 3,4,5 & 6

- HR-V **Widow Pension:** Pension for Life or till re-marriage
- HR-V **Children Pension:** Payable to 2 children of the deceased
- HR-V **Orphan Pension:** In case the member dies and has no surviving widow his children will be entitled to get pension
- HR-V **Nominee Pension:** In case of unmarried member, nominated persons will get pension equal to widow pension

Pension after death of the Member - irrespective of whether such death occurs

- HR-V While in service or
- HR-V Away from employment and not contributing to the fund or
- HR-V After retirement as a pensioner

Non Remittance of PF – How it is considered by EPFO

Determination of moneys due from employer
The Enforcement Officers / Assistant Commissioner of PF are empowered

They may conduct an enquiry to determine the amount due from any employer under any provision of his Act and can issue notice to Employer, under this section

If employer does not appear or explain in writing, the authority can Recover such moneys Ex-Parte

Sections

7A

14B

Power to recover Damages

Where an Employer makes default in the payment of any contribution to the Fund, Central Provident Fund Commissioner or such other officer may recover from the Employer by way of penalty such damages, not exceeding the amount of arrears

Damages for delayed remittance

Less than 2 months	: 5%
2 ~4 months	: 10%
4 ~6 months	: 15%
Above 6 months	: 25%

Interest payable by the Employer

Employer shall be liable to pay simple interest at the rate of 12% per annum or at a higher rate as may be specified in the scheme on any amount due from him under this section from the date on which the amount has become so due till the date of its actual payment.

7Q

8

Various Sections under Section-8 which empowers the Authority to recover such moneys from the Employer, where the amount due is in dispute and was not disclaimed by the Employer through Documents/Records

Section 8 : Mode of recovery of moneys due from employers

Section 8A : Recovery of monies from the Employers

Section 8B : Issue of certificate to the Recovery Office

Section 8E : Stay of proceedings under certificate and amendment or withdrawal thereof

Section 8F : Other modes of recovery

Employer not to reduce wages

No employer in relation to an establishment to which any Scheme or the Insurance Scheme applies shall, by reason only of his liability for the payment of any contribution to reduce, whether directly or indirectly, the wages of any employee to whom the Scheme or the Insurance Scheme applies to which the employee is entitled under the terms of his employment, express or implied

**Effective 1st April 2016
For All persons with
disabilities**

**The PF CEILING WAGES is
Rs.25,000**

**Payment of employers'
contribution towards EPFO
for the first 10 years is made
by the Government of India.
Only Admin charges are to
be paid by the Employer**

There is no age restriction
to become a member of
EPF

Subsistence Allowance payable to an
employee, is not Wages as per EPF
Act

Where the Subsistence Allowance is
considered as Wages after enquiry process
will be considered as Wages for PF,
retrospectively

SEASONAL ESTABLISHMENTS - CONSIDERED UNDER



As per Para 32 of EPF Scheme

Employer cannot make deduction from the employee (employee share), if the error is from Employer side - for non-deduction & non-payment of the past period.

***For e.g.* if the employer has not deducted PF on 12,000 which is actual wages and did PF deduction only on 10,000 for the past 6 months. Now if the employer wants to pay the arrear PF on the difference of 2,000 for the past 6 months, then the employee contribution is also to be borne by the employer.**

As per Section 43 B of Income Tax Act

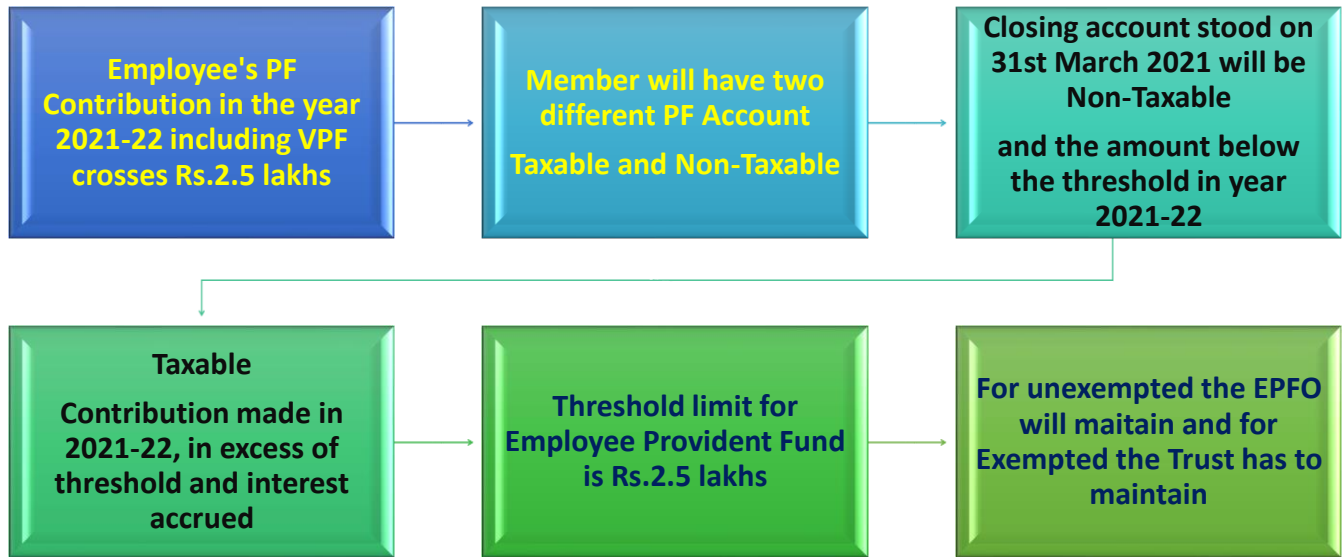
**“any sum payable by the assessee as an employer by way of contribution to any PF or superannuation fund or gratuity fund or any other fund for the welfare of the employees, shall be allowed in a particular year if the assessee maintains books on accrual basis and the remittance is made before the due date for furnishing return of income
HENCE ARREARS CANNOT BE CLAIMED as “EXPENSES” in the SUBSEQUENT YEAR**

DIRECTORY OF EPFO

PF - Unified Portal for Member (Employee)	https://unifiedportal-mem.epfindia.gov.in/memberinterface/
PF - Unified Portal for employer	https://unifiedportal-emp.epfindia.gov.in/epfo/
PF - Pensioner Portal	https://mis.epfindia.gov.in/PensionPaymentEnquiry/enquiry.jsp
PF - TRRN Search (for Employer)	https://unifiedportal-epfo.epfindia.gov.in/publicPortal/no-auth/misReport/home/loadSearchTrrnHome
PF - Establishment Search (for Public)	https://unifiedportal-epfo.epfindia.gov.in/publicPortal/no-auth/misReport/home/loadEstSearchHome
PF - International Workers Portal /COC	https://epfoportals.epfindia.gov.in/iwu/
PF – Beneficiary claim, upon unfortunate demise of the PF member (Nominees / Beneficiaries)	https://unifiedportal-mem.epfindia.gov.in/memberinterface/no-auth/nomineeAppForm/viewNomineeAppForm?_HDIV_STATE_=10-16-5B4414A20BF15150C0423EF51AAB5BB0
PF - Activate UAN for Members (Employees)	https://unifiedportal-mem.epfindia.gov.in/memberinterface/no-auth/uanActivation/activationForm?_HDIV_STATE_=8-13-CA12D1D0A4CCE6D264DBA00F9AFCE073
PF - Know your UAN status (Employee/ Member)	https://unifiedportal-mem.epfindia.gov.in/memberinterface/no-auth/uanservice/home?_HDIV_STATE_=16-12-68D97F515F0ABB1044714BDBF84C0A71
PF - Form 11 Declaration Form (Specimen) (Employer to obtain from Employee)	https://www.epfindia.gov.in/site_docs/PDFs/Downloads_PDFs/Form11Revised.pdf
PF - Grievance Portal (for All)	https://epfigms.gov.in/Grievance/GrievanceMaster
PF - Member Claim Status / Passbook (Employee/Member)	https://passbook.epfindia.gov.in/MemberPassBook/Login
PF - Rates of Contribution – HISTORY (Public)	https://www.epfindia.gov.in/site_docs/PDFs/MiscPDFs/ContributionRate.pdf
PF - EPFO Circulars (Public)	https://epfindia.gov.in/site_en/circulars.php?id=sm7_officeUse
PF - Wage ceiling – HISTORY (Public)	https://www.epfindia.gov.in/site_docs/PDFs/MiscPDFs/WageCeiling.pdf
PF – SMS Service (Employee/Member)	https://www.epfindia.gov.in/site_docs/PDFs/MiscPDFs/Short_Code_SMS_Service.pdf
PF – Missed call Service (Employee/Member)	https://www.epfindia.gov.in/site_docs/PDFs/MiscPDFs/Missed_Call_Service.pdf
PF – FAQ (Public)	https://www.epfindia.gov.in/site_en/FAQ.php




PF – WhatsApp Helpline (Employee/Member)	https://www.epfindia.gov.in/site_docs/PDFs/Downloads_PDFs/WhatsApp_Helpline.pdf
PF – Twitter (Employee/Member)	https://twitter.com/socialepfo/
PF – Facebook (Employee/Member)	https://www.facebook.com/socialepfo/
PF – Grievance Appeal (All)	After 15 days or in case you are not satisfied with the Grievance reply, Send Email to: rc.csd@epfindia.gov.in
PF – Toll Free number (Employee/Member)	1800118005 Employee: employeefeedback@epfindia.gov.in
PF – Help Email ID's (Respectively)	Employer: employeeferdback@epfindia.gov.in

EPF Account to be divided into TWO for specific members



NOMINATION IN EPF & MP ACT

	Gender	EPF / EDLI Scheme	EPS (Pension)
Bachelor & having family	Male or Female	Dependent Parents or any one of the family members (Nomination can be made for one or more persons belonging to his/her family duly mentioning the percentage of share)	Dependent Parents or any one of the family members
Bachelor & having no family	Male or Female	Any person or persons (Nomination can be made for one or more persons duly mentioning the percentage of share)	Any person
Married Member	Male	<ol style="list-style-type: none"> 1. His wife 2. His children (Married or unmarried) 3. His dependent parents 4. His deceased son's widow or children 	His wife, sons and daughters (including legally adopted children)
	Female	<ol style="list-style-type: none"> 1. Her husband 2. Her children (Married or unmarried) 3. Her dependent parents 4. Her deceased son's widow or children 	Her husband, sons and daughters (including legally adopted children)
		(Nomination can be made for one or more persons belonging to his/her family duly mentioning the percentage of share)	
Nomination made in favour of persons not in family is INVALID			
After marriage any nomination supercedes the the old nomination			
A member after marriage shall make a fresh nomination as his/her earlier nomination (before marriage) deems to be invalid			
Nomination can be amended any number of times (thru e-nomination) and last made nomination is valid			

-  **A son who is more than 18 years cannot be made as a nominee**
-  **A daughter who is married or who attained the age of 25 cannot be made as a nominee**
-  **Brothers and Sisters or any other relative other than, mentioned above cannot be made as a nominee**

INTERNATIONAL WORKER UNDER EPF ACT

Various Types of Workers
under EPF Act

**Domestic
Worker**

(01)

**Nepalese
Bhutanese**

(02)

**International
Worker from
SSA (with
CoC)**

(03)

**International
Worker from
SSA (without
CoC)**

(04)

**International
Worker from
Non-SSA
countries**

(05)

**Singapore
Citizens /
Nationals**

(06)

There are

3 (sl.no.3,4 & 5)

+ 1 (sl.no.7) **types of
International Workers**

Employee who is employed in an EPF covered establishment

1. Who holds only Indian Passport (or Indian, having no Passport)
2. Who is either Nepalese national (Treat of Peace and Friendship, 1950) or Bhutan National (India Bhutan Friendship Treaty, 2007)

1 & 2

Are called as Domestic Workers under EPF & MP Act

(3) International Worker from SSA (with CoC)

Eg.. A person comes from Germany or Japan **with** "Certificate of Coverage" and going to be engaged in an Indian Company covered under EPF & MP Act... IW, but no need to deduct & pay PF

(4) International Worker from SSA (without CoC)

Eg.. A person comes from Germany or Japan **without** "Certificate of Coverage" and going to be engaged in an Indian Company covered under EPF & MP Act... IW--need to deduct/pay PF (on gross-HRA)

(5) International Worker from

Non-SSA countries

Eg.. A person comes from USA, Sri Lanka or England, etc., and going to be engaged in an Indian Company covered under EPF & MP Act...
..... IW - need to deduct and pay PF (on gross-HRA).....

There is no COC concept for Non-SSA Countries...

(6) Singapore Citizens / Nationals

Singapore Nationals or Citizens, who come to India on a short-term Employment Visa are Excluded from coverage of PF

(CECA - Comprehensive Economic Cooperation Agreement)

Domestic Worker as IW (07)

(7) Domestic Worker who is considered as

International Worker

An Indian Domestic worker, who is an employee in an Indian Company, (covered under EPF Act) and goes to SSA Country on "Employment Visa" and performs duty in the Host country (still be on the rolls of the Indian Company).

Until such time he/she works in the SSA Country, he/she will be considered as an International Worker (all rules of IW applicable)

Overseas Citizen of India (OCI)

Any person who is holding an OCI Status, whether he/she has an AADHAR card or not shall be considered as an International Worker

(PIO was abolished on 1-9-2015)

Pay means :

Gross Wages excluding HRA & and Overtime Allowance paid monthly

- HRA (to the maximum as applicable to the City in which the employee is employed)
- Overtime Allowance which is not paid across the board to all employees in a particular category or were being paid especially to those who avail the opportunity. And extra amount beyond the normal work which he was otherwise required to put.

Major Benefits of SSA

Effective with 20 countries with major Benefits of

1. Detachment
2. Portability
3. Totalization

On what contribution is made

- » **total salary (excluding HRA & OT if any) payable on account of the employment of the employee employed for wages by in an establishment covered**
- » **in India even for responsibility outside India also**

ESSENTIALS OF SSA

01

Labour Mobility has enhanced

02

Avoid double coverage of Migrant workers

03

Exportability of benefits

04

Contribution exemption in host country

SSA Signed Countries

1. Australia
2. Austria
3. Brazil
4. Belgium
5. Canada
6. Czech
7. Denmark
8. Finland
9. France
10. Germany
11. Hungary
12. Japan
13. Luxembourg
14. Netherlands
15. Norway
16. Portugal
17. Sweden
18. Switzerland
19. South Korea
20. Quebec

1. **DETACHMENT:** The "Detached worker" is an individual who is posted by their Employer to work in another Country, on their rolls, for a limited period. Where worker is exempted from contribution in the country where he/she is going to perform duty
2. **PORTABILITY:** Benefits from the other country can be availed by beneficiaries in the home country
3. **TOTALISATION:** It refers to the total period of contributory service rendered by a PF member and benefits arising out of the same

Withdrawals for IW

IW from SSA Country
(who has contributed)

Can Withdraw PF on completion of assignment
(Pension Totalized)

IW from Non-SSA country

Can withdraw PF upon attaining 58 years of age or in special circumstances
(Pension will not be settled)

Withdrawal modes

1. Bank account in India
2. Through Employer
3. IW's overseas bank account

Duties of Employer

1. Identify IW @ the time of employing
2. Deduct & Pay on Gross (minus HRA & OT, if any)
3. File monthly IW Returns
4. Do not engage International Workers who do not possess Employment Visa (except OCI or Sri Lankan refugees or any other country nationals to whom where employment visa is not required)
5. Sri Lankan Nationals are IW's

As per the new Social Security Code

The International Worker also needs to Obtain AADHAR to become a Member of PF (still to be notified)

Pune - Registration of Internal Committees (IC) - July 2021 (Refer the published news in vernacular language for actual information.)

Information Courtesy: Sakal (Newspaper) dated 23-07-2021

Regarding: Submission of reports of constitution if IC (Internal Committee) in Offices as per the Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Order by: District Woman and Child Development Department, Pune, Maharashtra

If your Organization has an office in Pune and having 10 or more employees on your roll, it is mandatory to constitute Internal Committee and disseminate such information of Committee Members in the conspicuous place in the workplace.

The order requested Employers to submit a report by 30th August 2021. If you had not done so far, please do it immediately.

Employer can send the details of constitution of Internal Committee through Post or Personal delivery:

Address:

Office of District Women and Child Development Officer,
Gulmarg Park Housing Society,
3rd Floor, Near Vijay Bakery,
Somwar Peth, Pune - 411011

लैंगिक छळापासून संरक्षणासाठी समिती स्थापन न केल्यास दंड

पुणे, ता. २३ : कामाच्या ठिकाणी महिलांच्या होणाऱ्या लैंगिक छळापासून संरक्षणासाठी जिल्ह्यातील सरकारी, निमसरकारी आणि खासगी कार्यालये, आस्थापनांमध्ये अंतर्गत तक्रार निवारण समिती स्थापन करण्यात यावी. तसेच, संरक्षण समिती स्थापन न केल्यास येत्या एक सप्टेंबरपासून ५० हजारांचा दंड आकारण्यात येणार असल्याची माहिती जिल्हा महिला व बाल विकास कार्यालयाच्या वतीने देण्यात आली.

ज्या आस्थापनेमध्ये दहा किंवा त्यापेक्षा अधिक अधिकारी कर्मचारी कार्यरत आहेत, अशा सर्व कार्यालयात महिलांचा लैंगिक छळ रोखण्यासाठी अंतर्गत तक्रार निवारण समिती स्थापन करण्यात यावी. तसेच, त्याबाबतचा फलक कार्यालयाच्या दर्शनी भागात लावणे कायदान्वये बंधनकारक आहे. समिती गठित केल्याचा अहवाल येत्या ३० ऑगस्टपर्यंत जिल्हा महिला व बाल विकास अधिकारी कार्यालय, गुलमर्ग पार्क हौसिंग सोसायटी, तिसरा मजला, विजय बेकरीजवळ, सोमवार पेठ, पुणे - ४११०११ या कार्यालयास सादर करावा



ಕರ್ನಾಟಕ ರಾಜ್ಯ ಮಹಿಳಾ ಆಯೋಗ

ಕ್ರಮ ಸಂಖ್ಯೆ:

ಸಂಕರಾಚರಣೆ/SHW/ಸರ್ವೆ/2020-21

ದಿನಾಂಕ:

25-11-2020

ಮಾನ್ಯರೇ,

ವಿಷಯ: ಕೆಲಸದ ಸ್ಥಳದಲ್ಲಿ ಮಹಿಳೆಯರ ಮೇಲಿನ ಲೈಂಗಿಕ ಕರುಕುಳ(ತಡೆಗಟ್ಟುವಿಕೆ, ನಿವೇದಿಸುವಿಕೆ, ನಿವಾರಿಸುವಿಕೆ)ಅಧಿನಿಯಮ 2013, ಅಂತರಿಕ ದೂರು ಸಮಿತಿ ಸರ್ಕಾರ/ಖಾಸಗಿ ಪಾಲಯದಲ್ಲಿ ರಚನೆಯಾಗಿರುವ/ರಚನೆಯಾಗದಿರುವ ಬಗ್ಗೆ ರಾಜ್ಯಾದ್ಯಂತ ಪರಿಶೀಲನೆ ಮತ್ತು ಸರ್ವೆ.

- ಉಲ್ಲೇಖ:**
1. ಕೆಲಸದ ಸ್ಥಳದಲ್ಲಿ ಮಹಿಳೆಯರ ಮೇಲಿನ ಲೈಂಗಿಕ ಕರುಕುಳ (ತಡೆಗಟ್ಟುವಿಕೆ, ನಿವೇದಿಸುವಿಕೆ, ನಿವಾರಿಸುವಿಕೆ)ಅಧಿನಿಯಮ 2013.
 2. ಸರ್ಕಾರದ ಆದೇಶ ಸಂಖ್ಯೆ:ಮಮಇ/28/ರಾಮಆ/2015, ಬೆಂಗಳೂರು ದಿನಾಂಕ:18-11-2015.

ಮೇಲ್ಕಂಡ ವಿಷಯ ಹಾಗೂ ಉಲ್ಲೇಖಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಕೆಲಸದ ಸ್ಥಳದಲ್ಲಿ ಮಹಿಳೆಯರ ಮೇಲಿನ ಲೈಂಗಿಕ ಕರುಕುಳ(ತಡೆಗಟ್ಟುವಿಕೆ, ನಿವೇದಿಸುವಿಕೆ, ನಿವಾರಿಸುವಿಕೆ)ಅಧಿನಿಯಮ 2013 ಅಂತರಿಕ ದೂರು ಸಮಿತಿ ಸರ್ಕಾರ/ಖಾಸಗಿ ಪಾಲಯಗಳಲ್ಲಿ 10 ಅಥವಾ 10ಕ್ಕಿಂತ ಮೇಲ್ಪಟ್ಟು ಸಿಬ್ಬಂದಿಗಳು ಕಾರ್ಯ ನಿರ್ವಹಿಸುತ್ತಿದ್ದಲ್ಲಿ, ಅಂತರಿಕ ದೂರು ಸಮಿತಿ ರಚಿಸುವುದು ಕಡ್ಡಾಯವಾಗಿರುತ್ತದೆ. ಆದ್ದರಿಂದ ಕಮ್ಮ ಸಂಸ್ಥೆಯು ಅಂತರಿಕ ದೂರು ಸಮಿತಿ ರಚನೆ ಮಾಡಿದ್ದಲ್ಲಿ, ಸರ್ಕಾರ ಮಾಹಿತಿಯೊಂದಿಗೆ ಪರದಿಯನ್ನು Email ಅಥವಾ ಕರ್ನಾಟಕ ರಾಜ್ಯ ಮಹಿಳಾ ಆಯೋಗದ ವಿಳಾಸಕ್ಕೆ 7 ದಿನಗಳೊಳಗಾಗಿ ಕಳುಹಿಸುವುದು, ಇಲ್ಲವಾದಲ್ಲಿ ಅಂತರಿಕ ದೂರು ಸಮಿತಿ ರಚನೆಯಾಗಿರುವುದಿಲ್ಲ ಎಂದು ಧಾವಿಸಿ, ನಿಯಮಾನುಸಾರ ಕೆಲಸದ ಸ್ಥಳದಲ್ಲಿ ಮಹಿಳೆಯರ ಮೇಲಿನ ಲೈಂಗಿಕ ಕರುಕುಳ(ತಡೆಗಟ್ಟುವಿಕೆ, ನಿವೇದಿಸುವಿಕೆ, ನಿವಾರಿಸುವಿಕೆ)ಅಧಿನಿಯಮ 2013ರಡಿ ಮುಂದಿನ ಕ್ರಮ ಕೈಗೊಳ್ಳಲಾಗುವುದು. ಆದ್ದರಿಂದ ಕಂಡೇರಿ ಈ ಬಗ್ಗೆ ಕ್ರಮವಹಿಸಿ, ಪರದಿಯನ್ನು Email ಅಥವಾ ಕಛೇರಿ ವಿಳಾಸಕ್ಕೆ ನೇರವಾಗಿ ಮಾಹಿತಿ ನೀಡಲು ಹಾಗೂ ಈ ಸರ್ವೆ ಕಾರ್ಯಕ್ಕೆ ರಾಜ್ಯಾದ್ಯಂತ ಎಲ್ಲ ಸರ್ಕಾರ/ಖಾಸಗಿ ಸಂಸ್ಥೆಗಳು ಸಹಕರಿಸುವಂತೆ ಕೋರಲಾಗಿದೆ.

ಕಛೇರಿ ವಿಳಾಸ ಮತ್ತು Email ID ಈ ಕೆಳಕಂಡಂತಿದೆ:

ಕರ್ನಾಟಕ ರಾಜ್ಯ ಮಹಿಳಾ ಆಯೋಗ, ನಂ:107, 1ನೇ ಮಹಡಿ, ಕರ್ನಾಟಕ ಗೃಹ ಮಂಡಳ ಕಟ್ಟಡ, ಕಾವೇರಿ ಭವನ, ಕೆ.ಪಿ.ರಸ್ತೆ, ಬೆಂಗಳೂರು-560009.

Email ID: kscw@karnataka.gov.in

ಕಮ್ಮ ವಿಜಯಾ,

 ಕೆ.ರಾ.ಮ.ಆ. ಬೆಂಗಳೂರು

ನಂ. 107, ಕಾವೇರಿ ಭವನ, 1ನೇ ಮಹಡಿ, ಕರ್ನಾಟಕ ಗೃಹ ಮಂಡಳ ಕಟ್ಟಡ, ಕೆ.ಪಿ. ರಸ್ತೆ, ಬೆಂಗಳೂರು - 560 009.
 ಮೊಬೈಲ್ : 984-3371229 / 984-3371230 / 984-3371231 / ಮೇಲ್ಕರಣೆ : karnahand@kshahar.na.in

Reference: **Karnataka** State Commission Women (25th November 2020) **(Refer the published circular in vernacular language for actual information.)**

Regarding: Submission of reports of constitution if IC (Internal Committee) in Offices as per the Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Details required as mentioned in the circular: Any Organization in the State of Karnataka can file their communication with details of constitution of Internal Committee through Post or Personal delivery or email.

Address:

Karnataka State Commission for Women
 No.107, 1st Floor, Karnataka Housing Board Building,
 Cauvery Bhavan, K.G Road, Bangalore-560009
 E-mail ID: kscw@karnataka.gov.in



Telangana State Government notified to the General Public via an advertisement, asking the Eligible Organizations to

1. Register
2. Upload a copy of Constitution of Internal Committee Order in writing

The Webportal address is: <http://tshebox.tgwdcw.in/>

Due date as mentioned in the advertisement: The advertisement requested Employers to register and upload the ORDER by 15-07-2019. If you had not done so far, please do it immediately.

तातडीचे



जिल्हा महिला व बाल विकास अधिकारी कार्यालय

११७, बीडीडी चाळ समोर, डॉ. आंबेडकर वस्तीगृहांच्या आवारांत, वरळी, मुंबई - १८

फॅक्स क्र. ०२२-२४९२२४८४

ई-मेल - dwcddmcity@yahoo.com

जा.क्र.- जिमबाविअमुंश/काठिमहोलेखसंअधि-१३/अंतस/२०१९-२०२०/ 1610 दि.- २३/०३/२०१७

प्रति,

सर्व कार्यालय प्रमुख,
शासकीय/निमशासकीय/खाजगी क्षेत्र,
इन्टरप्रायजेस, सहकारी संस्था, क्रिडा संकुले,
प्रेक्षागृहे, मॉल्स, अशासकीय संघटना, ट्रस्ट,
रुग्णालये, सुश्रुचालये, क्रिडा संस्था, वाणिज्य,
शैक्षणिक, औद्योगिक कार्यालय, मुंबई शहर.

विषय:- कामाच्या ठिकाणी महिलांचे लैंगिक छळापासून संरक्षण (प्रतिबंध, मनाई व निवारण)

अधिनियम २०१३ व नियम दि. ०९/१२/२०१३ अन्वये अंतर्गत समिती गठीत करण्याबाबत.

संदर्भ:- १. कामाच्या ठिकाणी महिलांच्या लैंगिक छळांस (प्रतिबंध, मनाई व निवारण) अधिनियम, २०१३

२. शासन निर्णय क्र. मकचौ-२०१३/प्र.क्र.६३/मकक दि. १९ जून २०१४

उपरोक्त संदर्भांकित विषयान्वये सविनय सादर करण्यात येते कि, कामाच्या ठिकाणी महिलांचे लैंगिक छळापासून संरक्षण (प्रतिबंध, मनाई व निवारण) अधिनियम २०१३ व नियम दिनांक ०९/१२/२०१३ प्रसिद्ध करण्यात आलेले आहेत. या अधिनियमातील कलम ४ (१) अंतर्गत तक्रार समिती गठीत करण्याची तरतूद आहे. या अधिनियमाच्या प्रकरण १ मधील कलम २ मध्ये नमूद व्याख्येनुसार प्रत्येक शासकीय/निमशासकीय कार्यालय, संघटना, महामंडळे, आस्थापना, संस्था शाखा, तसेच खाजगी क्षेत्र, संघटना किंवा खाजगी उपक्रम/संस्था, इन्टरप्रायजेस, अशासकीय संघटना, सोसायटी, ट्रस्ट, उत्पादक, पुरवठा, वितरण व त्रिकी यासह वाणिज्य, व्यायसायिक, शैक्षणिक, करमणूक, औद्योगिक, आरोग्य सेवा किंवा वित्तीय युनिट, सेवा पुरवठादार, रुग्णालये, सुश्रुचालये, क्रिडा संस्था, प्रेक्षागृहे, क्रिडा संकुले इत्यादी अशा सर्व आस्थापना/कार्यालयांमध्ये अंतर्गत समिती स्थापन होणे आवश्यक आहे. कामाच्या ठिकाणी महिलांचे लैंगिक छळापासून संरक्षण (प्रतिबंध, मनाई व निवारण) अधिनियम २०१३ व नियम अन्वये अंतर्गत स्थापन कशी करायची याबाबतचा शासन निर्णय दि. १९/०६/२०१४ आपले माहिती करीता या पत्रासोबत जोडत आहोत. तरी आपण आपले आस्थापनेमध्ये १० किंवा १० पेक्षा जास्त कर्मचारी असल्यास

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आपणांकडे अंतर्गत समिती गठीत करुन सोबतच्या विहित नमुन्यात गठीत अंतर्गत समितीची माहिती या कार्यालयांस त्वरीत सादर करावी.

कामाच्या ठिकाणी महिलांच्या लैंगिक छळांस (प्रतिबंध, मनाई व निवारण) अधिनियम, २०१३ च्या कलम २६ (१)(क) अन्वये अंतर्गत समिती स्थापन न केल्यास नियोक्त्यावर (Employer) रु. ५०,०००/- (अक्षरी पन्नास हजार रुपये) दंडाची तरतूद आहे. त्यानंतर हि आपण वारंवार सुचना करुनही जर अंतर्गत समिती स्थापन केली नाही तर शासकीय यंत्रणा जे लागू असेल त्याप्रमाणे आपल्या कार्यालयांचे लायसन्स रद्द किंवा व्यवसाय पुढे सुरु ठेवण्यास मज्जाव करू शकते, यांची कृपया आपण नोंद घ्यावी.

तरी अधिनियमानुसार अंतर्गत समिती गठीत करुन विहित नमुन्यात दि. २०/०७/२०१९ पूर्वी हया कार्यालयांस सादर करण्यात यावा.

सोबत -

१. कामाच्या ठिकाणी महिलांच्या लैंगिक छळांस (प्रतिबंध, मनाई व निवारण) अधिनियम, २०१३
२. शासन निर्णय क्र. मकचौ-२०१३/प्र.क्र.६३/मकक दि. १९ जून २०१४
३. विहित नमुना अ (अंतर्गत समिती गठन प्रपत्र)

(प्रवृत्ति म. भावसार)

जिल्हा महिला व बाल विकास अधिकारी
मुंबई शहर.

प्रत माहितीस्तव -

१. मा. उप-आयुक्त (महिला विकास), महिला व बाल विकास आयुक्तालय, पुणे.
२. मा. विभागिय उप-आयुक्त, महिला व बाल विकास, कोकण विभाग, मुलुंड, मुंबई.

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विहीत नमुना अ (अंतर्गत समिती गठन प्रपत्र)

कार्यालयांचे नाव -

कार्यालयांचा पत्ता -

कार्यालयांचा दुरध्वनी क्रमांक आणि ई-मेल -

संपर्क व्यक्तीचे नाव आणि भ्रमणध्वनी क्रमांक -

अनु. क्र.	समितीतील धारण पद	कर्मचारी नाव	पदनाम	भ्रमणध्वनी क्रमांक	ई-मेल आयडी
	अध्यक्ष				
	सदस्य				
	सदस्य				
	सदस्य				
	सदस्य				
	अशासकीय सदस्य				

कार्यालय प्रमुख स्वाक्षरी व शिक्का

टिप :-

*/१. सदर अंतर्गत समिती एकादा स्थापन केल्यानंतर प्रत्येक अध्यक्ष आणि सदस्यांचा कार्यकाल ३ वर्षांपेक्षा अधिक नसेल.

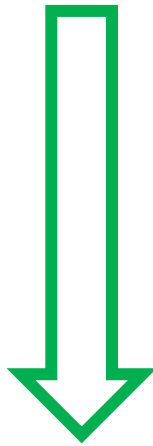
*/२. तसेच अंतर्गत समितीचा प्रत्येक वर्षी डिसेंबर अखेर वार्षिक अहवाल अधिनियमांतील कलम २१ च्या तरतुदीनुसार तयार करुन मा. जिल्हा अधिकारी तथा उपजिल्हाधिकारी, जिल्हाधिकारी कार्यालय, ओल्ड कस्टम हाऊस, शहीद भगतसिंग मार्ग, फोर्ट, मुंबई - १ किंवा ह्या कार्यालयांस पाठवण्यात यावा.

Scanned by CamScanner

ANNUAL RETURNS Under POSH Act

Return Templates
and
Directory of Authorities to file Returns

PAN INDIA OFFICES



DRAFT ANNUAL RETURN TO BE FILED WITH DISTRICT OFFICER

(On the Letter Head of the Establishment)

Annual Report of the Internal Committee in respect of Complaints received during the year 2023

**Under Section 21 (1) of The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 and
Under Rule No.14 of The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Rules, 2013**

To,

District Officer / Commissioner of Labour / District Magistrate

Dear Sir/Madam,

Ref: Annual Report as per the Rule 14, framed under as per Section 21 (1) of Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, for the year ended December 2023

We furnish below the Annual Return (All India) as per the Rule 14, framed under Section 21(1) of Sexual Harassment of Woman at Workplace (Prevention, Prohibition, and Redressal) Act 2013, with regards to Complaints received and their Redressal for the year ended 31st December 2023.

a)	No. of Complaints of Sexual Harassment received during the year 2023	
b)	No. of Complaints disposed of during the year	
c)	No. of Cases pending for more than 90 days	
d)	No. of Workshops or Awareness Programs against Sexual Harassment carried out during the year 2023	
e)	Nature of action taken by the Employer or District Officer	

Thanking You,

Yours sincerely,

(Presiding Officer)

Internal Committee

Copy: Employer

Encl: Documents related to Conduct of Awareness programs

POSH RETURN FORMAT TO BE FILED

Annual Return under the POSH Act - find below the screenshot of Section 21 of the Act

CHAPTER VIII

MISCELLANEOUS

21. Committee to submit annual report.— (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.

Annual Return under the POSH Act - find below the screenshot of Rule 14 of the Rules

14. Preparation of annual report.— The annual report which the Complaints Committee shall prepare under Section 21, shall have the following details:-

- (a) number of complaints of sexual harassment received in the year;
- (b) number of complaints disposed off during the year;
- (c) number of cases pending for more than ninety days;
- (d) number of workshops or awareness programme against sexual harassment carried out;
- (e) nature of action taken by the employer or District Officer.

[F. No. 19-5/2013-WW]

Dr. SHREERANJAN, Jt. Secy.

COMMENTS:

1. Details to be contained in the Annual Report is Calendar year – January to December
2. But nowhere in the Act or Rules, it is mentioned that “such date” is due date or “before such month”.
3. Hence an Employer must check with the respective State Government’s DISTRICT OFFICER, for this purpose
4. It may be Women and Child Department, or Social Welfare department or Labour department.... But depends upon the respective State/UT.
5. Usual practice is – Employers will file the return within January of the following calendar year (but it is not the legal date for compliance – as stated by few AUDIT companies)
6. As mentioned the TEMPLATE, employers need to enclose – Proof / Evidence (photographs) of awareness conducted and List of IC..... But hereto, not all governments, require this. Notwithstanding, the employer can keep those evidence with them.
7. WHAT I HAVE TO DO – If I do not know, who is the District Officer..... Kindly raise a RTI to obtain information.
8. Nevertheless – if you have right DATA/DETAILS/EVIDENCE – File the Return in January – which is safe

Annual Return under the COMPANIES (ACCOUNTS) RULES, 2014 - find below the screenshot of Rule 18(5) (x)

All those companies, which were registered with Ministry of Corporate Affairs

2. In the Companies (Accounts) Rules, 2014, in rule 8,

(i) In sub-rule (5), after clause (viii) the following clauses shall be inserted, namely:-

“(ix) a disclosure, as to whether maintenance of cost records as specified by the Central Government under sub-section (1) of section 148 of the Companies Act, 2013, is required by the Company and accordingly such accounts and records are made and maintained,

(x) a statement that the company has complied with provisions relating to the constitution of Internal Complaints Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 [14 of 2013] ,”;

(ii) after sub-rule (5), the following rule shall be inserted, namely:-

“(6) This rule shall not apply to One Person Company or Small Company”. ;

- * Usually these Statements will be part of Companies Accounts, which will be filed along with other Financial Statements.
- * This also is required only for Companies registered with MCA
- * Hereto, the applicability is 10 or more Persons engaged
- * Ensure the same details mentioned in the Annual Return filed before DISTRICT OFFICER is filed with MCA also.
- * The above is not required for:
 - Proprietorship Company
 - One Person Company
 - Small Company
 - Unregistered partnership Company

In Addition to the Annual Return
to be filed with DISTRICT
OFFICER and MCA....

**Annual Return under the COMPANIES (ACCOUNTS) RULES, 2014 - find below the
screenshot of Rule 18(5) (x)**

**All those companies, which were regulated by
SECURITIES and EXCHANGE BOARD OF INDIA (SEBI)**

Establishments needs to include Trainings conducted and Return of POSH complaints
in the Annual Report Statement.

(Department of Economic Affairs)

NOTIFICATION

New Delhi, the 12th March, 2021

G.S.R. 176(E).—In exercise of powers conferred by clause (e) of sub-section (2) of section 29 of the Securities and Exchange Board of India Act, 1992 (15 of 1992) and in supersession of the Securities and Exchange Board of India (Annual Report) Rules, 1994, except as respects things done or omitted to be done before such supersession, the Central Government hereby makes the following rules, namely: -

1. Short title and commencement.— (1) These rules may be called the Securities and Exchange Board of India (Annual Report) Rules, 2021.

12.6 Sources of Funds and Major Areas of Expenditure

13. Organizational Matters

- 13.1 SEBI Board
- 13.2 Audit Committee
- 13.3 SEBI Offices
- 13.4 Human Resource Activities (trainings, etc.)
- 13.5 Research Activities (working papers, etc.)
- 13.6 Promotion of Official Language
- 13.7 Internal Inspection Department
- 13.8 Vigilance Cell
- 13.9. RTI Activities
- 13.10 Parliament Questions
- 13.11 Fees and other charges (specific cases of increase / decrease during the year)
- 13.12 Changes made to the Delegation Order, if any.
- 13.13 Sources of Funds and Major Areas of Expenditure

[F. No. 2/8/2019-RE]

ANAND MOHAN BAJAJ, Addl. Secy.

FOR ESTABLISHMENTS IN MUMBAI CITY

Reminder



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

/Fax No. 022-24922484

Email - dwcsmcity@yahoo.com

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

OLD CIRCULAR

Format for info

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

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 9th 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 dwcsmumbai@gmail.com till **14th 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

Template for Return



MUMBAI

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, 2022 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)

FAQ on POSH Annual Return

1. Annual Report is to be prepared by the IC and the Presiding Officer has to Sign
2. THREE originals may be prepared
 - a. 1 for Filing
 - b. 2 for Employer
 - c. Employer retains one original and send the other original to District Officer
3. How the Employer can submit the Annual Report
 - a. Email – wherever the respective State Government/authority / District Officer has notified the email ID (or)
 - b. By Registered Post/Speed POST – Acknowledgment Due (or)
 - c. By Hand delivery and get acknowledgement
4. T-SHE BOX for Telangana is UNDER MAINTENANCE – So, file Annual Returns manually
5. SHOR app.in – for Organizations in Gautam Budhha Nagar – is not working, so file Annual Returns manually
6. Our Company has branches across Indian Cities – Can I file one Annual Return?
 - a. As per the PoSH Act, 2013, every branch location with 10 or more employees must have its own IC and file the IC-AR individually.

ADDRESS FOR SUBMITTING ANNUAL RETURNS in various Locations in India

(Compiled through Webportal Kindly check the address, before submitting the Returns)

7. For Pune the Address is:

District Women and Child Development Officer,
Gulmarg Park Housing Society, 3rd Floor,
Near Vijay Bakery, Somwar Peth, Pune 411011.
8. For Bangalore the Address is:

Karnataka State Commission for Women
No.107, 1st Floor, Karnataka Housing Board Building,
Cauvery Bhavan, K.G Road, Bangalore-560009
Email: kscw@karnataka.gov.in

9. For Telangana the Address is:

Women Development and Child Welfare Department
H.No. 8-3-222, Vengalrao Nagar, Beside Madhuranagar Metro Station,
Ameerpet, Hyderabad 500038

10. For AP the Address is:

Commissioner office, Women and Child Welfare, Jampani Towers,
Amaravathi Rd, opp. Narayana School, Potti Sri Ramulu Nagar,
Postal Colony, Guntur, Andhra Pradesh 522002

11. For Assam the Address is:

Directorate of Social Welfare, Kachari Ghat, MG Road,
Uzanbazar, Guwahati-1,
MG Road, Latasil, Uzan Bazar, Assam 781001

12. For Bihar the Address is:

Women Development Corporation, R. Block,
Daroga Rai Path, Road No - 2,
Patna, Bihar 800001

13. For Chennai the Address is:

District Social Welfare Officer,
Singaravelar Maaligai, 8Th Floor,
Collectorate Complex, Rajaji Salai,
Chennai – 600 001

14. For Haryana the Address is:

Women & Child Development Department,
Bays No. 15-20, Sector 4,
Panchkula, Haryana 134112

15. For Gujarat the Address is:

Women and Child Development (WCD)
Block 9, 6th Floor, Sardar Bhavan, Sector 10,
Gandhinagar, Gujarat 382010

16. For Kerala the Address is:

Directorate of Women & Child Development
Poojappura P.O.,
Thiruvananthapuram, 695012

17. For Odisha the Address is:

Department of Women & Child Development and Mission Shakti
Odisha State Secretariat,
Sachivalaya Marg, Unit-2, Bhubaneswar,
Odisha. 751001

18. For Rajasthan the Address is:

Directorate of Women Empowerment (W.E.),
J-7, Jhalana Institutional Area,
Jhalana Doongari, Jaipur -302004

19. For Punjab the Address is:

Department of Social Security And Women & Child Development,
First Floor, SCO: 102-103, Sector 34A,
Chandigarh 160022

20. For UP the Address is:

Directorate of Women Welfare,
8th Floor, Jawahar Bhawan,
Ashok Marg, Lucknow – 226001

21. For Puducherry the Address is:

Department of Women and Child Development
Kamaraj Salai, Brindavan Colony,
Puducherry, 605013

22. For West Bengal the Address is:

Bikash Bhawan, 10th Floor, DF Block, Sector 1,
Bidhannagar, Kolkata,
West Bengal, 700091

Delhi – District Officers details

List of District Magistrates notified as District Officers under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

DISTRICT	OFFICE ADDRESS	Phone No.	E-mail
NORTH	Deputy Commissioner Office North District BDO Block, Alipur New Delhi-110036	23943048	dcnorth@nic.in
CENTRAL	Deputy Commissioner Office Central District 14, Daryaganj New Delhi-110002	23282903	dccentral@nic.in
SOUTH	Deputy Commissioner Office South District Mehrauli Badarpur Road, Saket New Delhi-110039	29535025	dcsouth@nic.in
NEW DELHI	Deputy Commissioner Office New Delhi District Jam Nagar House, New Delhi- 110001	23386982	dcnd@nic.in
SOUTH WEST	Deputy Commissioner Office South West District Kapashera, New Delhi-110037	25065633	dcsw@nic.in
WEST	Deputy Commissioner Office West District Old Middle School Building, lawrance Road, Rampura, Delhi- 110085	27396629	dcwest@nic.in
NORTH EAST	Deputy Commissioner Office North East District	22122732	dcne@nic.in

	Weaver's Complex, Nand Nagari New Delhi-110093		
EAST	Deputy Commissioner Office East District L M Band Road Shastri Nagar, Geeta Colony, Delhi- 110031	22421656	dceast@nic.in
NORTH WEST	Deputy Commissioner Office North West District Kanjhawala, Delhi-110081	25953785	dcnw@nic.in
SOUTH EAST	Deputy Commissioner Office South East District Old Gargi College Building, Lajpat Nagar-IV New Delhi-110024	26476401	dcse.rev.delhi@nic.in
SHAHDARA	Deputy Commissioner Office Shahdara District L M Band Road Bunkar Complex,Nand Nagri Opp, Gagan Cinema,Delhi-110093	22126305	dmsahdara.delhi@nic.in

We Ensure

CALM

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