

FININ2MIN SUMMARY - CHAPTER IN 2 MINUTES

Part 1 - Scope, definitions and prevention

This chapter turns scope, definitions and prevention into an operational control file. It covers Applicability And Thresholds; the practical sequence is to classify coverage and event date, apply the provision and mapped Rule, complete the form/register, calculate the entitlement or exposure, and retain evidence for inspection, claim or appeal.

Who is covered

Every workplace, employer, Internal Committee, Local Committee, aggrieved woman, respondent and inquiry participant must follow the applicable complaint and confidentiality framework.

Key thresholds / timelines

- Use only the threshold, rate and limitation period effective on the event date; verify the Central/State instrument before acting.

Employer risk snapshot

Highest practical risks: committee defects, limitation errors, confidentiality breach or non-implementation of recommendations.

Old law / transition

Apply the instrument effective on the event date and preserve any accrued right, saved notification, pending proceeding or scheme-specific transition.

Main obligations / rights

- Applicability And Thresholds

Forms / evidence

- Register
- Return
- Nomination
- Classification, calculation, approval, acknowledgement and payment/filing proof

Employee / worker remedy

a time-bound complaint process, interim protection, confidentiality and appeal under the statutory framework. Confirm authority, limitation and appeal route.

Five-point professional checklist

- Freeze the event date, establishment, location and person/worker classification.
- Identify the controlling section/paragraph, mapped Rule, notification and appropriate Government.
- Reperform the calculation or decision test and document every exception or approval.
- Complete the prescribed form/register/portal step and retain acknowledgement, payment and communication evidence.
- Record the remedy, forum, limitation, appeal path and State variation before sign-off.

Finin2min takeaway: for scope, definitions and prevention, the defensible answer is not a policy label - it is the event-date law, the mapped procedure, the calculation and a complete evidence trail.

Source status: LOCALLY EMBEDDED | Rules: Mapped; exact extracts where retained | Review date: 18 July 2026

Educational and professional reference. Verify the event-date Act/Code, Rules, notifications, State instruments, portal procedure and later judgments before acting.

Part 1 - Scope, definitions and prevention

POSH Act and Rules | Statutory text/source record, practical procedure, controls, remedies and Q&A.

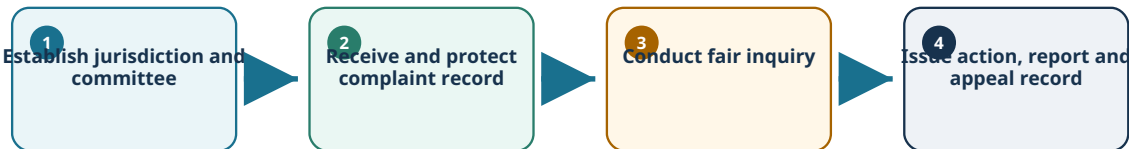
Review date: 2026-07-18

Authors: CA Nikhil Gupta & Kajri Singh

Source modules: 1

FININ2MIN LEGAL FLOW

POSH Act and Rules — Scope, definitions and prevention

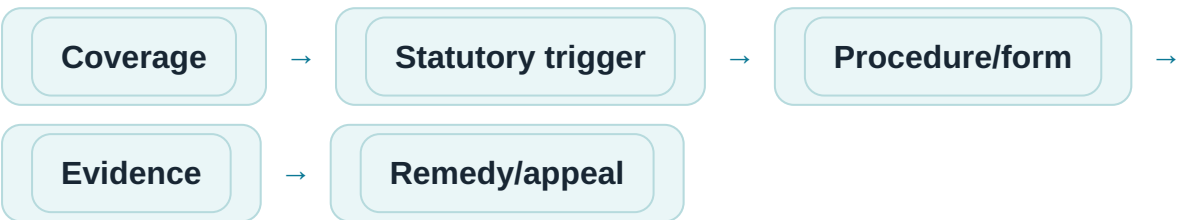


Law → trigger → procedure → evidence. Confirm the operative Central/State instrument on the event date.

Finin2min decision flow — identify the law, complete the statutory process and preserve evidence.

Source protocol. Retained provision/rule pages and official documents are consolidated below. The signed Gazette and current authority portal prevail over normalised formatting.

Decision flow



Official source

Open current official source

Applicability And Thresholds

Applicability, coverage and threshold | Finin2min

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[Home](#)

[POSH hub](#)

[Applicability, coverage and threshold](#)

[POSH practical guide](#)

[Applicability, coverage and threshold](#)

Finin2min operating guidance linked to the Act, Rules and current official implementation material.

Authors: Nikhil Gupta & Kajri Singh

Data reviewed on 17 July 2026

Who is protected?

An aggrieved woman can be of any age and need not be employed at the workplace. The employee definition includes regular, temporary, ad hoc, daily-wage, contract, probationary, trainee, apprentice, voluntary and other work arrangements.

What is a workplace?

The definition includes government and private organisations, hospitals, educational and sports locations, places visited during employment, employer-provided transport and a dwelling place or house.

Which committee?

Situation

Forum

Workplace has ten or more workers

Internal Committee under section 4.

Workplace has fewer than ten workers

District Local Committee under section 6.

Complaint is against the employer

District Local Committee, regardless of the Internal Committee route.

Do not use “more than ten” as the legal threshold without analysis.

Section 6 applies where the establishment has fewer than ten workers; ten is therefore outside that exception.

Primary provisions

Use the

section and rule repository

and the

source register

. Apply State rules, service rules and current forum details before acting.

[Guides](#)

[Applicability](#)

[Committee](#)

[Timeline](#)

[Reporting](#)

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Forms, records, portal and due-date control

Control	Evidence
Coverage and registration	Entity, location, headcount/category, registration number and portal acknowledgement.
Recurring compliance	Attendance/service, wage/benefit calculation, return/register, payment and employee communication.
Event compliance	Complaint, injury, termination, nomination, claim, inspection or dispute file with limitation diary.

Employer, employee and professional checklists

Employer

- Assign responsible officer and backup.
- Configure HRIS/payroll/portal controls.
- Complete statutory communication and retain proof.

Employee/worker

- Retain contract, identity, attendance, payment and correspondence.
- Use the prescribed complaint/claim route within limitation.

Professional

- Confirm current text, Rules, notification and State variation.
- Reconcile calculation, form, authority, remedy and evidence.

Penalties, remedies, appeals and limitation

Create a remedy matrix rather than one combined conclusion: entitlement or arrears; interest/damages; administrative order; civil penalty; prosecution; compounding; company/officer liability; claim forum; appeal; writ/judicial review; and event-date limitation.

Case-law principles

Decision	Current-use principle
Vishaka v. State of Rajasthan	The constitutional prevention framework remains foundational; the 2013 Act now supplies the statutory process.
Aureliano Fernandes v. State of Goa	Constitution of committees, training and implementation require real institutional compliance, not paper appointments.
Medha Kotwal Lele v. Union of India	Workplace mechanisms must be effective, independent and capable of enforcing protections.

State variation alert

Verify the appropriate Government and final State instrument. State forms, authorities, fees, rates and portal routes must be maintained in the location compliance register.

Finin2min Q&A

Which law and version should be applied?

Use the current text of POSH Act and Rules, the commencement notification, the applicable Central or State Rules and any later instrument effective on the event date.

How is the appropriate Government identified?

Classify ownership/control, sector, establishment and contractor relationship before selecting the Central or State authority.

Can a company policy override the statutory protection?

No. A policy may improve a benefit or control, but it cannot contract out of a mandatory statutory floor.

What evidence should be retained?

Retain the classification memo, source instrument, form/portal record, calculation, approval, employee communication, acknowledgement and payment or authority proof.

Do the Central Rules apply to every establishment?

No. They govern the Central sphere. State Rules and State notifications must be checked where the State is the appropriate Government.

How should a historical event be tested?

Apply the law and subordinate instrument effective on the event date, then use the repeal-and-savings provision for pending rights and proceedings.

What happens when portal practice conflicts with the statute?

Record the conflict, follow the higher legal instrument, seek authority clarification where necessary and preserve screenshots and correspondence.

Can criminal and monetary consequences arise together?

They may. Separate wages/benefits, interest, damages, civil penalty, prosecution, compounding and director/officer liability.

Is a contractor arrangement enough to shift liability?

No. Principal-employer and contractor liabilities depend on the specific provision and facts; the contract should allocate evidence and recovery without diluting worker rights.

What is the first professional review step?

Freeze the event date and facts, identify the applicable provision, then map Rules, forms, notification status, authority, limitation and evidence.

What is the operational focus of section 1 - applicability-and-thresholds?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is review control 12 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

What is review control 13 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

What is review control 14 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

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What is review control 17 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

What is review control 18 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

FININ2MIN SUMMARY - CHAPTER IN 2 MINUTES

Part 2 - Internal Committee

This chapter turns internal committee into an operational control file. It covers Internal Committee Constitution; the practical sequence is to classify coverage and event date, apply the provision and mapped Rule, complete the form/register, calculate the entitlement or exposure, and retain evidence for inspection, claim or appeal.

Who is covered

Every workplace, employer, Internal Committee, Local Committee, aggrieved woman, respondent and inquiry participant must follow the applicable complaint and confidentiality framework.

Key thresholds / timelines

- Use only the threshold, rate and limitation period effective on the event date; verify the Central/State instrument before acting.

Employer risk snapshot

Highest practical risks: committee defects, limitation errors, confidentiality breach or non-implementation of recommendations.

Old law / transition

Apply the instrument effective on the event date and preserve any accrued right, saved notification, pending proceeding or scheme-specific transition.

Main obligations / rights

- Internal Committee Constitution

Forms / evidence

- Register
- Return
- Nomination
- Classification, calculation, approval, acknowledgement and payment/filing proof

Employee / worker remedy

a time-bound complaint process, interim protection, confidentiality and appeal under the statutory framework. Confirm authority, limitation and appeal route.

Five-point professional checklist

- Freeze the event date, establishment, location and person/worker classification.
- Identify the controlling section/paragraph, mapped Rule, notification and appropriate Government.
- Reperform the calculation or decision test and document every exception or approval.
- Complete the prescribed form/register/portal step and retain acknowledgement, payment and communication evidence.
- Record the remedy, forum, limitation, appeal path and State variation before sign-off.

Finin2min takeaway: for internal committee, the defensible answer is not a policy label - it is the event-date law, the mapped procedure, the calculation and a complete evidence trail.

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Educational and professional reference. Verify the event-date Act/Code, Rules, notifications, State instruments, portal procedure and later judgments before acting.

Part 2 - Internal Committee

POSH Act and Rules | Statutory text/source record, practical procedure, controls, remedies and Q&A.

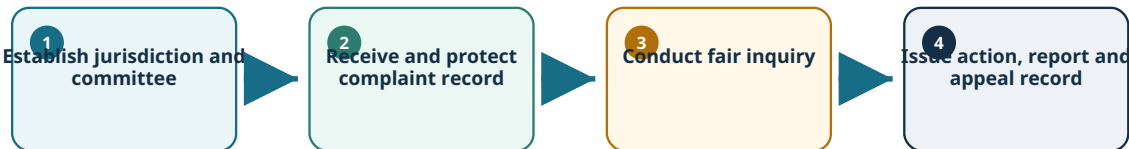
Review date: 2026-07-18

Authors: CA Nikhil Gupta & Kajri Singh

Source modules: 1

FININ2MIN LEGAL FLOW

POSH Act and Rules — Internal Committee

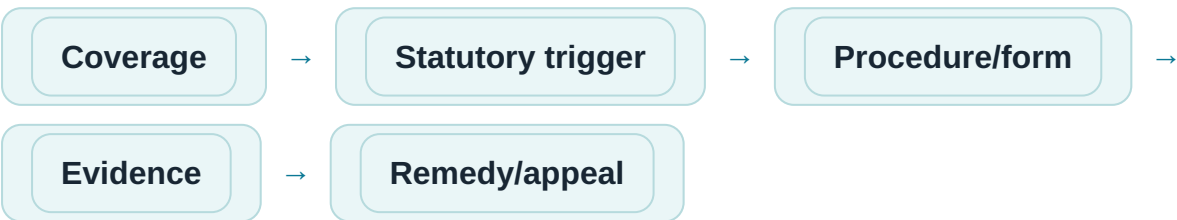


Law → trigger → procedure → evidence. Confirm the operative Central/State instrument on the event date.

Finin2min decision flow — identify the law, complete the statutory process and preserve evidence.

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Decision flow



Official source

Open current official source

Internal Committee Constitution

Internal Committee constitution | Finin2min

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[Internal Committee constitution](#)

[POSH practical guide](#)

[Internal Committee constitution](#)

Finin2min operating guidance linked to the Act, Rules and current official implementation material.

Authors: Nikhil Gupta & Kajri Singh

Data reviewed on 17 July 2026

[Composition control](#)

[Role](#)

[Central Act requirement](#)

[Presiding Officer](#)

Senior-level woman employee; statutory alternatives apply where unavailable.

[Internal members](#)

At least two employees, preferably committed to the cause of women or with social-work experience or legal knowledge.

[External member](#)

NGO/association committed to women's cause or a person familiar with sexual-harassment issues.

[Gender balance](#)

At least half of the total members must be women.

[Tenure](#)

Not more than three years.

[Multi-location rule](#)

Where offices or administrative units are at different places or levels, constitute the committee at all such units or offices. Maintain a location-wise register and do not assume a single head-office committee covers every unit.

[Appointment file](#)

Keep the written order, member acceptance, eligibility evidence, conflict declarations, tenure dates, training record, contact disclosure and external-member fee record.

[Primary provisions](#)

Use the

section and rule repository

and the

source register

. Apply State rules, service rules and current forum details before acting.

[Guides](#)

[Applicability](#)

[Committee](#)

[Timeline](#)

[Reporting](#)

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Forms, records, portal and due-date control

Control	Evidence
Coverage and registration	Entity, location, headcount/category, registration number and portal acknowledgement.
Recurring compliance	Attendance/service, wage/benefit calculation, return/register, payment and employee communication.
Event compliance	Complaint, injury, termination, nomination, claim, inspection or dispute file with limitation diary.

Employer, employee and professional checklists

Employer

- Assign responsible officer and backup.
- Configure HRIS/payroll/portal controls.
- Complete statutory communication and retain proof.

Employee/worker

- Retain contract, identity, attendance, payment and correspondence.
- Use the prescribed complaint/claim route within limitation.

Professional

- Confirm current text, Rules, notification and State variation.
- Reconcile calculation, form, authority, remedy and evidence.

Penalties, remedies, appeals and limitation

Create a remedy matrix rather than one combined conclusion: entitlement or arrears; interest/damages; administrative order; civil penalty; prosecution; compounding; company/officer liability; claim forum; appeal; writ/judicial review; and event-date limitation.

Case-law principles

Decision	Current-use principle
Vishaka v. State of Rajasthan	The constitutional prevention framework remains foundational; the 2013 Act now supplies the statutory process.
Aureliano Fernandes v. State of Goa	Constitution of committees, training and implementation require real institutional compliance, not paper appointments.
Medha Kotwal Lele v. Union of India	Workplace mechanisms must be effective, independent and capable of enforcing protections.

State variation alert

Verify the appropriate Government and final State instrument. State forms, authorities, fees, rates and portal routes must be maintained in the location compliance register.

Finin2min Q&A

Which law and version should be applied?

Use the current text of POSH Act and Rules, the commencement notification, the applicable Central or State Rules and any later instrument effective on the event date.

How is the appropriate Government identified?

Classify ownership/control, sector, establishment and contractor relationship before selecting the Central or State authority.

Can a company policy override the statutory protection?

No. A policy may improve a benefit or control, but it cannot contract out of a mandatory statutory floor.

What evidence should be retained?

Retain the classification memo, source instrument, form/portal record, calculation, approval, employee communication, acknowledgement and payment or authority proof.

Do the Central Rules apply to every establishment?

No. They govern the Central sphere. State Rules and State notifications must be checked where the State is the appropriate Government.

How should a historical event be tested?

Apply the law and subordinate instrument effective on the event date, then use the repeal-and-savings provision for pending rights and proceedings.

What happens when portal practice conflicts with the statute?

Record the conflict, follow the higher legal instrument, seek authority clarification where necessary and preserve screenshots and correspondence.

Can criminal and monetary consequences arise together?

They may. Separate wages/benefits, interest, damages, civil penalty, prosecution, compounding and director/officer liability.

Is a contractor arrangement enough to shift liability?

No. Principal-employer and contractor liabilities depend on the specific provision and facts; the contract should allocate evidence and recovery without diluting worker rights.

What is the first professional review step?

Freeze the event date and facts, identify the applicable provision, then map Rules, forms, notification status, authority, limitation and evidence.

What is the operational focus of section 1 - internal-committee-constitution?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is review control 12 for this chapter?

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FININ2MIN SUMMARY - CHAPTER IN 2 MINUTES

Part 3 - Local Committee

This chapter turns local committee into an operational control file. It covers District-level operational controls; the practical sequence is to classify coverage and event date, apply the provision and mapped Rule, complete the form/register, calculate the entitlement or exposure, and retain evidence for inspection, claim or appeal.

Who is covered Every workplace, employer, Internal Committee, Local Committee, aggrieved woman, respondent and inquiry participant must follow the applicable complaint and confidentiality framework.	Main obligations / rights • District-level operational controls
Key thresholds / timelines • Use only the threshold, rate and limitation period effective on the event date; verify the Central/State instrument before acting.	Forms / evidence • Register • Return • Nomination • Classification, calculation, approval, acknowledgement and payment/filing proof
Employer risk snapshot Highest practical risks: committee defects, limitation errors, confidentiality breach or non-implementation of recommendations.	Employee / worker remedy a time-bound complaint process, interim protection, confidentiality and appeal under the statutory framework. Confirm authority, limitation and appeal route.
Old law / transition Apply the instrument effective on the event date and preserve any accrued right, saved notification, pending proceeding or scheme-specific transition.	Five-point professional checklist • Freeze the event date, establishment, location and person/worker classification. • Identify the controlling section/paragraph, mapped Rule, notification and appropriate Government. • Reperform the calculation or decision test and document every exception or approval. • Complete the prescribed form/register/portal step and retain acknowledgement, payment and communication evidence. • Record the remedy, forum, limitation, appeal path and State variation before sign-off.

Finin2min takeaway: for local committee, the defensible answer is not a policy label - it is the event-date law, the mapped procedure, the calculation and a complete evidence trail.

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Educational and professional reference. Verify the event-date Act/Code, Rules, notifications, State instruments, portal procedure and later judgments before acting.

Part 3 - Local Committee

POSH Act and Rules | Statutory text/source record, practical procedure, controls, remedies and Q&A.

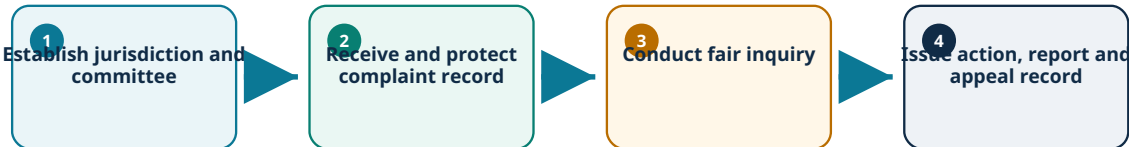
Review date: 2026-07-18

Authors: CA Nikhil Gupta & Kajri Singh

Source modules: 0

FININ2MIN LEGAL FLOW

POSH Act and Rules — Local Committee

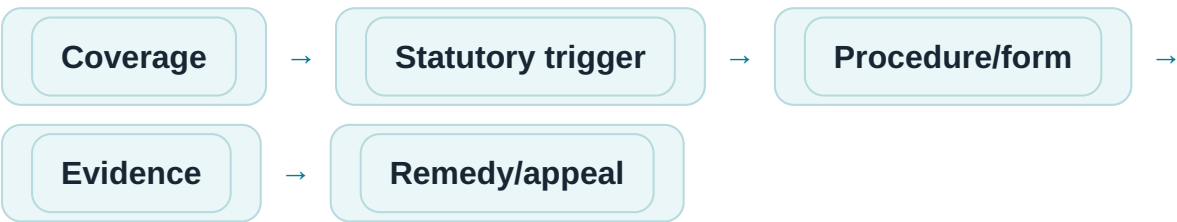


Law → trigger → procedure → evidence. Confirm the operative Central/State instrument on the event date.

Finin2min decision flow — identify the law, complete the statutory process and preserve evidence.

Source protocol. Retained provision/rule pages and official documents are consolidated below. The signed Gazette and current authority portal prevail over normalised formatting.

Decision flow



Official source

[Open current official source](#)

Forms, records, portal and due-date control

Control	Evidence
Coverage and registration	Entity, location, headcount/category, registration number and portal acknowledgement.
Recurring compliance	Attendance/service, wage/benefit calculation, return/register, payment and employee communication.
Event compliance	Complaint, injury, termination, nomination, claim, inspection or dispute file with limitation diary.

Employer, employee and professional checklists

Employer

- Assign responsible officer and backup.
- Configure HRIS/payroll/portal controls.
- Complete statutory communication and retain proof.

Employee/worker

- Retain contract, identity, attendance, payment and correspondence.
- Use the prescribed complaint/claim route within limitation.

Professional

- Confirm current text, Rules, notification and State variation.
- Reconcile calculation, form, authority, remedy and evidence.

Penalties, remedies, appeals and limitation

Create a remedy matrix rather than one combined conclusion: entitlement or arrears; interest/damages; administrative order; civil penalty; prosecution; compounding; company/officer liability; claim forum; appeal; writ/judicial review; and event-date limitation.

Case-law principles

Decision	Current-use principle
Vishaka v. State of Rajasthan	The constitutional prevention framework remains foundational; the 2013 Act now supplies the statutory process.
Aureliano Fernandes v. State of Goa	Constitution of committees, training and implementation require real institutional compliance, not paper appointments.

Decision	Current-use principle
Medha Kotwal Lele v. Union of India	Workplace mechanisms must be effective, independent and capable of enforcing protections.

State variation alert

Verify the appropriate Government and final State instrument. State forms, authorities, fees, rates and portal routes must be maintained in the location compliance register.

Finin2min Q&A

Which law and version should be applied?

Use the current text of POSH Act and Rules, the commencement notification, the applicable Central or State Rules and any later instrument effective on the event date.

How is the appropriate Government identified?

Classify ownership/control, sector, establishment and contractor relationship before selecting the Central or State authority.

Can a company policy override the statutory protection?

No. A policy may improve a benefit or control, but it cannot contract out of a mandatory statutory floor.

What evidence should be retained?

Retain the classification memo, source instrument, form/portal record, calculation, approval, employee communication, acknowledgement and payment or authority proof.

Do the Central Rules apply to every establishment?

No. They govern the Central sphere. State Rules and State notifications must be checked where the State is the appropriate Government.

How should a historical event be tested?

Apply the law and subordinate instrument effective on the event date, then use the repeal-and-savings provision for pending rights and proceedings.

What happens when portal practice conflicts with the statute?

Record the conflict, follow the higher legal instrument, seek authority clarification where necessary and preserve screenshots and correspondence.

Can criminal and monetary consequences arise together?

They may. Separate wages/benefits, interest, damages, civil penalty, prosecution, compounding and director/officer liability.

Is a contractor arrangement enough to shift liability?

No. Principal-employer and contractor liabilities depend on the specific provision and facts; the contract should allocate evidence and recovery without diluting worker rights.

What is the first professional review step?

Freeze the event date and facts, identify the applicable provision, then map Rules, forms, notification status, authority, limitation and evidence.

What is review control 11 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

What is review control 12 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

What is review control 13 for this chapter?

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What is review control 18 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

District-level operational controls

Control	Professional test	Evidence
Territorial jurisdiction	Confirm the district in which the workplace or respondent falls and whether the complaint belongs before the Local Committee rather than an Internal Committee.	Workplace address, employment record, district notification and jurisdiction note.
Committee constitution	Check the Chairperson, local-women nominee, NGO/association members and ex-officio officer against the current district order.	Constitution order, member eligibility declarations, tenure and conflict register.
Access channel	Publish a safe filing route for domestic workers, establishments without an Internal Committee and complaints against employers.	District notice, filing acknowledgement, secure complaint register and referral log.
Inquiry administration	Apply the Act and Rules on limitation, natural justice, confidentiality, interim relief, report and appeal.	Process calendar, service records, evidence index, minutes, report and action proof.

Illustrative district case

A worker in a small establishment files against the proprietor. The receiving officer first records the district and workplace facts, confirms that no valid Internal Committee exists and routes the complaint to the Local Committee. The committee separately records limitation, interim-risk and confidentiality decisions before issuing notice. The employer cannot avoid the process merely because the establishment has fewer than ten workers.

Local Committee questions

Can a complaint against the employer be heard by the establishment's Internal Committee?

The Local Committee route must be tested where the complaint is against the employer himself or herself. The constitution and jurisdiction record should be placed in the case file before evidence is received.

Who bears responsibility for a non-functional district mechanism?

The statutory district and nodal framework must be examined, including the District Officer's monitoring duties. Escalation should identify the issuing department and preserve unanswered communications.

Can an informal district panel substitute for the statutory Local Committee?

No. Membership, appointment, tenure and procedure must arise from the Act, Rules and current district notification.

FININ2MIN SUMMARY - CHAPTER IN 2 MINUTES

Part 4 - Complaint, conciliation and limitation

This chapter turns complaint, conciliation and limitation into an operational control file. It covers Complaint And Inquiry Timeline, Conciliation And Interim Relief; the practical sequence is to classify coverage and event date, apply the provision and mapped Rule, complete the form/register, calculate the entitlement or exposure, and retain evidence for inspection, claim or appeal.

Who is covered Every workplace, employer, Internal Committee, Local Committee, aggrieved woman, respondent and inquiry participant must follow the applicable complaint and confidentiality framework.	Main obligations / rights • Complaint And Inquiry Timeline • Conciliation And Interim Relief
Key thresholds / timelines • Authors: Nikhil Gupta & Kajri Singh Data reviewed on 17 July 2026 - Step Central time rule Complaint Within 3 months of incident/last incident; • Copy to respondent Within 7 working days under Rule 7. • Respondent reply Within 10 working days of receipt under Rule 7. • Inquiry report Provide within 10 days of completion.	Forms / evidence • Register • Return • Nomination • Classification, calculation, approval, acknowledgement and payment/filing proof
Employer risk snapshot Highest practical risks: committee defects, limitation errors, confidentiality breach or non-implementation of recommendations.	Employee / worker remedy a time-bound complaint process, interim protection, confidentiality and appeal under the statutory framework. Confirm authority, limitation and appeal route.
Old law / transition Apply the instrument effective on the event date and preserve any accrued right, saved notification, pending proceeding or scheme-specific transition.	Five-point professional checklist • Freeze the event date, establishment, location and person/worker classification. • Identify the controlling section/paragraph, mapped Rule, notification and appropriate Government. • Reperform the calculation or decision test and document every exception or approval. • Complete the prescribed form/register/portal step and retain acknowledgement, payment and communication evidence. • Record the remedy, forum, limitation, appeal path and State variation before sign-off.

Finin2min takeaway: for complaint, conciliation and limitation, the defensible answer is not a policy label - it is the event-date law, the mapped procedure, the calculation and a complete evidence trail.

Source status: LOCALLY EMBEDDED | Rules: Mapped; exact extracts where retained | Review date: 18 July 2026
Educational and professional reference. Verify the event-date Act/Code, Rules, notifications, State instruments, portal procedure and later judgments before acting.

Part 4 - Complaint, conciliation and limitation

POSH Act and Rules | Statutory text/source record, practical procedure, controls, remedies and Q&A.

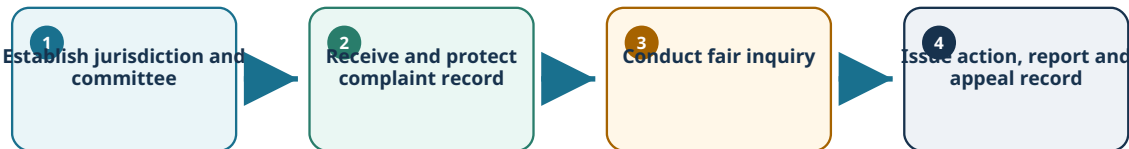
Review date: 2026-07-18

Authors: CA Nikhil Gupta & Kajri Singh

Source modules: 2

FININ2MIN LEGAL FLOW

POSH Act and Rules — Complaint, conciliation and limitation

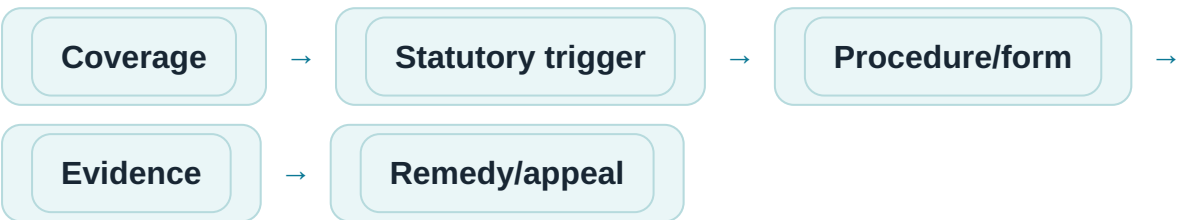


Law → trigger → procedure → evidence. Confirm the operative Central/State instrument on the event date.

Finin2min decision flow — identify the law, complete the statutory process and preserve evidence.

Source protocol. Retained provision/rule pages and official documents are consolidated below. The signed Gazette and current authority portal prevail over normalised formatting.

Decision flow



Official source

Open current official source

Complaint And Inquiry Timeline

Complaint and inquiry timeline | Finin2min

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[POSH practical guide](#)

[Complaint and inquiry timeline](#)

Finin2min operating guidance linked to the Act, Rules and current official implementation material.

Authors: Nikhil Gupta & Kajri Singh

Data reviewed on 17 July 2026

[Step](#)

[Central time rule](#)

[Complaint](#)

Within 3 months of incident/last incident; committee may extend by up to 3 further months for recorded reasons.

[Copy to respondent](#)

Within 7 working days under Rule 7.

[Respondent reply](#)

Within 10 working days of receipt under Rule 7.

[Inquiry](#)

Complete within 90 days.

[Inquiry report](#)

Provide within 10 days of completion.

[Employer/District Officer action](#)

Within 60 days of recommendation.

[Appeal](#)

Within 90 days of recommendation.

[Workflow](#)

Receive and acknowledge without demanding a legally unnecessary format.

Assist the aggrieved woman where the complaint cannot be put in writing.

Check forum, limitation and any extension reasons.

Consider conciliation only on her request and without monetary settlement.

Serve the complaint, receive response, identify issues and evidence.

Conduct hearings with quorum and natural justice; control confidentiality.

Complete inquiry, deliver reasoned report and track action.

Preserve appeal dates and annual-report data.

[Primary provisions](#)

Use the

section and rule repository

and the

source register

. Apply State rules, service rules and current forum details before acting.

Guides
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Reporting
SHe-Box
Checklist

Finin2min implementation decode

The committee checks jurisdiction, limitation, conflict and interim-risk issues before fixing the process calendar. Access is restricted, evidence is indexed and every communication is issued through an authorised channel.

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- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Conciliation And Interim Relief

Conciliation and interim relief | Finin2min

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[Conciliation and interim relief](#)

[POSH practical guide](#)

[Conciliation and interim relief](#)

Finin2min operating guidance linked to the Act, Rules and current official implementation material.

Authors: Nikhil Gupta & Kajri Singh

Data reviewed on 17 July 2026

Conciliation

It is available before inquiry only at the aggrieved woman's request. The Committee cannot pressure settlement and cannot use monetary settlement as its basis. Record the terms, provide copies and monitor implementation.

Interim relief

On written request, the Committee may recommend transfer of either party, leave up to three months in addition to ordinary leave, prescribed reporting-line or academic-supervision restrictions, and other prescribed relief. Use the least prejudicial measure that protects process integrity and workplace safety.

Non-retaliation

Although the Act's text is framed through specific duties and relief, employers should actively monitor retaliation, adverse evaluation, isolation, witness pressure and confidentiality breaches as workplace-safety and process risks.

Primary provisions

Use the

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- Separate substantive entitlement from procedure, remedy and penal consequence.
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Forms, records, portal and due-date control

Control	Evidence
Coverage and registration	Entity, location, headcount/category, registration number and portal acknowledgement.
Recurring compliance	Attendance/service, wage/benefit calculation, return/register, payment and employee communication.
Event compliance	Complaint, injury, termination, nomination, claim, inspection or dispute file with limitation diary.

Employer, employee and professional checklists

Employer

- Assign responsible officer and backup.
- Configure HRIS/payroll/portal controls.
- Complete statutory communication and retain proof.

Employee/worker

- Retain contract, identity, attendance, payment and correspondence.
- Use the prescribed complaint/claim route within limitation.

Professional

- Confirm current text, Rules, notification and State variation.
- Reconcile calculation, form, authority, remedy and evidence.

Penalties, remedies, appeals and limitation

Create a remedy matrix rather than one combined conclusion: entitlement or arrears; interest/damages; administrative order; civil penalty; prosecution; compounding; company/officer liability; claim forum; appeal; writ/judicial review; and event-date limitation.

Case-law principles

Decision	Current-use principle
Vishaka v. State of Rajasthan	The constitutional prevention framework remains foundational; the 2013 Act now supplies the statutory process.
Aureliano Fernandes v. State of Goa	Constitution of committees, training and implementation require real institutional compliance, not paper appointments.
Medha Kotwal Lele v. Union of India	Workplace mechanisms must be effective, independent and capable of enforcing protections.

State variation alert

Verify the appropriate Government and final State instrument. State forms, authorities, fees, rates and portal routes must be maintained in the location compliance register.

Finin2min Q&A

Which law and version should be applied?

Use the current text of POSH Act and Rules, the commencement notification, the applicable Central or State Rules and any later instrument effective on the event date.

How is the appropriate Government identified?

Classify ownership/control, sector, establishment and contractor relationship before selecting the Central or State authority.

Can a company policy override the statutory protection?

No. A policy may improve a benefit or control, but it cannot contract out of a mandatory statutory floor.

What evidence should be retained?

Retain the classification memo, source instrument, form/portal record, calculation, approval, employee communication, acknowledgement and payment or authority proof.

Do the Central Rules apply to every establishment?

No. They govern the Central sphere. State Rules and State notifications must be checked where the State is the appropriate Government.

How should a historical event be tested?

Apply the law and subordinate instrument effective on the event date, then use the repeal-and-savings provision for pending rights and proceedings.

What happens when portal practice conflicts with the statute?

Record the conflict, follow the higher legal instrument, seek authority clarification where necessary and preserve screenshots and correspondence.

Can criminal and monetary consequences arise together?

They may. Separate wages/benefits, interest, damages, civil penalty, prosecution, compounding and director/officer liability.

Is a contractor arrangement enough to shift liability?

No. Principal-employer and contractor liabilities depend on the specific provision and facts; the contract should allocate evidence and recovery without diluting worker rights.

What is the first professional review step?

Freeze the event date and facts, identify the applicable provision, then map Rules, forms, notification status, authority, limitation and evidence.

What is the operational focus of section 1 - complaint-and-inquiry-timeline?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 2 - conciliation-and-interim-relief?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is review control 13 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

What is review control 14 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

What is review control 15 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

What is review control 16 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

What is review control 17 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

What is review control 18 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

FININ2MIN SUMMARY - CHAPTER IN 2 MINUTES

Part 5 - Inquiry and evidence

This chapter turns inquiry and evidence into an operational control file. It covers Complaint And Inquiry Timeline, Natural Justice And Inquiry, Rule 01 Short Title And Commencement, Rule 02 Definitions; the practical sequence is to classify coverage and event date, apply the provision and mapped Rule, complete the form/register, calculate the entitlement or exposure, and retain evidence for inspection, claim or appeal.

Who is covered

Every workplace, employer, Internal Committee, Local Committee, aggrieved woman, respondent and inquiry participant must follow the applicable complaint and confidentiality framework.

Main obligations / rights

- Complaint And Inquiry Timeline
- Natural Justice And Inquiry
- Rule 01 Short Title And Commencement
- Rule 02 Definitions
- Rule 03 Fees Or Allowances For External Member Of Internal Committee

Key thresholds / timelines

- Authors: Nikhil Gupta & Kajri Singh Data reviewed on 17 July 2026
- Step Central time rule Complaint Within 3 months of incident/last incident;
- Copy to respondent Within 7 working days under Rule 7.
- Respondent reply Within 10 working days of receipt under Rule 7.
- Inquiry report Provide within 10 days of completion.

Forms / evidence

- Register
- Return
- Nomination
- Classification, calculation, approval, acknowledgement and payment/filing proof

Employer risk snapshot

Highest practical risks: committee defects, limitation errors, confidentiality breach or non-implementation of recommendations.

Employee / worker remedy

a time-bound complaint process, interim protection, confidentiality and appeal under the statutory framework. Confirm authority, limitation and appeal route.

Old law / transition

Apply the instrument effective on the event date and preserve any accrued right, saved notification, pending proceeding or scheme-specific transition.

Five-point professional checklist

- Freeze the event date, establishment, location and person/worker classification.
- Identify the controlling section/paragraph, mapped Rule, notification and appropriate Government.
- Reperform the calculation or decision test and document every exception or approval.
- Complete the prescribed form/register/portal step and retain acknowledgement, payment and communication evidence.
- Record the remedy, forum, limitation, appeal path and State variation before sign-off.

Finin2min takeaway: for inquiry and evidence, the defensible answer is not a policy label - it is the event-date law, the mapped procedure, the calculation and a complete evidence trail.

Source status: LOCALLY EMBEDDED | Rules: Mapped; exact extracts where retained | Review date: 18 July 2026
Educational and professional reference. Verify the event-date Act/Code, Rules, notifications, State instruments, portal procedure and later judgments before acting.

Part 5 - Inquiry and evidence

POSH Act and Rules | Statutory text/source record, practical procedure, controls, remedies and Q&A.

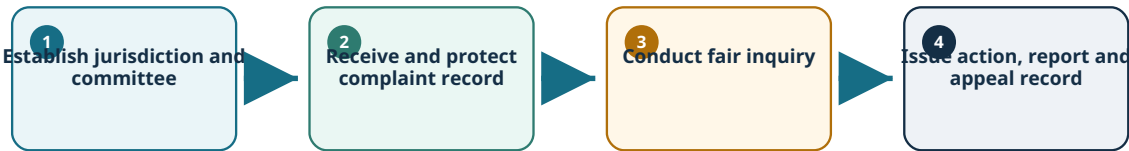
Review date: 2026-07-18

Authors: CA Nikhil Gupta & Kajri Singh

Source modules: 16

FININ2MIN LEGAL FLOW

POSH Act and Rules — Inquiry and evidence

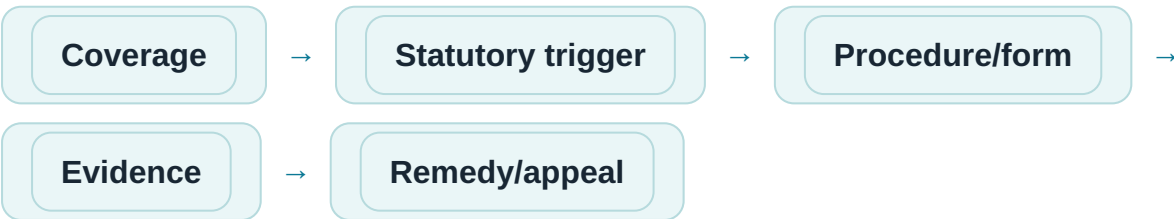


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Decision flow



Official source

Open current official source

Complaint And Inquiry Timeline

Complaint and inquiry timeline | Finin2min

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Finin2min operating guidance linked to the Act, Rules and current official implementation material.

Authors: Nikhil Gupta & Kajri Singh

Data reviewed on 17 July 2026

[Step](#)

[Central time rule](#)

[Complaint](#)

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[Primary provisions](#)

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- Retain the official instrument and event-date evidence.

Natural Justice And Inquiry

Natural justice and inquiry procedure | Finin2min

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[Natural justice and inquiry procedure](#)

Finin2min operating guidance linked to the Act, Rules and current official implementation material.

Authors: Nikhil Gupta & Kajri Singh

Data reviewed on 17 July 2026

Minimum process controls

Rule 7 requires service of the complaint, a response opportunity, natural justice, advance notice before termination or ex parte action, no legal practitioner representation before the Committee, and a minimum of three members including the Presiding Officer or Chairperson.

Evidence discipline

Maintain an indexed record of complaint, response, electronic records, witness statements, hearing notices, attendance, objections, procedural orders and reasons. Give both parties a fair opportunity on material used for findings.

Reasoned report

Separate allegations, issues, evidence, credibility assessment, findings, statutory analysis and recommendations. Avoid moral commentary, assumptions based on delay or stereotype, and findings outside the allegations without due notice.

Supreme Court emphasis:

The 2023 Aureliano Fernandes judgment treats procedural fairness and adherence to the statutory mechanism as central, not optional.

Primary provisions

Use the

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and the

source register

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Rule 01 Short Title And Commencement

Rule 1 - Short title and commencement | Finin2min

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[Rule 1](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 1: Short title and commencement](#)

The Rules commenced with their Gazette publication on 9 December 2013.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

1. Short title and commencement. - (1) These rules may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013.

(2) They shall come into force on the date of their publication in the Official Gazette.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

The Rules commenced with their Gazette publication on 9 December 2013.

[Linked Act sections](#)

[Section 1](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

[Rule navigation](#)

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[Section-rule map](#)

[Official sources](#)

Finin2min implementation decode

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- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 02 Definitions

Rule 2 - Definitions | Finin2min

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[Rule 2](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 2: Definitions](#)

These definitions support the procedural Rules and import undefined expressions from the Act.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

2. Definitions. - In these rules, unless the context otherwise requires,-

(a) “Act” means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);

(b) “complaint” means the complaint made under section 9;

(c) “Complaints Committee” means the Internal Committee or the Local Committee, as the case may be;

(d) “incident” means an incident of sexual harassment as defined in clause (n) of section 2;

(e) “section” means a section of the Act;

(f) “special educator” means a person trained in communication with people with special needs in a way that addresses their individual differences and needs;

(g) words and expressions used herein and not defined but defined in the Act shall have the meanings respectively assigned to them in the Act.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

These definitions support the procedural Rules and import undefined expressions from the Act.

[Linked Act sections](#)

[Section 2](#)

[Section 29](#)

[Implementation control](#)

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Rule 03 Fees Or Allowances For External Member Of Internal Committee

Rule 3 - Fees or allowances for external member of Internal Committee | Finin2min

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[POSH hub](#)

[Rule 3](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 3: Fees or allowances for external member of Internal Committee](#)

The employer bears the prescribed external-member sitting and travel cost. The amounts are the text of the Central Rules; check any applicable State rule or later notification before payment.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

3. Fees or allowances for Member of Internal Committee. - (1) The Member appointed from amongst non-government organisations shall be entitled to an allowance of two hundred rupees per day for holding the proceedings of the Internal Committee and also the reimbursement of travel cost incurred in travelling by train in three tier air condition or air conditioned bus and auto rickshaw or taxi, or the actual amount spent by him on travel, whichever is less.

(2) The employer shall be responsible for the payment of allowances referred to in sub-rule (1).

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

The employer bears the prescribed external-member sitting and travel cost. The amounts are the text of the Central Rules; check any applicable State rule or later notification before payment.

[Linked Act sections](#)

[Section 4](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

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Rule 04 Person Familiar With Issues Relating To Sexual Harassment

Rule 4 - Person familiar with issues relating to sexual harassment | Finin2min

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[Rule 4](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 4: Person familiar with issues relating to sexual harassment](#)

Expertise can arise through at least five years of relevant social work or familiarity with labour, service, civil or criminal law. The statutory appointment clause and current SHe-Box empanelment process should also be checked.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

4. Person familiar with issues relating to sexual harassment. - Person familiar with the issues relating to sexual harassment for the purpose of clause (c) of sub-section (1) of section 7 shall be a person who has expertise on issues relating to sexual harassment and may include any of the following:-

(a) a social worker with at least five years' experience in the field of social work which leads to creation of societal conditions favourable towards empowerment of women and in particular in addressing workplace sexual harassment;

(b) a person who is familiar with labour, service, civil or criminal law.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

Expertise can arise through at least five years of relevant social work or familiarity with labour, service, civil or criminal law. The statutory appointment clause and current SHe-Box empanelment process should also be checked.

[Linked Act sections](#)

[Section 6](#)

[Section 7](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

[Rule navigation](#)

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- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 05 Fees Or Allowances For Chairperson And Members Of Local Committee

Rule 5 - Fees or allowances for Chairperson and members of Local Committee | Finin2min

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[Rule 5](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 5: Fees or allowances for Chairperson and members of Local Committee](#)

The District Officer funds the prescribed Local Committee allowances and travel reimbursement under the Central Rules, subject to applicable jurisdictional provisions.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

5. Fees or allowances for Chairperson and Members of Local Committee. - (1) The Chairperson of the Local Committee shall be entitled to an allowance of two hundred and fifty rupees per day for holding the proceedings of the said Committee.

(2) The Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) of section 7 shall be entitled to an allowance of two hundred rupees per day for holding the proceedings of the said Committee and also the reimbursement of travel cost incurred in travelling by train in three tier air condition or air conditioned bus and auto rickshaw or taxi, or the actual amount spent by him on travel, whichever is less.

(3) The District Officer shall be responsible for the payment of allowances referred to in sub-rules (1) and (2). Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

The District Officer funds the prescribed Local Committee allowances and travel reimbursement under the Central Rules, subject to applicable jurisdictional provisions.

[Linked Act sections](#)

[Section 6](#)

[Section 7](#)

[Section 8](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

[Rule navigation](#)

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[Employer checklist](#)

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- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 06 Complaint Of Sexual Harassment By Another Person

Rule 6 - Complaint of sexual harassment by another person | Finin2min

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[POSH hub](#)

[Rule 6](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 6: Complaint of sexual harassment by another person](#)

The rule prevents incapacity, death or inability from blocking access to the complaint mechanism and specifies consent safeguards.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

6. Complaint of sexual harassment. - For the purpose of sub-section (2) of section 9,-

(i) where the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed by her relative or friend; her co-worker; an officer of the National Commission for Women or State Women's Commission; or any person who has knowledge of the incident, with her written consent;

(ii) where she is unable to complain on account of mental incapacity, a complaint may be filed by her relative or friend; a special educator; a qualified psychiatrist or psychologist; the guardian or authority under whose care she is receiving treatment or care; or a person with knowledge of the incident jointly with one of those persons;

(iii) where she is unable to complain for any other reason, a person with knowledge of the incident may file with her written consent;

(iv) where she is dead, a person with knowledge of the incident may file with the written consent of her legal heir.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

The rule prevents incapacity, death or inability from blocking access to the complaint mechanism and specifies consent safeguards.

[Linked Act sections](#)

[Section 6](#)

[Section 9](#)

[Section 29](#)

[Implementation control](#)

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[Rule navigation](#)

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[Employer checklist](#)

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Rule 07 Manner Of Inquiry Into Complaint

Rule 7 - Manner of inquiry into complaint | Finin2min

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[Rule 7](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 7: Manner of inquiry into complaint](#)

This is the central procedural backbone: copies, service, reply time, natural justice, absence protocol, no legal practitioners and minimum quorum.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

7. Manner of inquiry into complaint. - (1) Subject to section 11, the complainant shall submit six copies of the complaint with supporting documents and names and addresses of witnesses.

(2) The Complaints Committee shall send a copy to the respondent within seven working days.

(3) The respondent shall file a reply with documents and witness details within ten working days of receipt.

(4) The inquiry shall follow the principles of natural justice.

(5) The Committee may terminate proceedings or proceed ex parte after three consecutive absences without sufficient cause, but only after fifteen days' advance written notice.

(6) Parties shall not bring a legal practitioner to represent them before the Committee.

(7) At least three Committee members, including the Presiding Officer or Chairperson, must be present.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

This is the central procedural backbone: copies, service, reply time, natural justice, absence protocol, no legal practitioners and minimum quorum.

[Linked Act sections](#)

[Section 9](#)

[Section 10](#)

[Section 11](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

[Rule navigation](#)

[POSH hub](#)

[Employer checklist](#)

Finin2min implementation decode

The committee checks jurisdiction, limitation, conflict and interim-risk issues before fixing the process calendar. Access is restricted, evidence is indexed and every communication is issued through an authorised channel.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 08 Other Relief During Pendency Of Inquiry

Rule 8 - Other relief during pendency of inquiry | Finin2min

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[POSH hub](#)

[Rule 8](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 8: Other relief during pendency of inquiry](#)

These prescribed measures supplement the transfer and leave relief listed in section 12.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

8. Other relief to complainant during pendency of inquiry. - At the written request of the aggrieved woman, the Complaints Committee may recommend that the employer restrain the respondent from reporting on her work performance or writing her confidential report and assign that function to another officer; or, in an educational institution, restrain the respondent from supervising her academic activity.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

These prescribed measures supplement the transfer and leave relief listed in section 12.

[Linked Act sections](#)

[Section 12](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

[Rule navigation](#)

[POSH hub](#)

[Employer checklist](#)

[Section-rule map](#)

[Official sources](#)

Finin2min implementation decode

The committee checks jurisdiction, limitation, conflict and interim-risk issues before fixing the process calendar. Access is restricted, evidence is indexed and every communication is issued through an authorised channel.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 09 Manner Of Taking Action For Sexual Harassment

Rule 9 - Manner of taking action for sexual harassment | Finin2min

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[POSH hub](#)

[Rule 9](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 9: Manner of taking action for sexual harassment](#)

Where service rules do not prescribe action, the rule supplies a non-exhaustive range of disciplinary recommendations.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

9. Manner of taking action for sexual harassment. - Except where service rules exist, when the allegation is proved the Committee may recommend action including written apology, warning, reprimand or censure, withholding promotion, withholding pay rise or increments, termination from service, counselling or community service.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

Where service rules do not prescribe action, the rule supplies a non-exhaustive range of disciplinary recommendations.

[Linked Act sections](#)

[Section 13](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

[Rule navigation](#)

[POSH hub](#)

[Employer checklist](#)

[Section-rule map](#)

[Official sources](#)

Finin2min implementation decode

The committee checks jurisdiction, limitation, conflict and interim-risk issues before fixing the process calendar. Access is restricted, evidence is indexed and every communication is issued through an authorised channel.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 10 Action For False Or Malicious Complaint Or False Evidence

Rule 10 - Action for false or malicious complaint or false evidence | Finin2min

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[POSH hub](#)

[Rule 10](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 10: Action for false or malicious complaint or false evidence](#)

Action requires a specific finding of malice, knowing falsity or forged/misleading material; mere failure to prove a complaint is insufficient under section 14.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

10. Action for false or malicious complaint or false evidence. - Except where service rules exist, where the Committee concludes that the allegation was malicious, the complaint was knowingly false, or a forged or misleading document was produced, it may recommend action in accordance with rule 9.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

Action requires a specific finding of malice, knowing falsity or forged/misleading material; mere failure to prove a complaint is insufficient under section 14.

[Linked Act sections](#)

[Section 14](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

[Rule navigation](#)

[POSH hub](#)

[Employer checklist](#)

[Section-rule map](#)

[Official sources](#)

Finin2min implementation decode

The committee checks jurisdiction, limitation, conflict and interim-risk issues before fixing the process calendar. Access is restricted, evidence is indexed and every communication is issued through an authorised channel.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 11 Appeal

Rule 11 - Appeal | Finin2min

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[Home](#)

[POSH hub](#)

[Rule 11](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 11: Appeal](#)

The prescribed appeal text refers to the 1946 Standing Orders Act. Deployment should cross-link the current Industrial Relations Code transition page and applicable service-rule forum rather than presenting one universal forum.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

11. Appeal. - Subject to section 18, an aggrieved person may appeal covered recommendations, confidentiality action or non-implementation to the appellate authority notified under the Industrial Employment (Standing Orders) Act, 1946. The forum must be read with the applicable service rules and the current labour-law transition. Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

The prescribed appeal text refers to the 1946 Standing Orders Act. Deployment should cross-link the current Industrial Relations Code transition page and applicable service-rule forum rather than presenting one universal forum.

[Linked Act sections](#)

[Section 18](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

[Rule navigation](#)

[POSH hub](#)

[Employer checklist](#)

[Section-rule map](#)

[Official sources](#)

Finin2min implementation decode

The committee checks jurisdiction, limitation, conflict and interim-risk issues before fixing the process calendar. Access is restricted, evidence is indexed and every communication is issued through an authorised channel.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 12 Penalty For Contravention Of Confidentiality

Rule 12 - Penalty for contravention of confidentiality | Finin2min

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[POSH hub](#)

[Rule 12](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 12: Penalty for contravention of confidentiality](#)

This prescribed recovery is separate from any service-rule consequence and must be applied with section 17.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

12. Penalty for contravention of section 16. - Subject to section 17, if a person contravenes section 16, the employer shall recover five thousand rupees as penalty from that person.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

This prescribed recovery is separate from any service-rule consequence and must be applied with section 17.

[Linked Act sections](#)

[Section 16](#)

[Section 17](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

[Rule navigation](#)

[POSH hub](#)

[Employer checklist](#)

[Section-rule map](#)

[Official sources](#)

Finin2min implementation decode

The committee checks jurisdiction, limitation, conflict and interim-risk issues before fixing the process calendar. Access is restricted, evidence is indexed and every communication is issued through an authorised channel.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 13 Manner To Organise Workshops And Awareness

Rule 13 - Manner to organise workshops and awareness | Finin2min

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[Rule 13](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 13: Manner to organise workshops and awareness](#)

A policy alone is insufficient. The Rule requires dissemination, employee awareness, Committee training, contact disclosure and recurring capacity building.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

13. Manner to organise workshops, etc. - Subject to section 19, every employer shall formulate and widely disseminate an internal policy; orient Internal Committee members; conduct employee awareness and dialogue programmes; conduct capacity and skill building for Committee members; declare Committee member names and contact details; and use State Government modules for workshops and sensitisation.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

A policy alone is insufficient. The Rule requires dissemination, employee awareness, Committee training, contact disclosure and recurring capacity building.

[Linked Act sections](#)

[Section 3](#)

[Section 4](#)

[Section 19](#)

[Section 24](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

[Rule navigation](#)

[POSH hub](#)

[Employer checklist](#)

[Section-rule map](#)

[Official sources](#)

Finin2min implementation decode

The committee checks jurisdiction, limitation, conflict and interim-risk issues before fixing the process calendar. Access is restricted, evidence is indexed and every communication is issued through an authorised channel.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 14 Preparation Of Annual Report

Rule 14 - Preparation of annual report | Finin2min

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[POSH hub](#)

[Rule 14](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 14: Preparation of annual report](#)

The five fields should reconcile with the employer's annual reporting, District Officer submission, SHe-Box data and, for companies, Board's Report figures.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

14. Preparation of annual report. - The annual report under section 21 shall state: (a) complaints received during the year; (b) complaints disposed during the year; (c) cases pending for more than ninety days; (d) workshops or awareness programmes conducted; and (e) nature of action taken by the employer or District Officer.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

The five fields should reconcile with the employer's annual reporting, District Officer submission, SHe-Box data and, for companies, Board's Report figures.

[Linked Act sections](#)

[Section 21](#)

[Section 22](#)

[Section 23](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

[Rule navigation](#)

[POSH hub](#)

[Employer checklist](#)

[Section-rule map](#)

[Official sources](#)

Finin2min implementation decode

The committee checks jurisdiction, limitation, conflict and interim-risk issues before fixing the process calendar. Access is restricted, evidence is indexed and every communication is issued through an authorised channel.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Forms, records, portal and due-date control

Control	Evidence
Coverage and registration	Entity, location, headcount/category, registration number and portal acknowledgement.
Recurring compliance	Attendance/service, wage/benefit calculation, return/register, payment and employee communication.
Event compliance	Complaint, injury, termination, nomination, claim, inspection or dispute file with limitation diary.

Employer, employee and professional checklists

Employer

- Assign responsible officer and backup.
- Configure HRIS/payroll/portal controls.
- Complete statutory communication and retain proof.

Employee/worker

- Retain contract, identity, attendance, payment and correspondence.
- Use the prescribed complaint/claim route within limitation.

Professional

- Confirm current text, Rules, notification and State variation.
- Reconcile calculation, form, authority, remedy and evidence.

Penalties, remedies, appeals and limitation

Create a remedy matrix rather than one combined conclusion: entitlement or arrears; interest/damages; administrative order; civil penalty; prosecution; compounding; company/officer liability; claim forum; appeal; writ/judicial review; and event-date limitation.

Case-law principles

Decision	Current-use principle
Vishaka v. State of Rajasthan	The constitutional prevention framework remains foundational; the 2013 Act now supplies the statutory process.
Aureliano Fernandes v. State of Goa	Constitution of committees, training and implementation require real institutional compliance, not paper appointments.
Medha Kotwal Lele v. Union of India	Workplace mechanisms must be effective, independent and capable of enforcing protections.

State variation alert

Verify the appropriate Government and final State instrument. State forms, authorities, fees, rates and portal routes must be maintained in the location compliance register.

Finin2min Q&A

Which law and version should be applied?

Use the current text of POSH Act and Rules, the commencement notification, the applicable Central or State Rules and any later instrument effective on the event date.

How is the appropriate Government identified?

Classify ownership/control, sector, establishment and contractor relationship before selecting the Central or State authority.

Can a company policy override the statutory protection?

No. A policy may improve a benefit or control, but it cannot contract out of a mandatory statutory floor.

What evidence should be retained?

Retain the classification memo, source instrument, form/portal record, calculation, approval, employee communication, acknowledgement and payment or authority proof.

Do the Central Rules apply to every establishment?

No. They govern the Central sphere. State Rules and State notifications must be checked where the State is the appropriate Government.

How should a historical event be tested?

Apply the law and subordinate instrument effective on the event date, then use the repeal-and-savings provision for pending rights and proceedings.

What happens when portal practice conflicts with the statute?

Record the conflict, follow the higher legal instrument, seek authority clarification where necessary and preserve screenshots and correspondence.

Can criminal and monetary consequences arise together?

They may. Separate wages/benefits, interest, damages, civil penalty, prosecution, compounding and director/officer liability.

Is a contractor arrangement enough to shift liability?

No. Principal-employer and contractor liabilities depend on the specific provision and facts; the contract should allocate evidence and recovery without diluting worker rights.

What is the first professional review step?

Freeze the event date and facts, identify the applicable provision, then map Rules, forms, notification status, authority, limitation and evidence.

What is the operational focus of section 1 - complaint-and-inquiry-timeline?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 2 - natural-justice-and-inquiry?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 3 - rule-01-short-title-and-commencement?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 4 - rule-02-definitions?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 5 - rule-03-fees-or-allowances-for-external-member-of-internal-committee?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 6 - rule-04-person-familiar-with-issues-relating-to-sexual-harassment?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 7 - rule-05-fees-or-allowances-for-chairperson-and-members-of-local-committee?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 8 - rule-06-complaint-of-sexual-harassment-by-another-person?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

FININ2MIN SUMMARY - CHAPTER IN 2 MINUTES

Part 6 - Interim relief, report and action

This chapter turns interim relief, report and action into an operational control file. It covers Conciliation And Interim Relief, Annual Reporting And Board Report; the practical sequence is to classify coverage and event date, apply the provision and mapped Rule, complete the form/register, calculate the entitlement or exposure, and retain evidence for inspection, claim or appeal.

Who is covered Every workplace, employer, Internal Committee, Local Committee, aggrieved woman, respondent and inquiry participant must follow the applicable complaint and confidentiality framework.	Main obligations / rights • Conciliation And Interim Relief • Annual Reporting And Board Report
Key thresholds / timelines • Use only the threshold, rate and limitation period effective on the event date; verify the Central/State instrument before acting.	Forms / evidence • Register • Return • Nomination • Classification, calculation, approval, acknowledgement and payment/filing proof
Employer risk snapshot Highest practical risks: committee defects, limitation errors, confidentiality breach or non-implementation of recommendations.	Employee / worker remedy a time-bound complaint process, interim protection, confidentiality and appeal under the statutory framework. Confirm authority, limitation and appeal route.
Old law / transition Apply the instrument effective on the event date and preserve any accrued right, saved notification, pending proceeding or scheme-specific transition.	Five-point professional checklist • Freeze the event date, establishment, location and person/worker classification. • Identify the controlling section/paragraph, mapped Rule, notification and appropriate Government. • Reperform the calculation or decision test and document every exception or approval. • Complete the prescribed form/register/portal step and retain acknowledgement, payment and communication evidence. • Record the remedy, forum, limitation, appeal path and State variation before sign-off.

Finin2min takeaway: for interim relief, report and action, the defensible answer is not a policy label - it is the event-date law, the mapped procedure, the calculation and a complete evidence trail.

Source status: LOCALLY EMBEDDED | Rules: Mapped; exact extracts where retained | Review date: 18 July 2026
Educational and professional reference. Verify the event-date Act/Code, Rules, notifications, State instruments, portal procedure and later judgments before acting.

Part 6 - Interim relief, report and action

POSH Act and Rules | Statutory text/source record, practical procedure, controls, remedies and Q&A.

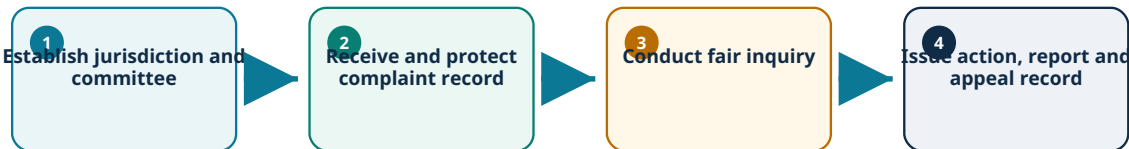
Review date: 2026-07-18

Authors: CA Nikhil Gupta & Kajri Singh

Source modules: 2

FININ2MIN LEGAL FLOW

POSH Act and Rules — Interim relief, report and action

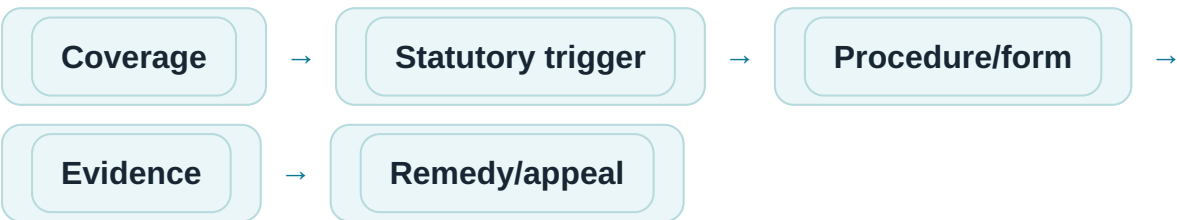


Law → trigger → procedure → evidence. Confirm the operative Central/State instrument on the event date.

Finin2min decision flow — identify the law, complete the statutory process and preserve evidence.

Source protocol. Retained provision/rule pages and official documents are consolidated below. The signed Gazette and current authority portal prevail over normalised formatting.

Decision flow



Official source

Open current official source

Conciliation And Interim Relief

Conciliation and interim relief | Finin2min

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[POSH practical guide](#)

[Conciliation and interim relief](#)

[Finin2min operating guidance linked to the Act, Rules and current official implementation material.](#)

[Authors: Nikhil Gupta & Kajri Singh](#)

[Data reviewed on 17 July 2026](#)

[Conciliation](#)

It is available before inquiry only at the aggrieved woman's request. The Committee cannot pressure settlement and cannot use monetary settlement as its basis. Record the terms, provide copies and monitor implementation.

[Interim relief](#)

On written request, the Committee may recommend transfer of either party, leave up to three months in addition to ordinary leave, prescribed reporting-line or academic-supervision restrictions, and other prescribed relief. Use the least prejudicial measure that protects process integrity and workplace safety.

[Non-retaliation](#)

Although the Act's text is framed through specific duties and relief, employers should actively monitor retaliation, adverse evaluation, isolation, witness pressure and confidentiality breaches as workplace-safety and process risks.

[Primary provisions](#)

[Use the](#)

[section and rule repository](#)

[and the](#)

[source register](#)

[. Apply State rules, service rules and current forum details before acting.](#)

[Guides](#)

[Applicability](#)

[Committee](#)

[Timeline](#)

[Reporting](#)

[SHe-Box](#)

[Checklist](#)

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the

decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Annual Reporting And Board Report

Annual reporting and Board's Report | Finin2min

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[Annual reporting and Board's Report](#)

[POSH practical guide](#)

[Annual reporting and Board's Report](#)

Finin2min operating guidance linked to the Act, Rules and current official implementation material.

Authors: Nikhil Gupta & Kajri Singh

Data reviewed on 17 July 2026

[Committee annual report](#)

Rule 14 requires complaints received, complaints disposed, cases pending over ninety days, workshops/ awareness programmes and nature of action taken.

[Employer and District Officer](#)

Section 22 requires the employer to include case and disposal information in its annual report, or intimate it to the District Officer where no such report is required.

[Companies from 14 July 2025](#)

The Companies (Accounts) Second Amendment Rules, 2025 require the Board's Report to include: complaints received, complaints disposed, and cases pending for more than ninety days, along with the POSH compliance statement.

[Reconciliation control](#)

Use one signed year-end reconciliation across the case register, committee report, employer report, Board's Report, District Officer submission and SHe-Box entry. Explain timing differences rather than forcing counts.

[Primary provisions](#)

[Use the](#)

[section and rule repository](#)

[and the](#)

[source register](#)

[. Apply State rules, service rules and current forum details before acting.](#)

[Guides](#)

[Applicability](#)

[Committee](#)

[Timeline](#)

[Reporting](#)

[SHe-Box](#)

[Checklist](#)

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Forms, records, portal and due-date control

Control	Evidence
Coverage and registration	Entity, location, headcount/category, registration number and portal acknowledgement.
Recurring compliance	Attendance/service, wage/benefit calculation, return/register, payment and employee communication.
Event compliance	Complaint, injury, termination, nomination, claim, inspection or dispute file with limitation diary.

Employer, employee and professional checklists

Employer

- Assign responsible officer and backup.
- Configure HRIS/payroll/portal controls.
- Complete statutory communication and retain proof.

Employee/worker

- Retain contract, identity, attendance, payment and correspondence.
- Use the prescribed complaint/claim route within limitation.

Professional

- Confirm current text, Rules, notification and State variation.
- Reconcile calculation, form, authority, remedy and evidence.

Penalties, remedies, appeals and limitation

Create a remedy matrix rather than one combined conclusion: entitlement or arrears; interest/damages; administrative order; civil penalty; prosecution; compounding; company/officer liability; claim forum; appeal; writ/judicial review; and event-date limitation.

Case-law principles

Decision	Current-use principle
Vishaka v. State of Rajasthan	The constitutional prevention framework remains foundational; the 2013 Act now supplies the statutory process.
Aureliano Fernandes v. State of Goa	Constitution of committees, training and implementation require real institutional compliance, not paper appointments.
Medha Kotwal Lele v. Union of India	Workplace mechanisms must be effective, independent and capable of enforcing protections.

State variation alert

Verify the appropriate Government and final State instrument. State forms, authorities, fees, rates and portal routes must be maintained in the location compliance register.

Finin2min Q&A

Which law and version should be applied?

Use the current text of POSH Act and Rules, the commencement notification, the applicable Central or State Rules and any later instrument effective on the event date.

How is the appropriate Government identified?

Classify ownership/control, sector, establishment and contractor relationship before selecting the Central or State authority.

Can a company policy override the statutory protection?

No. A policy may improve a benefit or control, but it cannot contract out of a mandatory statutory floor.

What evidence should be retained?

Retain the classification memo, source instrument, form/portal record, calculation, approval, employee communication, acknowledgement and payment or authority proof.

Do the Central Rules apply to every establishment?

No. They govern the Central sphere. State Rules and State notifications must be checked where the State is the appropriate Government.

How should a historical event be tested?

Apply the law and subordinate instrument effective on the event date, then use the repeal-and-savings provision for pending rights and proceedings.

What happens when portal practice conflicts with the statute?

Record the conflict, follow the higher legal instrument, seek authority clarification where necessary and preserve screenshots and correspondence.

Can criminal and monetary consequences arise together?

They may. Separate wages/benefits, interest, damages, civil penalty, prosecution, compounding and director/officer liability.

Is a contractor arrangement enough to shift liability?

No. Principal-employer and contractor liabilities depend on the specific provision and facts; the contract should allocate evidence and recovery without diluting worker rights.

What is the first professional review step?

Freeze the event date and facts, identify the applicable provision, then map Rules, forms, notification status, authority, limitation and evidence.

What is the operational focus of section 1 - conciliation-and-interim-relief?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 2 - annual-reporting-and-board-report?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is review control 13 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

What is review control 14 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

What is review control 15 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

What is review control 16 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

What is review control 17 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

What is review control 18 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

FININ2MIN SUMMARY - CHAPTER IN 2 MINUTES

Part 7 - Confidentiality, appeal and employer duties

This chapter turns confidentiality, appeal and employer duties into an operational control file. It covers Confidentiality And Data Handling, Employer Compliance Checklist, Employer Duties Training And Policy; the practical sequence is to classify coverage and event date, apply the provision and mapped Rule, complete the form/register, calculate the entitlement or exposure, and retain evidence for inspection, claim or appeal.

Who is covered

Every workplace, employer, Internal Committee, Local Committee, aggrieved woman, respondent and inquiry participant must follow the applicable complaint and confidentiality framework.

Key thresholds / timelines

- Use only the threshold, rate and limitation period effective on the event date; verify the Central/State instrument before acting.

Employer risk snapshot

Highest practical risks: committee defects, limitation errors, confidentiality breach or non-implementation of recommendations.

Old law / transition

Apply the instrument effective on the event date and preserve any accrued right, saved notification, pending proceeding or scheme-specific transition.

Main obligations / rights

- Confidentiality And Data Handling
- Employer Compliance Checklist
- Employer Duties Training And Policy

Forms / evidence

- Register
- Return
- Nomination
- Classification, calculation, approval, acknowledgement and payment/filing proof

Employee / worker remedy

a time-bound complaint process, interim protection, confidentiality and appeal under the statutory framework. Confirm authority, limitation and appeal route.

Five-point professional checklist

- Freeze the event date, establishment, location and person/worker classification.
- Identify the controlling section/paragraph, mapped Rule, notification and appropriate Government.
- Reperform the calculation or decision test and document every exception or approval.
- Complete the prescribed form/register/portal step and retain acknowledgement, payment and communication evidence.
- Record the remedy, forum, limitation, appeal path and State variation before sign-off.

Finin2min takeaway: for confidentiality, appeal and employer duties, the defensible answer is not a policy label - it is the event-date law, the mapped procedure, the calculation and a complete evidence trail.

Source status: LOCALLY EMBEDDED | Rules: Mapped; exact extracts where retained | Review date: 18 July 2026
Educational and professional reference. Verify the event-date Act/Code, Rules, notifications, State instruments, portal procedure and later judgments before acting.

Part 7 - Confidentiality, appeal and employer duties

POSH Act and Rules | Statutory text/source record, practical procedure, controls, remedies and Q&A.

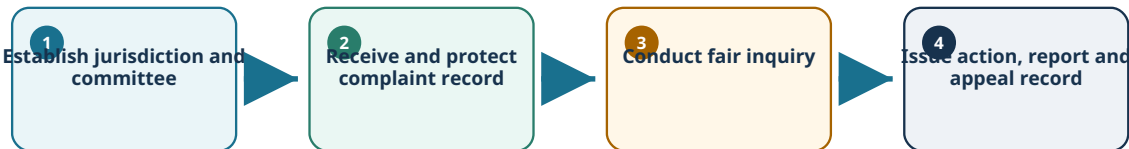
Review date: 2026-07-18

Authors: CA Nikhil Gupta & Kajri Singh

Source modules: 3

FININ2MIN LEGAL FLOW

POSH Act and Rules — Confidentiality, appeal and employer duties

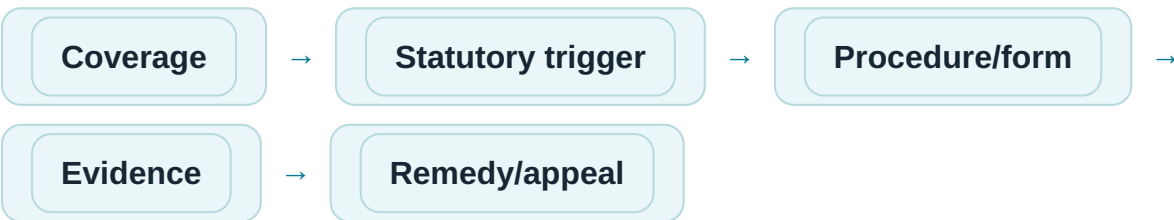


Law → trigger → procedure → evidence. Confirm the operative Central/State instrument on the event date.

Finin2min decision flow — identify the law, complete the statutory process and preserve evidence.

Source protocol. Retained provision/rule pages and official documents are consolidated below. The signed Gazette and current authority portal prevail over normalised formatting.

Decision flow



Official source

Open current official source

Confidentiality And Data Handling

Confidentiality and data handling | Finin2min

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[POSH hub](#)

[Confidentiality and data handling](#)

[POSH practical guide](#)

[Confidentiality and data handling](#)

Finin2min operating guidance linked to the Act, Rules and current official implementation material.

Authors: Nikhil Gupta & Kajri Singh

Data reviewed on 17 July 2026

[Protected information](#)

Complaint contents, identities and addresses, witness information, conciliation and inquiry proceedings, recommendations and employer/District Officer action are protected from publication or communication to the public, press and media.

[Operational controls](#)

Need-to-know access and named custodians.

Separate case folders from general HR files.

Encrypted digital storage and controlled downloads.

Redacted management reporting and anonymised training examples.

Documented destruction/retention schedule aligned with litigation and service rules.

[Permitted public information](#)

Anonymised information about justice secured may be disseminated only where it cannot identify the aggrieved woman or witnesses.

[Primary provisions](#)

Use the

section and rule repository

and the

source register

. Apply State rules, service rules and current forum details before acting.

[Guides](#)

[Applicability](#)

[Committee](#)

[Timeline](#)

[Reporting](#)

[SHe-Box](#)

[Checklist](#)

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Employer Compliance Checklist

Employer compliance checklist | Finin2min

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[POSH practical guide](#)

[Employer compliance checklist](#)

Finin2min operating guidance linked to the Act, Rules and current official implementation material.

Authors: Nikhil Gupta & Kajri Singh

Data reviewed on 17 July 2026

Governance

Control

Evidence

Frequency

Coverage and location assessment

Worker counts and administrative-unit map

Quarterly and on structural change

Committee constitution

Written order, eligibility, tenure and gender balance

Continuous; formal annual review

Policy and display

Current policy, circulation, penal consequences and contacts

Annual and on change

SHe-Box

Organisation/location/committee data and access log

Quarterly

Training

Employee and Committee attendance and material

Recurring

Case process

Limitation, service, response, hearing, quorum and timeline tracker

Per complaint

Confidentiality

Access list, secure folder, redaction and breach protocol

Continuous

Annual reporting

Signed reconciliation across all reports

Annual

State layer

Rules, District Officer, Local Committee and reporting source

Half-yearly

Escalate immediately:

missing committee, expired tenure, no external member, no woman Presiding Officer, fewer than half women, complaint ageing near ninety days, confidentiality incident, recommendation not acted on within sixty days, or inconsistent annual counts.

Primary provisions

Use the

section and rule repository

and the

source register

. Apply State rules, service rules and current forum details before acting.

Guides

Applicability

Committee

Timeline

Reporting

SHe-Box

Checklist

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Employer Duties Training And Policy

Employer duties, policy and training | Finin2min

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[Employer duties, policy and training](#)

[POSH practical guide](#)

[Employer duties, policy and training](#)

Finin2min operating guidance linked to the Act, Rules and current official implementation material.

Authors: Nikhil Gupta & Kajri Singh

Data reviewed on 17 July 2026

[Section 19 controls](#)

Provide a safe workplace; display consequences and committee order; conduct regular awareness and committee orientation; provide facilities; assist attendance; make information available; support police action; treat sexual harassment as misconduct; and monitor committee reports.

[Rule 13 operating model](#)

Adopt and widely circulate a policy, train committee members, conduct employee awareness and dialogue, run capacity building, publish committee contacts and use Government modules where applicable.

[Cadence](#)

[Control](#)

[Suggested evidence](#)

[New joiner awareness](#)

[Induction completion and policy acknowledgement.](#)

[Recurring employee session](#)

[Attendance, material and assessment.](#)

[Committee skill building](#)

[Scenario practice, procedure and report-writing training.](#)

[Annual governance review](#)

[Composition, tenure, complaints, ageing, training, SHe-Box and reporting reconciliation.](#)

[Primary provisions](#)

[Use the](#)

[section and rule repository](#)

[and the](#)

[source register](#)

[. Apply State rules, service rules and current forum details before acting.](#)

[Guides](#)

[Applicability](#)

[Committee](#)

[Timeline](#)

[Reporting](#)

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Forms, records, portal and due-date control

Control	Evidence
Coverage and registration	Entity, location, headcount/category, registration number and portal acknowledgement.
Recurring compliance	Attendance/service, wage/benefit calculation, return/register, payment and employee communication.
Event compliance	Complaint, injury, termination, nomination, claim, inspection or dispute file with limitation diary.

Employer, employee and professional checklists

Employer

- Assign responsible officer and backup.
- Configure HRIS/payroll/portal controls.
- Complete statutory communication and retain proof.

Employee/worker

- Retain contract, identity, attendance, payment and correspondence.
- Use the prescribed complaint/claim route within limitation.

Professional

- Confirm current text, Rules, notification and State variation.
- Reconcile calculation, form, authority, remedy and evidence.

Penalties, remedies, appeals and limitation

Create a remedy matrix rather than one combined conclusion: entitlement or arrears; interest/damages; administrative order; civil penalty; prosecution; compounding; company/officer liability; claim forum; appeal; writ/judicial review; and event-date limitation.

Case-law principles

Decision	Current-use principle
Vishaka v. State of Rajasthan	The constitutional prevention framework remains foundational; the 2013 Act now supplies the statutory process.
Aureliano Fernandes v. State of Goa	Constitution of committees, training and implementation require real institutional compliance, not paper appointments.
Medha Kotwal Lele v. Union of India	Workplace mechanisms must be effective, independent and capable of enforcing protections.

State variation alert

Verify the appropriate Government and final State instrument. State forms, authorities, fees, rates and portal routes must be maintained in the location compliance register.

Finin2min Q&A

Which law and version should be applied?

Use the current text of POSH Act and Rules, the commencement notification, the applicable Central or State Rules and any later instrument effective on the event date.

How is the appropriate Government identified?

Classify ownership/control, sector, establishment and contractor relationship before selecting the Central or State authority.

Can a company policy override the statutory protection?

No. A policy may improve a benefit or control, but it cannot contract out of a mandatory statutory floor.

What evidence should be retained?

Retain the classification memo, source instrument, form/portal record, calculation, approval, employee communication, acknowledgement and payment or authority proof.

Do the Central Rules apply to every establishment?

No. They govern the Central sphere. State Rules and State notifications must be checked where the State is the appropriate Government.

How should a historical event be tested?

Apply the law and subordinate instrument effective on the event date, then use the repeal-and-savings provision for pending rights and proceedings.

What happens when portal practice conflicts with the statute?

Record the conflict, follow the higher legal instrument, seek authority clarification where necessary and preserve screenshots and correspondence.

Can criminal and monetary consequences arise together?

They may. Separate wages/benefits, interest, damages, civil penalty, prosecution, compounding and director/officer liability.

Is a contractor arrangement enough to shift liability?

No. Principal-employer and contractor liabilities depend on the specific provision and facts; the contract should allocate evidence and recovery without diluting worker rights.

What is the first professional review step?

Freeze the event date and facts, identify the applicable provision, then map Rules, forms, notification status, authority, limitation and evidence.

What is the operational focus of section 1 - confidentiality-and-data-handling?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 2 - employer-compliance-checklist?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 3 - employer-duties-training-and-policy?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is review control 14 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

What is review control 15 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

What is review control 16 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

What is review control 17 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

What is review control 18 for this chapter?

Confirm source currency, State variation, internal ownership, documentary proof and the next statutory deadline before closing the compliance ticket.

FININ2MIN SUMMARY - CHAPTER IN 2 MINUTES

Part 8 - District monitoring, penalties and Rules

This chapter turns district monitoring, penalties and rules into an operational control file. It covers Section 20 Duties And Powers Of District Officer, Section 21 Committee Annual Report, Section 22 Employer Reporting, Section 23 Government Monitoring And Data; the practical sequence is to classify coverage and event date, apply the provision and mapped Rule, complete the form/register, calculate the entitlement or exposure, and retain evidence for inspection, claim or appeal.

Who is covered

Every workplace, employer, Internal Committee, Local Committee, aggrieved woman, respondent and inquiry participant must follow the applicable complaint and confidentiality framework.

Main obligations / rights

- Section 20 Duties And Powers Of District Officer
- Section 21 Committee Annual Report
- Section 22 Employer Reporting
- Section 23 Government Monitoring And Data
- Section 24 Government Publicity Measures

Key thresholds / timelines

- Use only the threshold, rate and limitation period effective on the event date; verify the Central/State instrument before acting.

Forms / evidence

- Register
- Return
- Nomination
- Classification, calculation, approval, acknowledgement and payment/filing proof

Employer risk snapshot

Highest practical risks: committee defects, limitation errors, confidentiality breach or non-implementation of recommendations.

Employee / worker remedy

a time-bound complaint process, interim protection, confidentiality and appeal under the statutory framework. Confirm authority, limitation and appeal route.

Old law / transition

Apply the instrument effective on the event date and preserve any accrued right, saved notification, pending proceeding or scheme-specific transition.

Five-point professional checklist

- Freeze the event date, establishment, location and person/worker classification.
- Identify the controlling section/paragraph, mapped Rule, notification and appropriate Government.
- Reperform the calculation or decision test and document every exception or approval.
- Complete the prescribed form/register/portal step and retain acknowledgement, payment and communication evidence.
- Record the remedy, forum, limitation, appeal path and State variation before sign-off.

Finin2min takeaway: for district monitoring, penalties and rules, the defensible answer is not a policy label - it is the event-date law, the mapped procedure, the calculation and a complete evidence trail.

Source status: LOCALLY EMBEDDED | Rules: Mapped; exact extracts where retained | Review date: 18 July 2026
Educational and professional reference. Verify the event-date Act/Code, Rules, notifications, State instruments, portal procedure and later judgments before acting.

Part 8 - District monitoring, penalties and Rules

POSH Act and Rules | Statutory text/source record, practical procedure, controls, remedies and Q&A.

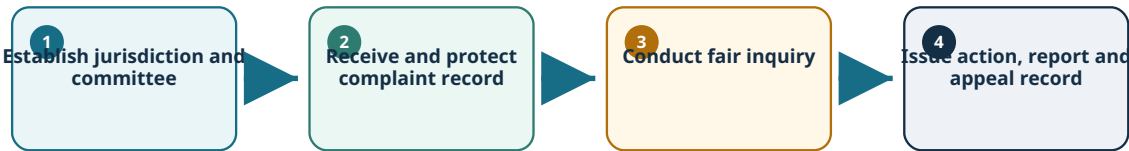
Review date: 2026-07-18

Authors: CA Nikhil Gupta & Kajri Singh

Source modules: 24

FININ2MIN LEGAL FLOW

POSH Act and Rules — District monitoring, penalties and Rules

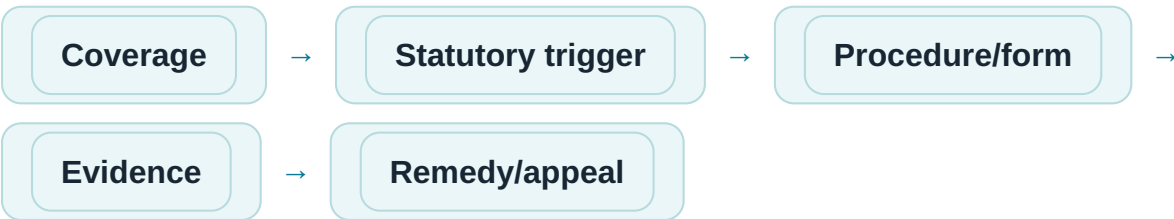


Law → trigger → procedure → evidence. Confirm the operative Central/State instrument on the event date.

Finin2min decision flow — identify the law, complete the statutory process and preserve evidence.

Source protocol. Retained provision/rule pages and official documents are consolidated below. The signed Gazette and current authority portal prevail over normalised formatting.

Decision flow



Official source

Open current official source

Section 20 Duties And Powers Of District Officer

Section 20 - Duties and powers of District Officer | Finin2min

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[Section 20](#)

[Chapter VII - District Officer](#)

[Section 20: Duties and powers of District Officer](#)

Requires the District Officer to monitor Local Committee reports and engage organisations for awareness and rights education.

Act No. 14 of 2013

Authority: District Officer

Data reviewed on 17 July 2026

In 2 minutes

Requires the District Officer to monitor Local Committee reports and engage organisations for awareness and rights education.

Statutory text

20. Duties and powers of District Officer.—The District Officer shall, —

(a) monitor the timely submission of report furnished by the Local Committee;

(b) take such measures as may be necessary for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women.

Source transcription: India Code consolidated Act PDF. Check the official source for a live matter.

Rule, authority, record and consequence map

Related Central Rule

No dedicated Central Rule; read the Act, applicable service rules and State material.

Primary authority

District Officer

Core record

LC reports and awareness engagement records

Compliance consequence

Implementation and monitoring deficiencies may attract Government and court scrutiny.

Practical example

The District Officer reviews Local Committee annual reports and commissions district awareness programmes for unorganised workplaces.

Finin2min Q&A

What should an employer or committee do first?

Create the record identified above, check the linked Rule and preserve a dated decision trail. Do not replace the statutory process with an informal HR discussion where the Act applies.

What needs jurisdiction-specific checking?

State rules and notifications, District Officer and Local Committee details, service rules, standing orders,

appellate forum and any sector regulator requirements.

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[Employer checklist](#)

[Primary sources](#)

[Source note](#)

Use the official India Code text, the 2013 Rules and the applicable State layer.

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Section 21 Committee Annual Report

Section 21 - Committee annual report | Finin2min

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[Section 21](#)

[Chapter VIII - Miscellaneous](#)

[Section 21: Committee annual report](#)

Requires each Internal or Local Committee to prepare an annual report and send it to the employer and District Officer; the District Officer sends a brief report to the State Government.

Act No. 14 of 2013

Authority: Internal Committee, Local Committee, employer and District Officer

Data reviewed on 17 July 2026

In 2 minutes

Requires each Internal or Local Committee to prepare an annual report and send it to the employer and District Officer; the District Officer sends a brief report to the State Government.

Statutory text

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.

(2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.

Source transcription: India Code consolidated Act PDF. Check the official source for a live matter.

Rule, authority, record and consequence map

Related Central Rule

Rule 14: Preparation of annual report

Primary authority

Internal Committee, Local Committee, employer and District Officer

Core record

IC/LC annual report and submission proof

Compliance consequence

Missing, inconsistent or inaccurate annual reports undermine section 22, SHe-Box and Government data duties.

Practical example

The committee's year-end report reconciles complaints received, disposed, pending over ninety days, workshops and action taken before submission.

Finin2min Q&A

What should an employer or committee do first?

Create the record identified above, check the linked Rule and preserve a dated decision trail. Do not replace the statutory process with an informal HR discussion where the Act applies.

What needs jurisdiction-specific checking?

State rules and notifications, District Officer and Local Committee details, service rules, standing orders, appellate forum and any sector regulator requirements.

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[Source note](#)

Use the official India Code text, the 2013 Rules and the applicable State layer.

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Section 22 Employer Reporting

Section 22 - Employer reporting | Finin2min

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[Section 22: Employer reporting](#)

Requires the employer to include complaint and disposal information in its annual report or report it to the District Officer where no annual report is otherwise prepared.

Act No. 14 of 2013

Authority: Employer / Board and District Officer

Data reviewed on 17 July 2026

In 2 minutes

Requires the employer to include complaint and disposal information in its annual report or report it to the District Officer where no annual report is otherwise prepared.

Company reporting:

from 14 July 2025, the Companies (Accounts) Rules require the Board's Report to state complaints received, disposed and pending for more than ninety days, alongside the POSH compliance statement.

Statutory text

22. Employer to include information in annual report.—The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organisation or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.

Source transcription: India Code consolidated Act PDF. Check the official source for a live matter.

Rule, authority, record and consequence map

Related Central Rule

Rule 14: Preparation of annual report

Primary authority

Employer / Board and District Officer

Core record

Annual report, Board's Report and District Officer filing proof

Compliance consequence

Non-reporting can trigger POSH exposure; companies also face Companies Act reporting consequences.

Practical example

A company aligns the committee annual report, Board's Report disclosures and District Officer submission so the counts are consistent.

Finin2min Q&A

What should an employer or committee do first?

Create the record identified above, check the linked Rule and preserve a dated decision trail. Do not replace the statutory process with an informal HR discussion where the Act applies.

What needs jurisdiction-specific checking?

State rules and notifications, District Officer and Local Committee details, service rules, standing orders, appellate forum and any sector regulator requirements.

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POSH hub

Timeline

Employer checklist

Primary sources

Source note

Use the official India Code text, the 2013 Rules and the applicable State layer.

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Section 23 Government Monitoring And Data

Section 23 - Government monitoring and data | Finin2min

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[Chapter VIII - Miscellaneous](#)

[Section 23: Government monitoring and data](#)

Requires Government monitoring and maintenance of complaint and disposal data.

Act No. 14 of 2013

Authority: Appropriate Government

Data reviewed on 17 July 2026

In 2 minutes

Requires Government monitoring and maintenance of complaint and disposal data.

Statutory text

23. Appropriate Government to monitor implementation and maintain data.—The appropriate Government shall monitor the implementation of this Act and maintain date on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.

Source transcription: India Code consolidated Act PDF. Check the official source for a live matter.

Rule, authority, record and consequence map

Related Central Rule

Rule 14: Preparation of annual report

Primary authority

Appropriate Government

Core record

Aggregate Government data register

Compliance consequence

Failure weakens statutory monitoring and court-directed implementation.

Practical example

The department maintains aggregate received-and-disposed data without exposing protected identities.

Finin2min Q&A

What should an employer or committee do first?

Create the record identified above, check the linked Rule and preserve a dated decision trail. Do not replace the statutory process with an informal HR discussion where the Act applies.

What needs jurisdiction-specific checking?

State rules and notifications, District Officer and Local Committee details, service rules, standing orders, appellate forum and any sector regulator requirements.

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POSH hub

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Employer checklist

Primary sources

Source note

Use the official India Code text, the 2013 Rules and the applicable State layer.

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Section 24 Government Publicity Measures

Section 24 - Government publicity measures | Finin2min

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[Chapter VIII - Miscellaneous](#)

[Section 24: Government publicity measures](#)

Requires publicity, awareness and Local Committee training measures by the appropriate Government.

Act No. 14 of 2013

Authority: Appropriate Government

Data reviewed on 17 July 2026

In 2 minutes

Requires publicity, awareness and Local Committee training measures by the appropriate Government.

Statutory text

24. Appropriate Government to take measures to publicise the Act.—The appropriate

Government may, subject to the availability of financial and other resources, —

(a) develop relevant information, education, communication and training materials, and organise awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of woman at workplace;

(b) formulate orientation and training programmes for the members of the 1[Local Committee].

Source transcription: India Code consolidated Act PDF. Check the official source for a live matter.

Rule, authority, record and consequence map

Related Central Rule

Rule 13: Manner to organise workshops and awareness

Primary authority

Appropriate Government

Core record

Publicity and training programme records

Compliance consequence

Insufficient publicity or training impairs access and may be examined in implementation proceedings.

Practical example

A State department publishes access routes and trains Local Committee members instead of relying only on a general awareness circular.

Finin2min Q&A

What should an employer or committee do first?

Create the record identified above, check the linked Rule and preserve a dated decision trail. Do not replace the statutory process with an informal HR discussion where the Act applies.

What needs jurisdiction-specific checking?

State rules and notifications, District Officer and Local Committee details, service rules, standing orders, appellate forum and any sector regulator requirements.

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[Section 25 →](#)
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[Source note](#)

Use the official India Code text, the 2013 Rules and the applicable State layer.

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Section 25 Information Calls And Inspection Of Records

Section 25 - Information calls and inspection of records | Finin2min

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[Section 25: Information calls and inspection of records](#)

Allows Government to call for workplace information and authorise inspection of records relating to sexual harassment.

Act No. 14 of 2013

Authority: Appropriate Government / authorised officer

Data reviewed on 17 July 2026

In 2 minutes

Allows Government to call for workplace information and authorise inspection of records relating to sexual harassment.

Statutory text

25. Power to call for information and inspection of records.—(1) The appropriate Government, on being satisfied that it is necessary in the public interest or in the interest of women employees at a workplace to do so, by order in writing,—

(a) call upon any employer or District Officer to furnish in writing such information relating to sexual harassment as it may require;

(b) authorise any officer to make inspection of the records and workplace in relation to sexual harassment, who shall submit a report of such inspection to it within such period as may be specified in the order.

(2) Every employer and District Officer shall produce on demand before the officer making the inspection all information, records and other documents in his custody having a bearing on the subject matter of such inspection.

Source transcription: India Code consolidated Act PDF. Check the official source for a live matter.

Rule, authority, record and consequence map

Related Central Rule

No dedicated Central Rule; read the Act, applicable service rules and State material.

Primary authority

Appropriate Government / authorised officer

Core record

Inspection notice and production index

Compliance consequence

Non-production can lead to inspection findings and support enforcement.

Practical example

During an inspection, the establishment should be able to produce the committee order, policy, training records

and annual reports without disclosing material beyond lawful necessity.

[Finin2min Q&A](#)

What should an employer or committee do first?

Create the record identified above, check the linked Rule and preserve a dated decision trail. Do not replace the statutory process with an informal HR discussion where the Act applies.

What needs jurisdiction-specific checking?

State rules and notifications, District Officer and Local Committee details, service rules, standing orders, appellate forum and any sector regulator requirements.

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[Source note](#)

Use the official India Code text, the 2013 Rules and the applicable State layer.

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Section 26 Penalty For Employer Non Compliance

Section 26 - Penalty for employer non-compliance | Finin2min

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[Section 26: Penalty for employer non-compliance](#)

Imposes a fine up to INR 50,000 for specified employer failures. Repeat conviction can attract double punishment and cancellation, withdrawal or non-renewal of licence or registration.

Act No. 14 of 2013

Authority: Court; licensing or registration authority on repeat conviction

Data reviewed on 17 July 2026

In 2 minutes

Imposes a fine up to INR 50,000 for specified employer failures. Repeat conviction can attract double punishment and cancellation, withdrawal or non-renewal of licence or registration.

Statutory text

26. Penalty for non-compliance with provisions of Act.—(1) Where the employer fails to—

(a) constitute an Internal Committee under sub-section (1) of section 4;

1. Subs. by Act 23 of 2016, s. 3 and the Second Schedule, for “Local Complaints Committee” (w.e.f. 6-5-2016).

(b) take action under sections 13, 14 and 22; and

(c) contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder,

he shall be punishable with fine which may extend to fifty thousand rupees.

(2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to—

(i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence:

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

(ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

Source transcription: India Code consolidated Act PDF. Check the official source for a live matter.

Rule, authority, record and consequence map

Related Central Rule

No dedicated Central Rule; read the Act, applicable service rules and State material.

Primary authority

Court; licensing or registration authority on repeat conviction

Core record

Prosecution and licence/registration correspondence

Compliance consequence

Fine up to INR 50,000; repeat conviction can double punishment and affect licence or registration.

Practical example

Failure to constitute the committee or act on recommendations can result in prosecution and a fine; a repeated conviction exposes the establishment's licence or registration.

Finin2min Q&A

What should an employer or committee do first?

Create the record identified above, check the linked Rule and preserve a dated decision trail. Do not replace the statutory process with an informal HR discussion where the Act applies.

What needs jurisdiction-specific checking?

State rules and notifications, District Officer and Local Committee details, service rules, standing orders, appellate forum and any sector regulator requirements.

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Primary sources

Source note

Use the official India Code text, the 2013 Rules and the applicable State layer.

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Section 27 Cognizance Of Offences

Section 27 - Cognizance of offences | Finin2min

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[Section 27: Cognizance of offences](#)

Restricts court cognizance to complaints by the aggrieved woman or an authorised committee officer and prescribes the competent court level.

Act No. 14 of 2013

Authority: Aggrieved woman or authorised Committee officer; Magistrate/Metropolitan Magistrate

Data reviewed on 17 July 2026

In 2 minutes

Restricts court cognizance to complaints by the aggrieved woman or an authorised committee officer and prescribes the competent court level.

Statutory text

27. Cognizance of offence by courts.—(1) No court shall take cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committee in this behalf.

(2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

Source transcription: India Code consolidated Act PDF. Check the official source for a live matter.

Rule, authority, record and consequence map

Related Central Rule

No dedicated Central Rule; read the Act, applicable service rules and State material.

Primary authority

Aggrieved woman or authorised Committee officer; Magistrate/Metropolitan Magistrate

Core record

Authorisation and complaint filing proof

Compliance consequence

A complaint by an unauthorised person may not satisfy the cognizance requirement.

Practical example

A criminal complaint under this Act is initiated through the statutorily authorised complainant or committee officer rather than any unrelated person.

Finin2min Q&A

What should an employer or committee do first?

Create the record identified above, check the linked Rule and preserve a dated decision trail. Do not replace the statutory process with an informal HR discussion where the Act applies.

What needs jurisdiction-specific checking?

State rules and notifications, District Officer and Local Committee details, service rules, standing orders,

appellate forum and any sector regulator requirements.

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Use the official India Code text, the 2013 Rules and the applicable State layer.

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Section 28 Act Additional To Other Laws

Section 28 - Act additional to other laws | Finin2min

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[Section 28: Act additional to other laws](#)

Clarifies that POSH remedies supplement, rather than replace, remedies under other laws.

Act No. 14 of 2013

Authority: All competent forums

Data reviewed on 17 July 2026

In 2 minutes

Clarifies that POSH remedies supplement, rather than replace, remedies under other laws.

Statutory text

28. Act not in derogation of any other law.—The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

Source transcription: India Code consolidated Act PDF. Check the official source for a live matter.

Rule, authority, record and consequence map

Related Central Rule

No dedicated Central Rule; read the Act, applicable service rules and State material.

Primary authority

All competent forums

Core record

Parallel-proceeding tracker

Compliance consequence

Parallel civil, service, labour and criminal consequences may continue.

Practical example

The same facts may require POSH inquiry, disciplinary action and police reporting under applicable criminal law; one track does not automatically extinguish the others.

Finin2min Q&A

What should an employer or committee do first?

Create the record identified above, check the linked Rule and preserve a dated decision trail. Do not replace the statutory process with an informal HR discussion where the Act applies.

What needs jurisdiction-specific checking?

State rules and notifications, District Officer and Local Committee details, service rules, standing orders, appellate forum and any sector regulator requirements.

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Source note

Use the official India Code text, the 2013 Rules and the applicable State layer.

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Section 29 Rule Making Power

Section 29 - Rule-making power | Finin2min

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[Section 29: Rule-making power](#)

Lists matters for Central and State rule-making, including committee allowances, inquiry procedure, action, appeal, confidentiality penalty and annual report details.

Act No. 14 of 2013

Authority: Central and State Governments

Data reviewed on 17 July 2026

In 2 minutes

Lists matters for Central and State rule-making, including committee allowances, inquiry procedure, action, appeal, confidentiality penalty and annual report details.

Statutory text

29. Power of appropriate Government to make rules.—(1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

- (a) the fees or allowances to be paid to the Members under sub-section (4) of section 4;
- (b) nomination of members under clause (c) of sub-section (1) of section 7;
- (c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (4) of section 7;
- (d) the person who may make complaint under sub-section (2) of section 9;
- (e) the manner of inquiry under sub-section (1) of section 11;
- (f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;
- (g) the relief to be recommended under clause (c) of sub-section (1) of section 12;
- (h) the manner of action to be taken under clause (i) of sub-section (3) of section 13;
- (i) the manner of action to be taken under sub-sections (1) and (2) of section 14;
- (j) the manner of action to be taken under section 17;
- (k) the manner of appeal under sub-section (1) of section 18;
- (l) the manner of organising workshops, awareness programmes for sensitising the employees and orientation programmes for the members of the Internal Committee under clause (c) of section 19; and
- (m) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.

(3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in

making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(4) Any rule made under sub-section (4) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

Source transcription: India Code consolidated Act PDF. Check the official source for a live matter.

Rule, authority, record and consequence map

Related Central Rule

Rule 1: Short title and commencement

Rule 2: Definitions

Rule 3: Fees or allowances for external member of Internal Committee

Rule 4: Person familiar with issues relating to sexual harassment

Rule 5: Fees or allowances for Chairperson and members of Local Committee

Rule 6: Complaint of sexual harassment by another person

Rule 7: Manner of inquiry into complaint

Rule 8: Other relief during pendency of inquiry

Rule 9: Manner of taking action for sexual harassment

Rule 10: Action for false or malicious complaint or false evidence

Rule 11: Appeal

Rule 12: Penalty for contravention of confidentiality

Rule 13: Manner to organise workshops and awareness

Rule 14: Preparation of annual report

Primary authority

Central and State Governments

Core record

Rules and jurisdictional legal register

Compliance consequence

Compliance based only on the Act can miss prescribed procedural requirements.

Practical example

A compliance team reads the Act with the 2013 Rules because procedural deadlines and annual-report fields sit in the Rules.

Finin2min Q&A

What should an employer or committee do first?

Create the record identified above, check the linked Rule and preserve a dated decision trail. Do not replace the statutory process with an informal HR discussion where the Act applies.

What needs jurisdiction-specific checking?

State rules and notifications, District Officer and Local Committee details, service rules, standing orders, appellate forum and any sector regulator requirements.

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Source note

Use the official India Code text, the 2013 Rules and the applicable State layer.

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 01 Short Title And Commencement

Rule 1 - Short title and commencement | Finin2min

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[Rule 1](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 1: Short title and commencement](#)

The Rules commenced with their Gazette publication on 9 December 2013.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

1. Short title and commencement. - (1) These rules may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013.

(2) They shall come into force on the date of their publication in the Official Gazette.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

The Rules commenced with their Gazette publication on 9 December 2013.

[Linked Act sections](#)

[Section 1](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

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Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the

decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 02 Definitions

Rule 2 - Definitions | Finin2min

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[Rule 2](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 2: Definitions](#)

These definitions support the procedural Rules and import undefined expressions from the Act.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

2. Definitions. - In these rules, unless the context otherwise requires,-

(a) “Act” means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);

(b) “complaint” means the complaint made under section 9;

(c) “Complaints Committee” means the Internal Committee or the Local Committee, as the case may be;

(d) “incident” means an incident of sexual harassment as defined in clause (n) of section 2;

(e) “section” means a section of the Act;

(f) “special educator” means a person trained in communication with people with special needs in a way that addresses their individual differences and needs;

(g) words and expressions used herein and not defined but defined in the Act shall have the meanings respectively assigned to them in the Act.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

These definitions support the procedural Rules and import undefined expressions from the Act.

[Linked Act sections](#)

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Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

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Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 03 Fees Or Allowances For External Member Of Internal Committee

Rule 3 - Fees or allowances for external member of Internal Committee | Finin2min

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[Rule 3](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 3: Fees or allowances for external member of Internal Committee](#)

The employer bears the prescribed external-member sitting and travel cost. The amounts are the text of the Central Rules; check any applicable State rule or later notification before payment.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

3. Fees or allowances for Member of Internal Committee. - (1) The Member appointed from amongst non-government organisations shall be entitled to an allowance of two hundred rupees per day for holding the proceedings of the Internal Committee and also the reimbursement of travel cost incurred in travelling by train in three tier air condition or air conditioned bus and auto rickshaw or taxi, or the actual amount spent by him on travel, whichever is less.

(2) The employer shall be responsible for the payment of allowances referred to in sub-rule (1).

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

The employer bears the prescribed external-member sitting and travel cost. The amounts are the text of the Central Rules; check any applicable State rule or later notification before payment.

[Linked Act sections](#)

[Section 4](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

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Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 04 Person Familiar With Issues Relating To Sexual Harassment

Rule 4 - Person familiar with issues relating to sexual harassment | Finin2min

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[Rule 4](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 4: Person familiar with issues relating to sexual harassment](#)

Expertise can arise through at least five years of relevant social work or familiarity with labour, service, civil or criminal law. The statutory appointment clause and current SHe-Box empanelment process should also be checked.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

4. Person familiar with issues relating to sexual harassment. - Person familiar with the issues relating to sexual harassment for the purpose of clause (c) of sub-section (1) of section 7 shall be a person who has expertise on issues relating to sexual harassment and may include any of the following:-

(a) a social worker with at least five years' experience in the field of social work which leads to creation of societal conditions favourable towards empowerment of women and in particular in addressing workplace sexual harassment;

(b) a person who is familiar with labour, service, civil or criminal law.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

Expertise can arise through at least five years of relevant social work or familiarity with labour, service, civil or criminal law. The statutory appointment clause and current SHe-Box empanelment process should also be checked.

[Linked Act sections](#)

[Section 6](#)

[Section 7](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

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Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 05 Fees Or Allowances For Chairperson And Members Of Local Committee

Rule 5 - Fees or allowances for Chairperson and members of Local Committee | Finin2min

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[Rule 5](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 5: Fees or allowances for Chairperson and members of Local Committee](#)

The District Officer funds the prescribed Local Committee allowances and travel reimbursement under the Central Rules, subject to applicable jurisdictional provisions.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

5. Fees or allowances for Chairperson and Members of Local Committee. - (1) The Chairperson of the Local Committee shall be entitled to an allowance of two hundred and fifty rupees per day for holding the proceedings of the said Committee.

(2) The Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) of section 7 shall be entitled to an allowance of two hundred rupees per day for holding the proceedings of the said Committee and also the reimbursement of travel cost incurred in travelling by train in three tier air condition or air conditioned bus and auto rickshaw or taxi, or the actual amount spent by him on travel, whichever is less.

(3) The District Officer shall be responsible for the payment of allowances referred to in sub-rules (1) and (2). Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

The District Officer funds the prescribed Local Committee allowances and travel reimbursement under the Central Rules, subject to applicable jurisdictional provisions.

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Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

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Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 06 Complaint Of Sexual Harassment By Another Person

Rule 6 - Complaint of sexual harassment by another person | Finin2min

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[Rule 6](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 6: Complaint of sexual harassment by another person](#)

The rule prevents incapacity, death or inability from blocking access to the complaint mechanism and specifies consent safeguards.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

6. Complaint of sexual harassment. - For the purpose of sub-section (2) of section 9,-

(i) where the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed by her relative or friend; her co-worker; an officer of the National Commission for Women or State Women's Commission; or any person who has knowledge of the incident, with her written consent;

(ii) where she is unable to complain on account of mental incapacity, a complaint may be filed by her relative or friend; a special educator; a qualified psychiatrist or psychologist; the guardian or authority under whose care she is receiving treatment or care; or a person with knowledge of the incident jointly with one of those persons;

(iii) where she is unable to complain for any other reason, a person with knowledge of the incident may file with her written consent;

(iv) where she is dead, a person with knowledge of the incident may file with the written consent of her legal heir.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

The rule prevents incapacity, death or inability from blocking access to the complaint mechanism and specifies consent safeguards.

[Linked Act sections](#)

[Section 6](#)

[Section 9](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

[Rule navigation](#)

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Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 07 Manner Of Inquiry Into Complaint

Rule 7 - Manner of inquiry into complaint | Finin2min

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[Rule 7](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 7: Manner of inquiry into complaint](#)

This is the central procedural backbone: copies, service, reply time, natural justice, absence protocol, no legal practitioners and minimum quorum.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

7. Manner of inquiry into complaint. - (1) Subject to section 11, the complainant shall submit six copies of the complaint with supporting documents and names and addresses of witnesses.

(2) The Complaints Committee shall send a copy to the respondent within seven working days.

(3) The respondent shall file a reply with documents and witness details within ten working days of receipt.

(4) The inquiry shall follow the principles of natural justice.

(5) The Committee may terminate proceedings or proceed ex parte after three consecutive absences without sufficient cause, but only after fifteen days' advance written notice.

(6) Parties shall not bring a legal practitioner to represent them before the Committee.

(7) At least three Committee members, including the Presiding Officer or Chairperson, must be present.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

This is the central procedural backbone: copies, service, reply time, natural justice, absence protocol, no legal practitioners and minimum quorum.

[Linked Act sections](#)

[Section 9](#)

[Section 10](#)

[Section 11](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

[Rule navigation](#)

[POSH hub](#)

[Employer checklist](#)

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 08 Other Relief During Pendency Of Inquiry

Rule 8 - Other relief during pendency of inquiry | Finin2min

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[POSH hub](#)

[Rule 8](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 8: Other relief during pendency of inquiry](#)

These prescribed measures supplement the transfer and leave relief listed in section 12.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

8. Other relief to complainant during pendency of inquiry. - At the written request of the aggrieved woman, the Complaints Committee may recommend that the employer restrain the respondent from reporting on her work performance or writing her confidential report and assign that function to another officer; or, in an educational institution, restrain the respondent from supervising her academic activity.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

These prescribed measures supplement the transfer and leave relief listed in section 12.

[Linked Act sections](#)

[Section 12](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

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Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the

decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 09 Manner Of Taking Action For Sexual Harassment

Rule 9 - Manner of taking action for sexual harassment | Finin2min

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[POSH hub](#)

[Rule 9](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 9: Manner of taking action for sexual harassment](#)

Where service rules do not prescribe action, the rule supplies a non-exhaustive range of disciplinary recommendations.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

9. Manner of taking action for sexual harassment. - Except where service rules exist, when the allegation is proved the Committee may recommend action including written apology, warning, reprimand or censure, withholding promotion, withholding pay rise or increments, termination from service, counselling or community service.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

Where service rules do not prescribe action, the rule supplies a non-exhaustive range of disciplinary recommendations.

[Linked Act sections](#)

[Section 13](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

[Rule navigation](#)

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[Section-rule map](#)

[Official sources](#)

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 10 Action For False Or Malicious Complaint Or False Evidence

Rule 10 - Action for false or malicious complaint or false evidence | Finin2min

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[POSH hub](#)

[Rule 10](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 10: Action for false or malicious complaint or false evidence](#)

Action requires a specific finding of malice, knowing falsity or forged/misleading material; mere failure to prove a complaint is insufficient under section 14.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

10. Action for false or malicious complaint or false evidence. - Except where service rules exist, where the Committee concludes that the allegation was malicious, the complaint was knowingly false, or a forged or misleading document was produced, it may recommend action in accordance with rule 9.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

Action requires a specific finding of malice, knowing falsity or forged/misleading material; mere failure to prove a complaint is insufficient under section 14.

[Linked Act sections](#)

[Section 14](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

[Rule navigation](#)

[POSH hub](#)

[Employer checklist](#)

[Section-rule map](#)

[Official sources](#)

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 11 Appeal

Rule 11 - Appeal | Finin2min

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[POSH hub](#)

[Rule 11](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 11: Appeal](#)

The prescribed appeal text refers to the 1946 Standing Orders Act. Deployment should cross-link the current Industrial Relations Code transition page and applicable service-rule forum rather than presenting one universal forum.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

11. Appeal. - Subject to section 18, an aggrieved person may appeal covered recommendations, confidentiality action or non-implementation to the appellate authority notified under the Industrial Employment (Standing Orders) Act, 1946. The forum must be read with the applicable service rules and the current labour-law transition. Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

The prescribed appeal text refers to the 1946 Standing Orders Act. Deployment should cross-link the current Industrial Relations Code transition page and applicable service-rule forum rather than presenting one universal forum.

[Linked Act sections](#)

[Section 18](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

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[Official sources](#)

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 12 Penalty For Contravention Of Confidentiality

Rule 12 - Penalty for contravention of confidentiality | Finin2min

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[POSH hub](#)

[Rule 12](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 12: Penalty for contravention of confidentiality](#)

This prescribed recovery is separate from any service-rule consequence and must be applied with section 17.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

12. Penalty for contravention of section 16. - Subject to section 17, if a person contravenes section 16, the employer shall recover five thousand rupees as penalty from that person.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

This prescribed recovery is separate from any service-rule consequence and must be applied with section 17.

[Linked Act sections](#)

[Section 16](#)

[Section 17](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

[Rule navigation](#)

[POSH hub](#)

[Employer checklist](#)

[Section-rule map](#)

[Official sources](#)

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the

decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 13 Manner To Organise Workshops And Awareness

Rule 13 - Manner to organise workshops and awareness | Finin2min

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[POSH hub](#)

[Rule 13](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 13: Manner to organise workshops and awareness](#)

A policy alone is insufficient. The Rule requires dissemination, employee awareness, Committee training, contact disclosure and recurring capacity building.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

13. Manner to organise workshops, etc. - Subject to section 19, every employer shall formulate and widely disseminate an internal policy; orient Internal Committee members; conduct employee awareness and dialogue programmes; conduct capacity and skill building for Committee members; declare Committee member names and contact details; and use State Government modules for workshops and sensitisation.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

A policy alone is insufficient. The Rule requires dissemination, employee awareness, Committee training, contact disclosure and recurring capacity building.

[Linked Act sections](#)

[Section 3](#)

[Section 4](#)

[Section 19](#)

[Section 24](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

[Rule navigation](#)

[POSH hub](#)

[Employer checklist](#)

[Section-rule map](#)

[Official sources](#)

Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Rule 14 Preparation Of Annual Report

Rule 14 - Preparation of annual report | Finin2min

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[POSH hub](#)

[Rule 14](#)

[POSH Rules, 2013 · G.S.R. 769\(E\)](#)

[Rule 14: Preparation of annual report](#)

The five fields should reconcile with the employer's annual reporting, District Officer submission, SHe-Box data and, for companies, Board's Report figures.

[Central Rule](#)

[9 December 2013](#)

[Data reviewed on 17 July 2026](#)

[Rule text](#)

14. Preparation of annual report. - The annual report under section 21 shall state: (a) complaints received during the year; (b) complaints disposed during the year; (c) cases pending for more than ninety days; (d) workshops or awareness programmes conducted; and (e) nature of action taken by the employer or District Officer.

Transcribed from the Ministry of Women and Child Development Gazette PDF. For live reliance, open the official PDF in the source register.

[Finin2min explanation](#)

The five fields should reconcile with the employer's annual reporting, District Officer submission, SHe-Box data and, for companies, Board's Report figures.

[Linked Act sections](#)

[Section 21](#)

[Section 22](#)

[Section 23](#)

[Section 29](#)

[Implementation control](#)

Assign an owner, preserve the evidence required by this Rule, record deadlines and check whether State rules or applicable service rules add a requirement.

[Rule navigation](#)

[POSH hub](#)

[Employer checklist](#)

[Section-rule map](#)

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Finin2min implementation decode

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

- Identify actor, trigger, threshold and territorial authority.
- Map form, record, portal, fee and due date.
- Separate substantive entitlement from procedure, remedy and penal consequence.
- Retain the official instrument and event-date evidence.

Forms, records, portal and due-date control

Control	Evidence
Coverage and registration	Entity, location, headcount/category, registration number and portal acknowledgement.
Recurring compliance	Attendance/service, wage/benefit calculation, return/register, payment and employee communication.
Event compliance	Complaint, injury, termination, nomination, claim, inspection or dispute file with limitation diary.

Employer, employee and professional checklists

Employer

- Assign responsible officer and backup.
- Configure HRIS/payroll/portal controls.
- Complete statutory communication and retain proof.

Employee/worker

- Retain contract, identity, attendance, payment and correspondence.
- Use the prescribed complaint/claim route within limitation.

Professional

- Confirm current text, Rules, notification and State variation.
- Reconcile calculation, form, authority, remedy and evidence.

Penalties, remedies, appeals and limitation

Create a remedy matrix rather than one combined conclusion: entitlement or arrears; interest/damages; administrative order; civil penalty; prosecution; compounding; company/officer liability; claim forum; appeal; writ/judicial review; and event-date limitation.

Case-law principles

Decision	Current-use principle
Vishaka v. State of Rajasthan	The constitutional prevention framework remains foundational; the 2013 Act now supplies the statutory process.
Aureliano Fernandes v. State of Goa	Constitution of committees, training and implementation require real institutional compliance, not paper appointments.
Medha Kotwal Lele v. Union of India	Workplace mechanisms must be effective, independent and capable of enforcing protections.

State variation alert

Verify the appropriate Government and final State instrument. State forms, authorities, fees, rates and portal routes must be maintained in the location compliance register.

Finin2min Q&A

Which law and version should be applied?

Use the current text of POSH Act and Rules, the commencement notification, the applicable Central or State Rules and any later instrument effective on the event date.

How is the appropriate Government identified?

Classify ownership/control, sector, establishment and contractor relationship before selecting the Central or State authority.

Can a company policy override the statutory protection?

No. A policy may improve a benefit or control, but it cannot contract out of a mandatory statutory floor.

What evidence should be retained?

Retain the classification memo, source instrument, form/portal record, calculation, approval, employee communication, acknowledgement and payment or authority proof.

Do the Central Rules apply to every establishment?

No. They govern the Central sphere. State Rules and State notifications must be checked where the State is the appropriate Government.

How should a historical event be tested?

Apply the law and subordinate instrument effective on the event date, then use the repeal-and-savings provision for pending rights and proceedings.

What happens when portal practice conflicts with the statute?

Record the conflict, follow the higher legal instrument, seek authority clarification where necessary and preserve screenshots and correspondence.

Can criminal and monetary consequences arise together?

They may. Separate wages/benefits, interest, damages, civil penalty, prosecution, compounding and director/officer liability.

Is a contractor arrangement enough to shift liability?

No. Principal-employer and contractor liabilities depend on the specific provision and facts; the contract should allocate evidence and recovery without diluting worker rights.

What is the first professional review step?

Freeze the event date and facts, identify the applicable provision, then map Rules, forms, notification status, authority, limitation and evidence.

What is the operational focus of section 1 - section-20-duties-and-powers-of-district-officer?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 2 - section-21-committee-annual-report?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 3 - section-22-employer-reporting?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 4 - section-23-government-monitoring-and-data?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 5 - section-24-government-publicity-measures?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 6 - section-25-information-calls-and-inspection-of-records?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 7 - section-26-penalty-for-employer-non-compliance?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 8 - section-27-cognizance-of-offences?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.