

Government of Maharashtra

Women and Child Development Department Government Circular No.: MKK 2026/P.R.11/Ka.15 3rd Floor, New Administrative Building, Madam Cama Road, Mantralaya, Mumbai-400032 **Date: May 14, 2026**

Subject: Authorization of Officers and Employees for Inspection of Establishments under the POSH Act, 2013

References:

1. Central Government's Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and its rules dated 09.12.2013.
2. Various Government Decisions (GRs) dated 19.06.2014, 11.09.2014, 19.06.2023, and 24.11.2023.

1. Introduction

- The **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act 2013)** is a vital legal framework for creating a safe and supportive environment for women.
- Under **Section 4** of the Act, any establishment with **10 or more employees** must mandatorily establish an **Internal Committee (IC)** to address complaints.
- For establishments with **fewer than 10 employees**, **Local Committees** have been established at the district level to handle complaints.
- The **Deputy Collector** of each district is designated as the **District Officer** for the implementation of this Act.
- The **Commissioner, Women and Child Development Commissionerate, Pune**, has been declared as the **State Nodal Officer**.
- To ensure the Act is properly implemented, it is necessary to inspect establishments regarding the formation of committees, complaint redressal, and periodic reporting.

2. Authorization for Inspection

The following officers are authorized to perform these inspections:

- **District Officers (All).**
- Relevant officers and staff from the **Women and Child Development Commissionerate.**
- **Divisional Deputy Commissioners**, Women and Child Development.
- **District Women and Child Development Officers.**
- **District Program Officers**, Zilla Parishad.
- **Child Development Project Officers** (Urban, Rural, Tribal).
- **District Probation Officers and Probation Officers.**
- **District Coordination Officers**, MAVIM.
- **Protection Officers** (District and Taluka levels).
- **Anganwadi Chief Sevikas and Supervisors.**
- Government-appointed **Superintendents** of government and voluntary organizations.

3. Operational Guidelines

- The **State Nodal Officer** (Commissioner, WCD) will define the inspection methodology, regional divisions, and targets.
- **Divisional Deputy Commissioners** will monitor the inspection process as per the Commissioner's instructions.
- In **rural areas**, District WCD Officers and District Program Officers will coordinate to identify establishments for inspection.
- In **urban areas**, District WCD Officers and Child Development Project Officers (Urban) will serve as Nodal Officers.
- Inspections must be conducted strictly using the **government-prescribed checklist**.
- To avoid duplication, only one officer or team should inspect an establishment.

4. Penal Provisions

- If deficiencies are found during an inspection, **punitive action** will be taken under **Section 26** of the POSH Act 2013 based on the inspector's recommendations.

5. POSH Compliance Checklist Summary

The circular includes a detailed checklist for establishments, covering:

- Formulation and adoption of a **POSH Policy** (Rule 13(a)).
- Distribution of the policy to all employees, including interns and contractors.
- Establishment of an **Internal Committee (IC)** with at least 4 members, including a senior woman chairperson and at least 50% women members.
- Inclusion of an **External Member** from an NGO or social organization.
- Availability of multiple complaint mediums (Email, Written, Online/SHE-Box).
- Provision of **Interim Relief** (e.g., transfer or leave up to 3 months) during an inquiry (Section 12).
- Ensuring **Confidentiality** of the complainant and witnesses (Section 16).
- Conducting regular awareness workshops for employees and orientation for IC members.
- Completion of inquiries within **90 days**.
- Submission of an **Annual Report** to the Employer and District Officer.
- Appointment of a Nodal Officer and uploading IC details to the **SHE-Box portal** (<https://shebox.wcd.gov.in/>).

By order and in the name of the Governor of Maharashtra,
(Digitally Signed) **Dipali Tidke** Under Secretary, Government of Maharashtra