

To,
District Officer, POSH Act, 2013-cum-
Additional Deputy Commissioner,
Gurugram, Vikas Sadan opp. Mini Secretariat
Near Rajiv Chowk Gurugram 122001

Date:

Dear Sir,

Sub: Submission of Annual Report for the year 2021 under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 - Reg.

Please find enclosed the Annual Report under the Section 21 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 pertaining to our establishment **M/s. XYZ** at **ADDRESS**

Kindly acknowledge the receipt.

Thanking you,

Yours truly,

For XYZ LTD

Authorized Signatory

Annual Report for the year ending 31 Dec 2021

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

(Section 21) [See rule 14]

Name and address of the Establishment		
a)	Number of complaints of sexual harassment received in the year 2019	
b)	Number of complaints disposed off during the year	
c)	Number of cases pending for more than ninety days	
d)	Number of workshop of awareness programme against sexual harassment	
e)	Nature of action taken by the employer or District Officer	
Place :		For XYX Limited
Date :		Authorized Signatory