

Date

To
The District Officer,

Dear Sir/ Madam,

Sub: Submission of Annual Report on Prevention of Sexual Harassment of Women at Workplace

Ref: Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act, 2013
& Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013

With reference to the above, we are enclosing the Annual Report in the prescribed format for your perusal and records. We kindly request you to acknowledge receipt of the same and do the needful.

We shall be glad to provide any other information required by you in this regard.

**Thanking you,
Yours truly,**

Chief Operating Officer

Date

To
The District Officer,

Annual Report on Prevention of Sexual Harassment of Women at Workplace

Ref: Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013

Reporting Period: 1st January 2022 to 31st December 2022

Sl.No	Description	Status
1	Number of complaints of sexual harassment received in the year	Nil
2	Number of complaints disposed off during the year	Nil
3	Number of cases pending for more than ninety days	Nil
4	Number of workshops / awareness programme conducted on prevention of sexual harassment of women at workplace during January to December 2022	4
5	Nature of action taken by the employer or District officer	Nil

Internal Complaints Committee (ICC) as on 31st December 2022:

Sl.No	ICC Member	Designation	Signature
1	Anju Sooraj	President	
2	Sreelakshmi Mohan	Member	
3	Jithin George	Member	
4	Arunima Sivan	External Member	
5	Leena Yezhuvath	Secretary	