
 सत्यमेव जयते	भारत सरकार / Government of India वाणिज्य एवं उद्योग मंत्रालय / Ministry of Commerce & Industry, विकास आयुक्त का कार्यालय / Office of the Development Commissioner, सीपज़ - विशेष आर्थिक क्षेत्र / SEEPZ-Special Economic Zone, अंधेरी (पूर्व), मुंबई / Andheri (E), Mumbai - 400 096 टेलि. / Tel. : 022-28294290 ई-मेल / E-mail: palash.shankar@gov.in , वेबसाइट / Website: www.seepz.gov.in	 75 आज़ादी का अमृत महोत्सव
---	--	--

File No. SEEPZ-SEZ/LAB-14015/1/2023

Date: 16/05/2023

Circular No./LAB/ 11 /2023-2024

**Sub.:** Sexual Harassment of Women at Workplace(Prevention, Prohibition and Redressal) Act, 2013, Submission of Annual Report/Return.

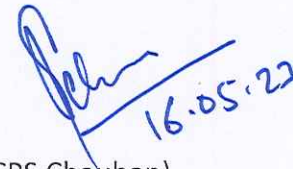
As you are aware that as per Section 4 of the above Act, it is obligatory on the part of every Employer to constitute Internal Complaint Committee. Accordingly, on 31<sup>st</sup> July 2015 all the Units in the Special Economic Zone had been instructed to form the Internal Complaint Committee and inform the Development Commissioner, SEEPZ-SEZ within 30 days.

Further, as per Section 22 of the above said Act, the employer shall have to include information in **Annual Report**. And in this connection as per the provisions of Rule 14 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal ) Rules, 2013 employers complaints committee shall prepare under Section 21, with the following details:-

- Number of complaints of Sexual harassment received in the year,
- Number of complaints disposed off during the year.
- Number of case pending for more than ninety days.
- Number of workshops or awareness programme against sexual harassment carried out;
- Nature of action taken by the employer or District Officer.

The above annual Report for the year ending 31<sup>st</sup> March 2023 should be submitted to the SEEPZ Authority.

This issues with the approval of Development Commissioner.



( CPS Chauhan)

Joint Development Commissioner,  
SEEPZ-SEZ.

Copy to:-

- 1) All SEZ developers/units UNDER the jurisdiction of SEEPZ-SEZ.
- 2) Chairman, SEEMA, C/o. Unit No.9, SDF-I, SEEPZ-SEZ.
- 3) President, SEEPZ Gems & Jewellery Manufactures Association, BFC Bldg., SEEPZ-SEZ.
- 4) The Regional Directors, EPCES, BFC Bldg, SEEPZ-SEZ.