



## Checklist Prepared by XLPro E-Learning

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### Maharashtra POSH Compliance Inspection Checklist (2026)

Based on Maharashtra Government Circular dated 14 May 2026 under the POSH Act, 2013

Organization Name		Inspection Date	
Office Address		Inspecting Officer	
City / District		Department	
Contact Person		Designation	
Email ID		Phone Number	
Total Employees		No. of Branches	

### Part A – Compliance Related to POSH Policy and Internal Committee (IC)

Sr. No.	Compliance Requirement	Yes	No	Remarks / Evidence
1	Has a POSH Policy been formulated and adopted?	<input type="checkbox"/>	<input type="checkbox"/>	
2	Has the POSH Policy been disseminated to all employees including interns/contractual staff?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Is the SHe-Box Portal link and Policy available on the establishment's website and official social media channels?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Does the POSH Policy include remote/virtual/work-from-home environments?	<input type="checkbox"/>	<input type="checkbox"/>	
5	Has an Internal Committee (IC) been established in every office/unit?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Does the Internal Committee consist of at least 4 members?	<input type="checkbox"/>	<input type="checkbox"/>	
7	Are at least 50% of the IC members women?	<input type="checkbox"/>	<input type="checkbox"/>	
8	Is a senior-level woman employee appointed as the Chairperson/Presiding Officer of the IC?	<input type="checkbox"/>	<input type="checkbox"/>	
9	Is an external member from an NGO/social organization included in the IC as per Section 4(2)(c)?	<input type="checkbox"/>	<input type="checkbox"/>	

### Part B – Support / Assistance to the Aggrieved Woman

Sr. No.	Compliance Requirement	Yes	No	Remarks / Evidence
10	Are multiple complaint filing mechanisms available (Email/Written/SHe-Box)?	<input type="checkbox"/>	<input type="checkbox"/>	
11	Are complaints acknowledged and action initiated within 7 working days?	<input type="checkbox"/>	<input type="checkbox"/>	
12	Is complete confidentiality maintained during inquiry proceedings?	<input type="checkbox"/>	<input type="checkbox"/>	
13	Is interim relief provided to the aggrieved woman upon request where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	
14	Is protection against retaliation/victimization ensured for complainants and witnesses?	<input type="checkbox"/>	<input type="checkbox"/>	
15	Is counselling/legal assistance provided where required?	<input type="checkbox"/>	<input type="checkbox"/>	

### Part C – Awareness and Training

Sr. No.	Compliance Requirement	Yes	No	Remarks / Evidence
16	Have IC members received training on complaint handling and inquiry procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
17	Are regular POSH awareness and sensitization programs conducted for employees?	<input type="checkbox"/>	<input type="checkbox"/>	

### Part D – Employer Responsibilities

Sr. No.	Compliance Requirement	Yes	No	Remarks / Evidence
18	Is the inquiry completed within 90 days?	<input type="checkbox"/>	<input type="checkbox"/>	
19	Has the employer acted on IC recommendations within 60 days?	<input type="checkbox"/>	<input type="checkbox"/>	
20	Are complaint and inquiry records securely maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
21	Is a safe physical and digital working environment ensured?	<input type="checkbox"/>	<input type="checkbox"/>	
22	Does the IC submit an Annual Report to the employer and District Officer every year?	<input type="checkbox"/>	<input type="checkbox"/>	
23	Does the employer include POSH compliance details in annual reports/filings?	<input type="checkbox"/>	<input type="checkbox"/>	
24	Is disciplinary action taken in cases where misconduct is proven?	<input type="checkbox"/>	<input type="checkbox"/>	
25	Is regular inspection/review of POSH compliance conducted?	<input type="checkbox"/>	<input type="checkbox"/>	
26	Is regular POSH compliance monitoring carried out internally?	<input type="checkbox"/>	<input type="checkbox"/>	

### Part E – SHe-Box Onboarding

Sr. No.	Compliance Requirement	Yes	No	Remarks / Evidence
27	Has the organization appointed a Nodal Officer for the SHe-Box portal?	<input type="checkbox"/>	<input type="checkbox"/>	
28	Are details of Nodal Officers for all offices with 10+ employees updated on SHe-Box?	<input type="checkbox"/>	<input type="checkbox"/>	
29	Are Head Office IC details uploaded on the SHe-Box portal?	<input type="checkbox"/>	<input type="checkbox"/>	

30	Are IC details of all branch offices uploaded on the SHe-Box portal?	<input type="checkbox"/>	<input type="checkbox"/>	
31	Has the Annual Report been uploaded on the SHe-Box portal?	<input type="checkbox"/>	<input type="checkbox"/>	