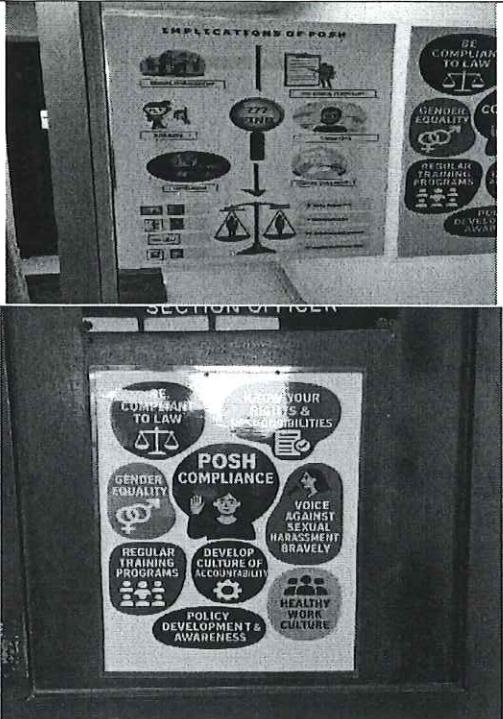
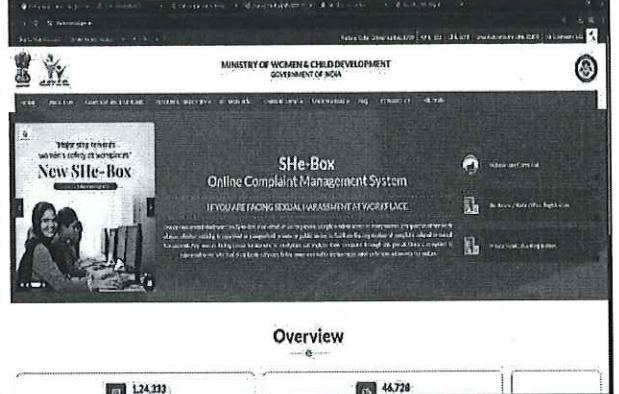
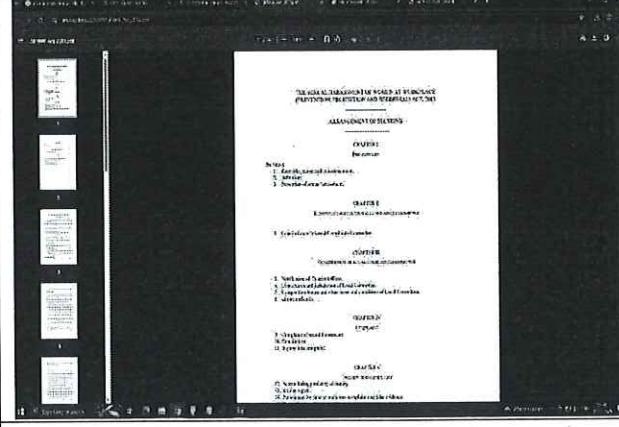


Compliance Checklist: Implementation of the sexual Harassment of Women at Workplace Act, 2013

Name of the CSIR Lab/ Inst: CSIR-Central Leather Research Institute

Sl.No	Compliance Area	Compliance Item	Status (Yes/No/NA)	Remarks/Evidence (Attach proof where required)
1.	SHe-Box Portal Management			
1.1	<b>IC Details Update:</b> Are the details and the current composition of the IC regularly updated by the Nodal Officer on the She-Box Portal?		Yes	
1.2	<b>Portal Monitoring:</b> Is the She-Box portal regularly monitored by the Nodal Officer?		Yes	
1.3	<b>Website Link:</b> Is the link for the She-Box Portal prominently displayed on the Institute/ Laboratory Website?		Yes	
	<b>Reference:</b> CSIR Letter No.17-02 (Report) 2023-HR-III dated 24/03/2025, 09/06/2025.			
2.	<b>Display and Awareness (Physical &amp; Website)</b>			

2.1	<p><b>Physical Display:</b> Are the following details displayed in <b>prominent physical locations</b> within the Institute/Laboratory?</p>		Yes	
Sl.No	Compliance Area	Compliance Item	Status (Yes/No/NA)	Remarks/Evidence (Attach proof where required)
	a. Composition of the IC and contact details.		Yes	
	b. Procedure for filing complaints.		Yes	<p><a href="https://clri.org/handling-of-complaints-of-sexual-harassment.aspx">https://clri.org/handling-of-complaints-of-sexual-harassment.aspx</a></p> <p>Displayed on CLRI Website</p>
	c. Penal provisions.		Yes	
	d. Emergency contact numbers.		Yes	<p><a href="https://clri.org/handling-of-complaints-of-sexual-harassment.aspx">https://clri.org/handling-of-complaints-of-sexual-harassment.aspx</a></p> <p>Displayed on CLRI Website</p>
2.2	<p><b>Website Display:</b> Are the following documents/ details available on the Institute/Laboratory Website? (Attach Screenshots)</p>			

	a. Composition of IC along with contact details.		Yes	<p>Contact Details of PoSH Officer and Members of ICC (w.e.f 10.03.2023), C.R.E.</p> <table border="1"> <thead> <tr> <th>S. No.</th><th>Name &amp; Designation</th><th>Capacity</th><th>Email ID</th><th>Phone No.</th><th>Mobile No.</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Shri Arun Kumar Singh Secretary</td><td>PoSH Officer</td><td>poosh@icrcs.nic.in</td><td>064 - 2415 7281</td><td>94495254</td></tr> <tr> <td>2.</td><td>Dy. Secy (Dy. Member Officer)</td><td>Member</td><td>arun.kumar@icrcs.nic.in</td><td>064 - 2415 7218</td><td>94495462</td></tr> <tr> <td>3.</td><td>Shri Gurjeet Singh</td><td>Member</td><td>gurjeet@icrcs.nic.in</td><td>064 - 2415 7251</td><td>93841231</td></tr> <tr> <td>4.</td><td>Dr. Vaishali Singh V.G. PoSH Officer</td><td>Member</td><td>vaishali@icrcs.nic.in</td><td>064 - 2415 7242</td><td>96713653</td></tr> <tr> <td>5.</td><td>Shri. Rakesh Gupta (Corporate Tutor &amp; Counselor HR Trainer)</td><td>Member (External)</td><td>rakesh@icrcs.nic.in</td><td>-</td><td>-</td></tr> </tbody> </table>	S. No.	Name & Designation	Capacity	Email ID	Phone No.	Mobile No.	1.	Shri Arun Kumar Singh Secretary	PoSH Officer	poosh@icrcs.nic.in	064 - 2415 7281	94495254	2.	Dy. Secy (Dy. Member Officer)	Member	arun.kumar@icrcs.nic.in	064 - 2415 7218	94495462	3.	Shri Gurjeet Singh	Member	gurjeet@icrcs.nic.in	064 - 2415 7251	93841231	4.	Dr. Vaishali Singh V.G. PoSH Officer	Member	vaishali@icrcs.nic.in	064 - 2415 7242	96713653	5.	Shri. Rakesh Gupta (Corporate Tutor & Counselor HR Trainer)	Member (External)	rakesh@icrcs.nic.in	-	-
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	b. Procedure for submitting online complaints.		Yes																																					
	c. Relevant rules/regulations/internal policies governing PoSH matters.		Yes																																					
	<b>Reference:</b> CSIR Letter No.17-02(Report)2023-HR-III DATED 20/07/2023, 18/09/2023 AND 29/11/2023																																							
3.	<b>Constitution of ICs for Regional Centers/Units</b>																																							
3.1	Have separate Internal committees (ICs) been constituted for regional centers/ units with ten or more employees. Located outside the		Yes, Kanpur																																					

	primary location of the Laboratory/ Institute?			
	<b>Reference:</b> CSIR Letter No.17-02/50/HR-III/CHS dated 03/03/2025			
4.	<b>Quarterly Meetings with Women Employees</b>			
4.1	Has the Internal Committee conducted quarterly meeting(s) with women employees (permanent and temporary) to pre-emptively address concerns and foster a safe workplace?		Yes	
4.2	If yes to 4.1, enclosed the dates of the meeting(s) conducted.			<b>Dates of Meeting(s):</b> <b>Attached as Annexure I</b>
4.3	If No to 4.1, provide the reason(s) for non-compliance.			<b>Reasons: -</b>
	<b>Reference:</b> CSIR Letter No.17-02(02)/50/HR-III(CHS)dated 16/04/2025 (Annexure4)			
5.	<b>Composition of Internal Committee</b>			
5.1	Does the IC have one member from amongst a non-governmental organisation (NGO) or association committed to the cause of women, or a person familiar with		Yes	<b>Name &amp; Details of NGO/ External Member:</b> <b>(To be provided by the Institute/Laboratory)</b>  <u><a href="https://clri.org/handling-of-complaints-of-sexual-harassment.aspx">https://clri.org/handling-of-complaints-of-sexual-harassment.aspx</a></u>

5.2	Is at least one-half of the total members (including the P.O) nominated to the IC women?		Yes	
5.3	Do the Presiding Officer and every Member of the IC hold office for as specified period <b>not exceeding three years</b> from the date of their nomination?		Yes	<b>Reconstitution Check:</b> Has it been ensured that existing presiding Officers/ Members who have completed their tenure are <b>replaced by new members</b> when reconstituting the IC? (Existing members are not to be given a fresh tenure)
	<b>Reference:</b> CSIR Letter No.17-02(Report)2023-HR-III dated 18/09/2023			

Remarks: ALL Laboratories/ Institutes are hereby requested to ensure completed compliance across all areas identified in the checklist, including the display of Billboards and constitution of ICs, within a maximum period of 30 days from the issuance of this checklist.



(signature with Stamp)

Head of the Institution/ Organisation



डॉ. पी. तणिकैवेलन  
**Dr. P. THANIKAIVELAN**  
निदेशक **Director**  
सीएसआरआर - केन्द्रीय वर्ष अनुसंधान संस्थान  
CSIR - Central Leather Research Institute  
अड्यार, चेन्नई Adyar, Chennai-600 020.



## YEAR 2025

S.No	Date & Time	Venue	Meeting
1	22 <sup>nd</sup> APRIL 3 PM	BML LAB	1 <sup>st</sup> Meeting
2	3 <sup>rd</sup> JULY 2.30PM	BML LAB	2 <sup>nd</sup> Meeting
3	23 <sup>rd</sup> OCTOBER 3 PM	BML LAB	3 <sup>rd</sup> Meeting
4	15 <sup>th</sup> DECEMBER 3 PM	BML LAB	4 <sup>th</sup> Meeting

## Events Conducted in 2025.

18<sup>th</sup> July 2025 : Printed POSH AWRENES POSTERS distributed and Displayed in all sections, labs, notice boards.

19<sup>th</sup> August 2025 : Webinar on GENDER SENSITIZATION and the POSH Act 2013 11.30 AM to 1.30 PM

16<sup>th</sup> December 2025 to 17<sup>th</sup> December 2025 : Sexual harassment Prevention week

16<sup>th</sup> December 2025 3PM : Quiz on POSH AWARENESS

17<sup>th</sup> December 2025 4PM : POSH AWARENESS SKIT

17<sup>th</sup> December 2025 4.30PM : POSH AWARENESS Identification GAME

## YEAR 2024

S.No	Date & Time	Venue	Meeting
1	17 <sup>th</sup> APRIL 3.30 PM	BML LAB	1 <sup>st</sup> Meeting
2	11 <sup>th</sup> December 11 AM	BML LAB	2 <sup>nd</sup> Meeting

## Events Conducted in 2024.

3<sup>rd</sup> to 7<sup>th</sup> December 2024 : Sexual harassment Prevention week

4<sup>th</sup> December 2024 : POSTER Competition for Staff & Students

4<sup>th</sup> December 2024 : SLOGAN Competition for Staff & Students

5<sup>th</sup> December 2024: : Lecture by Mrs RAMA HARAN (POSH TRAINER)

6<sup>th</sup> December 2024 : Release of POSH POSTERS BY DIRECTOR, CSIR-CLRI

Year 2023 (New Committee formed on 3<sup>rd</sup> September 2023)

S.No	Date & Time	Venue	Meeting
1	11 <sup>th</sup> December 11 AM	BML LAB	1 <sup>st</sup> Meeting

*K. Purnima*