



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
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अंतर्राष्ट्रीय सहकारिता वर्ष
सहकारी समितियाँ एक बेहतर
दुनिया का निर्माण करती हैं

फा.सं. 17-02(Reports)/2023-HR-III

No. _____

Dated 21/07/2026

प्रेषक : संयुक्त सचिव (प्रशासन)

From : Joint Secretary (Admn.)

सेवा में : सीएसआईआर की समस्त प्रयोगशालाओं/संस्थानों/इकाइयों के निदेशक/प्रमुख

To : The Directors/Heads of all CSIR Labs/Instts./Units

विषय : त्रैमासिक पोश अनुपालन प्रतिवेदन (Q-PCR) – संबंधी।

Sub : Quarterly POSH Compliance Report (Q-PCR)-reg.

महोदया/महोदय / Madam/Sir,

मुझे यह कहने का निर्देश हुआ है कि कार्यस्थल पर महिलाओं का लैंगिक उत्पीड़न (निवारण, प्रतिषेध एवं प्रतितोष) अधिनियम, 2013 (पोश अधिनियम) के प्रभावी कार्यान्वयन की निगरानी के लिए, दिनांक 04.06.2026 को सीएसआईआर की प्रयोगशालाओं/संस्थानों के प्रशासन प्रमुखों (Heads of Administration) और आंतरिक समितियों की पीठासीन अधिकारियों (Presiding Officers, IC) के साथ वर्चुअल माध्यम से प्रथम त्रैमासिक समीक्षा बैठक आयोजित की गई थी।

I am directed to state that a first quarterly review meeting was held with the Heads of Administration and Presiding Officers of the Internal Committees (ICs) of CSIR Laboratories/Institutes on 04/06/2026 through virtual mode to monitor the effective implementation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act).

उक्त बैठक के दौरान, सक्षम प्राधिकारी के निर्णयानुसार प्रत्येक तिमाही में सीएसआईआर मुख्यालय को भेजी जाने वाली 'त्रैमासिक पोश अनुपालन रिपोर्ट' (Q-PCR) व्यवस्था की शुरुआत की गई तथा सभी प्रतिभागियों को इस रिपोर्ट के प्रारूप एवं इसे प्रस्तुत करने की प्रक्रिया से अवगत कराया गया।

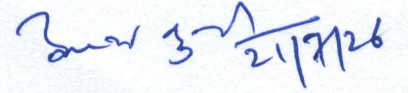
During the said meeting, as decided by the Competent Authority, the 'Quarterly POSH Compliance Report' (Q-PCR) framework was introduced for submission to CSIR Hqrs. every quarter. All participants were also briefed regarding the format and the procedure for furnishing the same.

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तदनुसार, आपसे अनुरोध है कि प्रथम तिमाही की अनुपालन रिपोर्ट (Q-PCR) संलग्न प्रारूप में 31.07.2026 तक प्रस्तुत करने का कष्ट करें।

Accordingly, it is requested to kindly submit the Q-PCR for the first quarter (ending June) in the enclosed format by 31.07.2026.

भवदीय / Yours faithfully,



(अजय कुमार राठी) / (Ajay Kumar Rathi)
अवर सचिव (मानव संसाधन-III) / Under Secretary (HR-III)
ईमेल /Email : ajay.rathi@csir.res.in

संलग्नक: यथोक्त (Q-PCR प्रारूप) /
Encl: As above (Q-PCRFormat)

प्रतिलिपि / Copy To :

1. सीएसआईआर वेबसाइट / CSIR Website
2. कार्यालय प्रति / Office Copy

QUARTERLY POSH COMPLIANCE REPORT

Lab/Institute Name: _____

Reporting Period: Quarter Ending: _____ (March/June/Sept/Dec) Year: 2026

PART A:

To be certified by the Head of Administration (SrCoA/CoA/AO)

S.No.	Compliance Parameter	Status (Yes/No)
1.	Internal Committee (IC) is constituted strictly in accordance with Section 4(2) of the POSH Act, 2013.	
2.	Separate IC(s) have been constituted for Regional Centers having more than ten (10) employees.	
3.	The tenure of the Presiding Officer and every Member of the IC has not exceeded three years from the date of their nomination. Also, has it been ensured that no existing Presiding Officer/ Member is granted a consecutive fresh tenure or immediate re-nomination.	
4.	The External Member of Internal Committee is from an NGO/association committed to the cause of women, or is a person* familiar with issues relating to sexual harassment. *As defined under SHWW(PPR) Rules, 2013	
5.	The Composition & Contact Details (including mobile numbers) of Internal Committee, Penal Provisions, QR to She Box Portal, etc. are prominently displayed in the Office Premises and Website of the Lab/Inst.	
6.	All the employees have undertaken POSH training courses available on iGOT Karmayogi portal.	
7.	PosH Awareness programs have been conducted for regular staff during this quarter Note: Conducting awareness programs during SH Prevention Week (December) and International Women's Day in (March) is mandatory.	
8.	Special awareness programs have been conducted for contractual, outsourced, and cleaning staff. Note: conducting such programs are mandatory in the month of May in connection with Labour Day	
9.	Lab/Institute has engaged part time counsellor/psychologist for welfare of women employees	
10.	Institute has conducted security audit to identify vulnerable and poorly lit areas and adequate lighting and CCTV coverage has been ensured (without compromising privacy of female employees)	

PART B:

To be certified by the Presiding Officer, Internal Committee (IC)

S.No.	Compliance Parameter	Status (Yes/No)
1.	Quarterly interactive meeting with women employees has been conducted.	
2.	No inquiries/cases are pending with the Internal Committee (IC) for more than the statutory period of 90 days. (If 'No', attach an annexure detailing case numbers, exact days pending, and reasons for delay).	
3	Presiding Officer and Members have completed Capacity Building Programme organized by CSIR-HRDC	

PART C: SHe Box Portal

To be certified by the Nodal Officer, SHe-Box Portal

S.No.	Compliance Parameter	Status (Yes/No)
1.	The SHe-Box Portal is regularly monitored, and current IC constitution details are fully updated.	

"We hereby certify that the compliance status stated above in the respective Part is true, verified against institutional records, and satisfies the statutory requirements of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013."

(Name, Signature & Stamp)	(Name & Signature)	(Name & Signature)
Head of Administration	Presiding Officer, IC	Nodal Officer (SHe-Box)

DIRECTOR