

FAQs for the Nodal Agencies (as per SHE- BOX)

Roles and responsibilities of State Nodal Officers

- To notify and appoint the District Officers (usually, the District Magistrate or Additional District Magistrate or the Collector or Deputy Collector) as per Section 5 of the Act (ensure that every district, at all times has a notified District Officer; in case of vacancy caused by retirement, or any other reason, it must be duly remedied, to enable smooth transition between officers, and ensure that there is always someone incharge of this position);
- To ensure constitution of LCs in all the districts as per Section 6 & 7 of the Act;
- To appoint Nodal Officers as per Section 6 of the Act
- To ensure constitution of ICs as per Section 4 of the Act in all the workplaces defined in Section 2(o) of the Act
- Efforts to be undertaken to orient, train and sensitise the district officers and other concerned designated officers, with regards To the provisions of the Act and Rules, with an emphasis on their roles and obligations,
- To ensure reporting and collection of Annual Compliance Reports from all workplaces (all the Statutory bodies of professionals at the Apex level and the State level (including those regulating doctors, lawyers, architects, chartered accountants, cost accountants, engineers, bankers and other professionals), by Universities, colleges, Training Centres and educational institutions and by government and private hospitals/nursing homes) by all the District Officers of respective States as per Section 21 and 22 of the Act to ensure that the Annual Compliance Reports collected by District Office[r]s, containing information on the number of cases filed and their disposal, are consolidated and the reports are published and put in public domain
- To give due publicity to the Acts and Rules in all the Districts – block, talukas, tehsil in rural or tribal area and ward or municipality in the urban area (Section 24)
- That the gist of important provisions shall be displayed at all working places in all the States/UT
- Responsibility at the last level, to monitor the implementation of this Act and maintain data on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace. (Section 23)
- To call for information and inspection of records- wherein it may call upon an employer or District Officer to furnish in writing any information relating to sexual harassment it may require, or produce any record required by an officer authorised to carry out an inspection (Section 25)

What are Roles & responsibilities of a District Officer ?

- To constitute an LC in each district (Section 6)
- Designating a nodal officer in each block, taluka, and tehsil in rural or tribal area, and ward or municipality in the urban area, to receive complaints and forward the same to the concerned LC within 7 days [Section 6 (2)]
- To take timely action in a complaint as per the recommendation of the LC [Section 13 (4)]
- Collection of Annual reports from all the LCs/ ICs [Section 21(2)]
- Submits a brief report to the State Government [Section 21(2)]
- Payment of allowances to the Chairman and members of the LC, which it receives from the agency set up by the State Government (Section 8)
- Enforcement by the concerned District Officer, on the order for recovery of the sum as an arrear of land revenue forwarded by the IC/LC, if the respondent in any case fails to pay any sum so directed [Section 13 (3)]
- Take necessary measures for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women (Section 20)

Who is a Nodal Officer & his/ her roles & responsibilities?

A Nodal Officer in each block, taluka, tehsil in rural/ tribal area or municipality areas in urban areas shall be designated by the concerned District Officer-

1. To ensure the effective implementation of the Act, especially in areas where the Internal Committee (IC) is not constituted.
2. **Receiving Complaints:** The Nodal Officer is the first point of contact for receiving complaints of sexual harassment in their designated area(Section 6)
3. **Forwarding Complaints:** They are responsible for forwarding the received complaints to the Local Committee (LC) within **seven days**. [Section 6(2)]
4. **Coordination:** The Nodal Officer coordinates with the District Officer and the LC to ensure timely and effective handling of complaints.
5. **Awareness and Training:** Help in organizing awareness programs and training sessions about the POSH Act to educate employees and employers in their area.
6. **Monitoring and Reporting:** The Nodal Officer monitors the implementation of the POSH Act and reports any issues or non-compliance to the District Officer.

ANNEXURE

Flow Chart of The Process

