

Annexure F

Format of the Report of the ICC

Sr. No.	Broad Heads	Particulars
I.	Name and other details of the Complainant	
II.	Name and other details of the Respondent	
III.	Date of complaint	
IV.	Whether the inquiry has been concluded within 90 days of receipt of Complaint	
V.	Documentation/ oral evidence relied upon by the Complainant	
VI.	Documentation/ oral evidence relied upon by the Respondent	
VII.	Whether the Complainant requested conciliation and settlement of the matter and if yes, the reason why the complaint was not settled	
VIII.	Any recommendation for interim action pending completion of inquiry	
IX.	Reasons for the recommendation	
X.	Detailed facts of the incident	
XI.	Whether the incident can be termed as sexual harassment under the Act	
XII.	Detailed reasons for the decision in XI above	
XIII.	Action recommended against the Respondent	
XIV.	Reasons for recommending the said action	
XV.	Whether the Complainant has filed a criminal action against the Respondent and status of the same	
Date:		
		Signature of the ICC Members