



NGO REQUEST FORM

Organisation makes a request to the Globalised compaign Welfare Society for participation in internal complaint committee (I.C.C.) and provide training to all our women & male employees in the account of the POSH Act 2013 (Prevention of sexual harassment of women at workplace Act 2013).

I. BASIC CONTACT INFORMATION			
COMPANY NAME:			
COMPANY ADDRESS:			
CONTACT PERSON		CONTACT NO:	
UNIT HEAD:		CONTACT NO:	
II. BUSINESS DETAIL			
MANUFACTURER OF:			
CONSTITUTION OF ORGAINIZATION UNDER			
1-FACTORY ACT 1948		YES/NO	
2 SHOPS AND STABLISHMENT ACT		YES/NO	
TOTAL EMPLOYEE	MALE	FEMALE	
III. POSH COMMITTEE ALREADY EXISTING		YES/NO	
TYPE OF TRAINING REQUIRED	ORIENTATION OR WORKSHOP YES/NO	AWARENESS PROGRAMME YES/NO	ICC MEETING YES/NO
FREQUENCY OF THE TRAINING	MONTHLY	HALF YEARLY	QUARTERLY
IV CHARGES OF THE SERVICE			
AGREEMENT	5000/-		
TRAINING + VISIT CHARGE	1000 /- OR 1500/- or actual convenience		
POSTER AND HOARDINGS	POSH Act poster 500 /- OR ICC awareness 200/-		
MEETINNG NOTES TYPING	100/- (On legal green paper and in local language) with pictures		
COURIER AND SPEED POST	20/- or as per actual courier or postal Charges		
NOTE: THE VISIT CHARGE IS TO BE DECIDED ACCORDING TO THE REGION.(NOIDA =1000, GURUGRAM=1500, GRAETER NOIDA=1500 ETC.) 1)Four TRAININGs per year MUST BE CONDUCTED 2) AND TRAINING PLAN TO BE FIXED ON ANNAUL BASIS. 3)TRAINING REPORTS WERE DELIVERED AFTER THE TRAINNIG 4) PAYMENT MADE BY THE CHEQUE OR NEFT , NO CASH TRANSACTIONS IS ALLOWED .			
SIGNATURE-COMPANY AUTHORISED PERSON COMPANY STAMP DATE			