తెలంగాణ పునరుద్ధరణీయ ఇంధన వనరుల అభివృద్ధి సంస్థ లిమిటెడ్
Telangana Renewable Energy Development Corporation Ltd.
(Formerly Telangana Renewable Energy Development Corp. Ltd.,)
(A State Government Company)
D.No.6-2-910, Visvesvaraya Bhavan, The Institution of Engineers Building,
Khairatabad, Hyderabad - 500 004. Telangana, India.
Tel: (Off) 040-23201502, 23201503, Fax: 040-23201504
Website: www.tgredco.telangana.gov.in Email: info@tgredco.telangana.gov.in

PROCEEDINGS OF THE VC & MANAGING DIRECTOR

Proc. Rc. No. TGREDCO/ADMN/POSH/2026/01 Date:23.11.2026

Sub: - TGREDCO – Administration – Constitution of Women Protection Cell and Internal Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, for ensuring safety, security, dignity, welfare and protection of women employees working in TGREDCO – Orders – Issued.

Ref: - 1. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules thereunder.
2. Order of the Hon'ble Supreme Court dated 03.12.2024 in Aureliano Fernandes vs. State of Goa & Ors.
3.Lr.No.1084/HR.A1/2025,Energy(HR.A1)Department dated:8-08-2025 of Govt. of Telangana.
4.Approval of the Vice Chairman & Managing Director, TGREDCO, dated 23.11.2026.

ORDER:

With a view to ensuring a safe, secure, dignified and gender-sensitive working environment for women employees working in Telangana Renewable Energy Development Corporation Limited (TGREDCO), and in compliance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Rules made thereunder, it has been decided to establish a Women Protection Cell in TGREDCO and to constitute the statutory Internal Committee for prevention and redressal of complaints relating to sexual harassment at the workplace.

The Women Protection Cell shall serve as an institutional mechanism to promote the safety, security and welfare of women employees, create awareness about their rights, facilitate access to grievance redressal mechanisms and recommend appropriate measures for providing a safe and congenial working environment.

Accordingly, the following Women Protection Cell is hereby constituted with immediate effect, with the members designated below also functioning as the Internal Committee under the POSH Act, subject to fulfilment of all statutory composition requirements, including nomination of an external member.

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1. Composition of Women Protection Cell

Sl.No	Name & Designation	Role
1	Smt.S.Swathi Rathna, Manager, Admn	Presiding Officer
2	Sri P.Sreenivasa Reddy, Manager, F&A	Member
3	Smt. K. Ravali, DO, EC	Member
4	Smt. M. Vijaya Lakshmi, JM (OS), Accounts	Member
5	Smt. Y.Sunanda, JM (OS) Khammam Member	Member
6	Smt. V. Anitha, JM-Admn Convener	Convener
7	Sri A.Ravi Babu, Legal Advisor	External Member

2. Objectives and functions of the Women Protection Cell

The Women Protection Cell shall undertake the following functions:

a) To promote a safe, secure, respectful and gender-sensitive working environment for women employees.
b) To create awareness among employees regarding the rights and safeguards available to women under applicable laws and service rules.
c) To facilitate the reporting of grievances and ensure that complaints relating to sexual harassment are dealt with in accordance with the POSH Act.
d) To organize awareness programmes, workshops and sensitization sessions for employees.
e) To recommend appropriate preventive and welfare measures for improving the working conditions and safety of women employees.
f) To advise the management on measures required for strengthening the institutional mechanism for the protection and welfare of women employees.

3. Jurisdiction: The Committee shall receive and inquire into complaints of sexual harassment from any woman at the workplace of TGREDCO, covering Head Office and all district / field offices, in accordance with Sections 9 to 13 of the Act and the Rules.

4. Procedure for filing complaints:

Any aggrieved woman may submit a written complaint of sexual harassment to the Presiding Officer or the Convener of the Internal Committee.

For facilitating access, the following contact details shall be made available:

- Email: wpc@tgredco.telangana.gov.in (subject to verification and activation).
- Contact: 6304903930.
- Complaints may also be submitted through the applicable Government-designated online complaint mechanism, including the SHe-Box portal, as per the prescribed procedure.

Complaints shall ordinarily be submitted within three months from the date of the incident or the last incident in a series of incidents. The Committee may extend the period by a further three months for reasons recorded in writing, as permitted under Section 9 of the Act.

5.Inquiry and time limits:

The Internal Committee shall conduct inquiries in accordance with the procedure prescribed under Sections 10 to 13 of the Act and the applicable Rules. The following statutory timelines shall be followed:

a) Conciliation, if requested by the aggrieved woman, shall be undertaken in accordance with Section 10. Monetary settlement shall not be made the basis of conciliation.
b) The inquiry shall be completed within 90 days.
c) The inquiry report shall be submitted to the employer within 10 days from the date of completion of the inquiry.
d) The employer shall take action on the recommendations within 60 days of receipt of the report.
e) An appeal against the recommendations shall lie in accordance with Section 18 of the Act and the applicable service rules.

6. Interim relief: During the pendency of an inquiry, the Internal Committee may recommend interim relief under Section 12 of the Act, including:

a) Transfer of the aggrieved woman or the respondent to another workplace, wherever appropriate.
b) Grant of leave to the aggrieved woman up to the period permitted under the Act, in addition to her regular leave entitlement.
c) Such other relief as may be prescribed under the Act and Rules.

The employer shall implement the recommendations in accordance with the statutory provisions.

7. Action on the recommendations of the Internal Committee

The competent authority shall take appropriate action on the recommendations of the Internal Committee in accordance with Section 13 of the Act and applicable service rules.

Where the respondent belongs to another organization or is on deputation, the recommendations shall be forwarded to the concerned competent authority for necessary action, wherever applicable.

Where the allegations are not established, action shall be taken as prescribed under the Act.

8. Confidentiality

The identity of the aggrieved woman, respondent and witnesses, complaint details, inquiry proceedings and recommendations shall be kept strictly confidential.

Disclosure or publication of such information shall be prohibited except as permitted under Section 16 of the Act. Any breach of confidentiality shall attract action under Section 17 of the Act and applicable service rules.

9. Tenure and vacation of office

The Presiding Officer and Members of the Internal Committee shall hold office for a period not exceeding three years from the date of nomination.

Vacancies arising due to transfer, retirement, resignation, removal or any other reason shall be filled with the approval of the Vice Chairman & Managing Director, ensuring compliance with Section 4 of the Act.

10. Honorarium and allowances to the External Member

The External Member shall be paid an allowance of Rs.200/- per day for attending the proceedings of the Internal Committee, together with reimbursement of travel expenses, in accordance with Rule 3 of the POSH Rules, 2013, subject to applicable Government instructions.

11. Annual Report

The Internal Committee shall prepare an Annual Report for every calendar year containing the particulars prescribed under Section 21 of the Act and Rule 14 of the Rules.

The Annual Report shall include:

a) Number of complaints received during the year.
b) Number of complaints disposed of during the year.
c) Number of cases pending for more than 90 days.
d) Number of awareness programmes or workshops conducted.
e) Nature of action taken by the employer.

The report shall be submitted to the Vice Chairman & Managing Director, TGREDCO, and the concerned District Officer within the prescribed time and in the prescribed manner.

12. Responsibilities of the Employer and Administration

The General Manager, TGREDCO, is designated as the officer responsible for processing proposals for filling vacancies in the Women Protection Cell and Internal Committee.

All orders relating to constitution or reconstitution of the Internal Committee shall be issued with the approval of the Vice Chairman & Managing Director, being the employer under the Act.

The General Manager shall coordinate with the Administration Section to ensure that:

a) The order and penal consequences of sexual harassment are displayed at conspicuous places in the Head Office and all district and field offices.
b) The Committee's constitution and contact details are published on the official website.
c) Necessary facilities are provided for conducting inquiries.
d) Committee members receive appropriate training and orientation.
e) Awareness and sensitization programmes are conducted regularly.
f) Necessary assistance is provided to complainants and witnesses.
g) Retaliation or victimization of complainants and witnesses is prevented.
h) Confidential records of complaints and inquiry proceedings are properly maintained.

The Women Protection Cell shall periodically review the measures taken and submit necessary recommendations to the General Manager.

13. Meetings and functioning

The Convener shall coordinate the meetings and activities of the Committee.

The Committee shall meet as and when required. All complaint- related records and proceedings shall be maintained separately and confidentially.

14. Effective Date

These proceedings shall come into force with immediate effect.

Sd/-
VC & MANAGING DIRECTOR

To:

1. The General Manager, TGREDCO / Designated Officer, WPC.
2. All the Members concerned.

Copy to:

1. All the concerned Heads of Sections, TGREDCO, for information and necessary action.
2. The Administration / HR Section, TGREDCO, for information and necessary action.
3. All Officers and Employees of TGREDCO, for information.
4. Stock File.