



INDIALAW

Internal Committee (IC) Support And Management

POSH Internal Committee Law Firm in India for IC Constitution, SOPs, and Inquiries

PRACTICE PROFILE • MAY 2026

Overview

A well-functioning Internal Committee (IC) is at the heart of an effective POSH framework. Our practice offers legal, procedural, and strategic support to ICs, ensuring they discharge their duties in a fair, unbiased, and compliant manner. We work closely with clients to establish a credible and independent redressal system that promotes employee trust and legal defensibility.

Our Services

- Legal structuring and constitution of Internal Committees as per POSH Act
- Development of IC Standard Operating Procedures (SOPs)
- Real-time legal support during inquiry proceedings
- Review of IC recommendations and reports for procedural integrity
- Guidance on complaint screening and prima facie determination
- Handling recusals, conflicts of interest, and jurisdictional challenges
- Strategic advice for employers on implementing IC decisions

Frequently Asked Questions

Q1 What does Internal Committee support and management involve in practice?

It covers the legal structuring of ICs under the POSH Act, drafting inquiry SOPs, advising on complaint screening, providing real-time guidance during proceedings, and reviewing final reports for procedural soundness and legal defensibility.

Q2 When should an organisation seek external legal support for its IC?

Typically when a complaint is filed and the IC lacks inquiry experience, when members face conflicts of interest, or when prior IC findings have been challenged. Organisations also engage support proactively when first constituting or reconstituting their IC.

Q3 Which Indian statute governs the constitution and functioning of an IC?

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, commonly called the POSH Act, mandates every employer with ten or more employees to constitute an IC. The Act prescribes composition, tenure, inquiry process, and timelines.

Q4 What timelines apply to IC inquiries under the POSH Act?

The IC must complete its inquiry within 90 days of receiving a complaint. It then submits its report and recommendations to the employer within 10 days. The employer must act on those recommendations within 60 days. Delays at any stage risk non-compliance.

Q5 What documents does an organisation need to provide when engaging IC support?

Key documents include the current IC constitution order, the organisation's POSH policy, any existing SOPs for inquiry proceedings, details of the complaint or issue at hand, prior annual reports filed with the District Officer, and relevant employment records.

Q6 What common mistakes do Internal Committees make during inquiry proceedings?

Frequent errors include not following principles of natural justice, failing to maintain confidentiality, applying criminal evidence standards instead of civil ones, missing statutory deadlines, and not documenting proceedings adequately. Each of these can render the inquiry legally vulnerable.