केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
केन्द्रीय राजस्व भवन, आई.एस.प्रेस रोड, कोचिन -682018
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C.No. II/39/75/99 Estt.II

Date: 04.11.2014

CIRCULAR

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

(i) In terms of the provisions of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 dated 22.04.2013 an Internal Complaints Committee for Customs, Central Excise & Service Tax, Cochin Commissionerate has been constituted for the prevention and redressal of complaints of sexual harassment at the workplace and for matters connected therewith or incidental thereto. The Internal Complaints Committee constituted consists of the following members:

(1)	Smt. Rani C R, Assistant Commissioner	Presiding Officer
(2)	Smt. B Umadevi, Assistant Commissioner	Member
(3)	Shri Rajan G George, Assistant Commissioner	Member
(4)	Smt. Vinodini S Menon, Superintendent	Member
(5)	Smt. Sherine Mathew, Superintendent	Member
(6)	Shri S A Madhu, Superintendent (PRO)	Member
(7)	Smt. K Vijayalakshmi, Administrative Officer	Member
(8)	Smt. Sujatha S, Inspector	Member
(9)	Smt. Anjali Sudarshan, Inspector	Member
(10)	Smt. Sandhya Raju	NGO Member

(ii) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination.

Reshma Lakhani
4/11/2014

(RESHMA LAKHANI)
COMMISSIONER

To

(1) Smt. Rani C R, Assistant Commissioner
(2) Smt. B Umadevi, Assistant Commissioner
(3) Shri Rajan G George, Assistant Commissioner
(4) Smt. Sherine Mathew, Superintendent
(5) Shri S A Madhu, Superintendent (PRO)
(6) Smt Vinodini S Menon, Superintendent
(7) Smt. K Vijayalakshmi, Administrative Officer
(8) Smt. Sujatha S, Inspector
(9) Smt. Anjali Sudarshan, Inspector
(10) Smt. Sandhya Raju

Copy submitted:

The Chief Commissioner of Central Excise, Customs & Service Tax, Kerala Zone, Cochin

Copy to:

All Section Heads, Hqrs. Office, Cochin – for circulation among officers
All DC/AC in charge of Divisions, C. Ex. Cochin
The Superintendent (Systems) – for uploading in website
Notice Board