भारत सरकार **GOVERNMENT OF INDIA**
वित्त मंत्रालय **MINISTRY OF FINANCE**
राजस्व विभाग **DEPARTMENT OF REVENUE**
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क, कोच्चि
CENTRAL TAX & CENTRAL EXCISE, KOCHI
केन्द्रीय राजस्व भवन, **CENTRAL REVENUE BUILDING**
आई. एस. प्रेस रोड, कोच्चि, **I.S. PRESS ROAD, KOCHI-682 018**
E-mail: supdtvig-cexcok@gov.in **Fax/Phone: 0484-2396654**

C.No. II/39/17/14 Vig.Cx.Chn 8331/19 **Date: 11.11.2019**

VIGILANCE CIRCULAR NO. 02 /2019

Sub: Constitution of Internal Complaints Committee under Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013.

In exercise of the powers conferred under Section 4 of **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, I, K.R.Uday Bhaskar, Principal Commissioner, Central Tax & Central Excise, Kochi Commissionerate,** hereby nominate the following as members of the **"Internal Complaints Committee."**

1. Smt. Rani.C.R, Joint Commissioner (CCO),Kochi - Presiding Officer
2. Sri George Joseph, Assistant Commissioner
3. Smt. Belinda Rebello, Superintendent
4. Smt. Geeta K.P, Superintendent
5. Smt. Tessy Mathews, Superintendent
6. Shri. Aravinda Raja, Superintendent
7. Smt. Sandhya Raju, Advocate & NGO

2. The Committee shall deal with the complaints of sexual harassment against women in the workplace and shall discharge the functions of the Committee as specified in the Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013 and the Rules made thereunder.

3. As per the provisions of Section 9 of the Act, ibid, inter-alia any aggrieved women may make, in writing a complaint of sexual harassment at workplace to the Internal Committee within a period of **3 (three)** months from the date of incident and in case of series of incidents, within a period of **3 (three)** months from the date of last incident.

4. The Committee shall prepare in each calendar year a report in terms of **Section 21 read with Rule 14 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013** and submit the same to the Principal Commissioner, Central Tax & Central Excise, Kochi.

5. The members of the committee shall hold office for a period of **(2) Two year** from the date of issuance of this order.

11. 11. 19

[के आर उदय भास्कर /K.R. UDAY BHASKAR]
प्रधान आयुक्त/ Principal Commissioner

To

1. Smt. Rani.C.R, Joint Commissioner (CCO),Kochi - Presiding Officer
2. Sri George Joseph, Assistant Commissioner
3. Smt. Belinda Rebello, Superintendent
4. Smt. Geeta K.P, Superintendent
5. Smt. Tessy Mathews, Superintendent
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7. Smt. Sandhya Raju, Advocate & NGO

Copy submitted to:

The Pr.Chief Commissioner, Central Tax & Central Excise,
Thiruvananthapuram Zone.