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
आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क, कोच्चि
CENTRAL TAX & CENTRAL EXCISE, KOCHI
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
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C.NO. II/39/17/2014 VIG. CX. CHN. / 161/22 Date: 21.10.2022

VIGILANCE CIRCULAR NO. 04/2022

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 upon Section 4 of **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, I, Maneesh Kumar, Commissioner, Central Tax & Central Excise, Kochi Commissionerate,** hereby nominate the following Officers as members of the **"Internal Complaints Committee."**

1. Smt. Shanthi. V., Deputy Commissioner- Presiding Officer
2. Shri. George Joseph, Assistant Commissioner
3. Smt. Geeta K. P., Superintendent
4. Shri. Sreekumaran Unni, Superintendent
5. Smt. Priya K. M., Superintendent
6. Smt. Shilpa Goyal, Inspector
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 Commissioner, Central Tax & Central Excise, Kochi.

5. The members of the Committee shall hold office for a period of (1) One Year from the date of issuance of this order.

Maneesh Kumar
Commissioner

To,

1. Smt. Shanthi. V., Deputy Commissioner- Presiding Officer
2. Shri. George Joseph, Assistant Commissioner
3. Smt. Geeta K. P., Superintendent
4. Shri. Sreekumaran Unni, Superintendent
5. Smt. Priya K. M., Superintendent
6. Smt. Shilpa Goyal, Inspector
7. Smt. Sandhya Raju, Advocate & NGO

Copy submitted to:

The Chief Commissioner, Central Tax and Central Excise, Thiruvananthapuram Zone