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, Superintendnet
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.

[Signature]

[Date: 11/11/15]

[ K. R. UDAY BHASKAR ]

Pradhan Aayukt/ 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
5. Smt. Tessy Mathews, Superintendent
6. Shri. Aravinda Raja, Superintendent
7. Smt. Sandhya Raju, Advocate & NGO

Copy submitted to:

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