

/1444515/2023

	कार्यालय आयुक्त
	Office of the Commissioner
	केन्द्रीय उत्पाद शुल्क, माल और सेवा कर आयुक्तालय - जालंधर
	Central Excise & GST Commissionerate-Jalandhar
	केन्द्रीय जीएसटी, केन्द्रीय राजस्व भवन, मॉडल टाउन रोड, जालंधर - 144001
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Dated:25-07-2023

**OFFICE ORDER****Internal Complaints Committee for Prevention of Sexual Harassment at Workplace**

This Order is issued in supersession of previous Office Orders constituting Internal Complaints Committee to deal with the complaints of sexual harassment against women at workplace in compliance to the requirements of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as the Act).

Whereas sub-section (1) of section 4 of the Act requires every employer to constitute a committee to be known as Internal Complaints Committee.

2. And whereas such a committee was constituted vide Office Order No. 06/2017 dated 16.11.2017 and subsequently amended vide Office Order No.01/2018 dated 18.06.2018, 05/2019 dated 23.07.2019 and 11/2019 dated 18.12.2019.
3. And whereas it has become necessary to constitute a fresh Internal Complaints Committee as mandated by the Act supra.
4. Therefore, it is for information of all concerned that an Internal Complaints Committee for the Commissionerate is re-constituted as under for redressal of grievances relating to sexual harassment of women at workplace as required by section 4 of the Act-

S. No.	Name & Designation	Designation	Mobile No.	Email Id
1	Smt. Satvinder Bains, Admn. Officer, CGST Jalandhar	Chairperson	98140-08816	Bains4122@gmail.com
2	Smt. Tripat Kaur, Supdt. CGST Div-II Jalandhar	Member	98156-97973	tripatkaur69@gmail.com
3	Ms. Madhu Sharma, Principal CT Institute, Jalandhar	Member (Third Party)	94170-50748	madhussharma2@gmail.com
4	Mr. Jagdeep Singh Supdt. Preventive	Member	9814000241	Deepsin2007@rediffmail.com

5	Mr. Manjit Singh, Supdt. (Hqrs.)	Member	8368212289	Ranamanjit1971@gmail.com
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Sexual harassment" has been defined in section 2 (n) of the above Act asunder: -

n. "sexual harassment" includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely: -

- i. physical contact and advances; or
- ii. a demand or request for sexual favours; or
- iii. making sexually coloured remarks; or
- iv. showing pornography; or
- v. any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

7. Section 3(1) of the above Act provides that "No woman shall be subjected to sexual harassment at any workplace." Further, sub-section (2) of section (3) amplifies the scope of sexual harassment by stating that: -

*"The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:-*

- i. implied or explicit promise of preferential treatment in her employment; or
- ii. implied or explicit threat of detrimental treatment in her employment; or
- iii. implied or explicit threat about her present or future employment status; or
- iv. interference with her work or creating an intimidating or offensive or hostile work environment of her; or
- v. humiliating treatment likely to affect her health or safety."

7. Attention of the officers and staff is also invited to sub-rule (1) of rule 3(C) of CCS (Conduct) Rules, 1964, which provides that, "No Government Servant shall indulge in any act of sexual harassment of any women at her workplace." Such conduct of a Government servant would amount to misconduct and the Government servant would be liable to disciplinary action.
8. A complaint of sexual harassment at workplace by any aggrieved woman may be made, in writing, to the Committee within a period of three months from the date of incident and in case of a series of incidents; within a period of three months from the date of last incident. The Act also provides that where the complaint cannot be made in writing, the Presiding Officer or any Member of the Committee shall render all reasonable assistance to the woman for making the complaint in writing. It further provides that where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person, as may be prescribed, may make a complaint.
9. On receipt of a complaint, the Committee will proceed to enquire into the complaint, in accordance with the provisions of the Act. However, the Committee, before initiating an enquiry under section 11 and at the request of the aggrieved woman, take steps to settle the matter between her and the Respondent through conciliation as provided in section 10 of the Act.



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10. The complete Act is available on the website of Ministry of Women and Child Development (<https://wed.nic.in>) under the header menu "Legislation & Policy" - "Women Related Legislation", which can be seen for further reference.
11. Attention of all concerned is also invited to Online Complaints Management System titled **SHe-Box** (Sexual Harassment Electronic-Box) developed by the Ministry of Women and Child Development, Government of India wherein complaints related to sexual harassment at workplace can be made online at [shebox.nic.in](https://shebox.nic.in).



(Hardeep Batra)  
Commissioner

**Copy for information to: -**

1. The Chief Commissioner, Central GST Chandigarh Zone, Chandigarh.
2. All Pr. Commissioner/Commissioner, Central GST Chandigarh Zone, Chandigarh.
3. All the Joint/Deputy/Assistant Commissioners, Central GST Commissionerate, Jalandhar.
4. All officers and staff of the CGST Commissionerate, Jalandhar.
5. The Superintendent (Systems), Central GST Commissionerate, Jalandhar for uploading the same on website.
6. Individual members concerned.
7. Notice Board.