

Office Order No. 117 /2022/APPRG.(MAIN)/JNCH

DIN- 202207781X00011801F

**SUB:Constitution of 'Internal Complaint Committee' for women employees of NS-I Commissionerate as per Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal )Act, 2013-reg.**

A0/EDI  
9/10/22

In terms of section 4 of the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act 2013, Internal Complaint Committee (ICC) for NS-I ,Zone-II, as under is constituted to deal with the complaints relating to Sexual Harassment at workplace.

Sr.No.	Status in ICC	Name of the officer	Designation
1	Presiding Officer	Ms. Hemlata Rai	Additional Commissioner
2.	Member	Ms. Ujjwala Mahakal	Appraiser
3.	Member	Ms Sheetal N.Potdar	Appraiser
4.	Member	Shri Pradeep Rana	Appraiser
5.	Member	Ms. Mini J.Pillai	ACAO
6.	Member	Ms. Charusheela Koli	TA
7.	Member	Ms. Shirish Pujari	NGO

The ICC shall meet at regular intervals (once in a quarter) to discuss various issues concerning women and steps required to be taken for redressal of grievances, if any. Any aggrieved women employee of this commissionerate can file a complaint before the 'Internal Complaints Committee'.The ICC will look into such complaints and grievances by conducting enquiries and act upon them in such a manner as laid down vide Sexual Harassment of Women at workplace (Prevention,Prohibition and Redressal )Act, 2013 and in accordance with Sexual Harassment of Women (Prevention,Prohibition and Redressal ) Rules framed under this Act.

The ICC shall prepare an Annual Report giving full account of the activities carried out by it during the year and forward copy of the same to the Pr. Chief Commissioner of Customs , Mumbai Zone- II for information and necessary action , if any.

In the event of transfer of any member out of this Commissionerate, the Member should give prior intimation to enable the nomination of another Member in his/her place.

This issues with approval of Pr.Commissioner of Customs (NS-I)

*Hemlata Rai*  
(Hemlata Rai)

Additional Commissioner of Customs,  
Appraising Main (I)/NS-I/JNCH

Copy To:

- 1)The Chief Commissioner of Customs Zone -II for kind information
- 2)The Presiding Officer and newly added members of ICC
- 3)The Supdt.CHS/JNCH -with a request to display the order on notice board for the information of staff
- 4) The AC/DC.EDI Section /JNCH -with a request to upload the order on website
- 5)Office copy