

	<p style="text-align: center;"><b>केंद्रीय शुल्कके प्रधान आयुक्त का कार्यालय</b>  <b>OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX</b>  <b>हैदराबाद जीएसटीआयुक्तालय</b>  <b>HYDERABAD GST COMMISSIONERATE</b>  <b>जीएसटी भवन, एल बी स्टेडियम रोड, बशीर बाग,</b>  <b>हैदराबाद 500004 -</b>  <b>GST BHAVAN, L B STADIUMROAD, BASHEERBAGH, HYDERABAD-</b>  <b>500004</b>  <b>Phone No.040-23241117 / 23240725 Fax No. 040-23299204</b>  <b>e-mail:cgst.hydcommr@gov.in</b></p>	
---	---	---

C.No.II/08/27/2020-CIU-HYD

Date: #ApprovedDate#

24/9/24

**CIRCULAR No.01/2024**

Sub: Constitution of Internal Complaints Committee to look into complaints of Sexual Harassment of women at workplace - Regarding.

\*\*\*

In pursuance of provisions of Section 4(1) of the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013 (SHWWP Act, 2013), an Internal Complaint Committee is constituted with the following composition:

Sl. No.	Name of the officer Shri/Smt/Ms.	Designation	Contact No.
1.	J. Kalpana, Assistant Commissioner, Charminar Division	Chairperson	9441496595
2.	J. Sowmyasree, Superintendent, Estt	Member	9704481467
3.	D. Shailaja Reddy, ACAO	Member	9394225983
4.	Y. Keerthana	Member	9177104042
5.	Seshanka Binesh, GM, Pratyusha Support (NGO)	Member	9000775437
6.	Superintendent (CIU) (M. Rajendra Kumar)	Member	9848884266

2. The Internal Complaint Committee shall look into all complaints of sexual harassment at workplace within the jurisdiction of Hyderabad GST Commissionerate. The following guidelines and norms are to be observed to prevent sexual harassment of the working women:

(i) No employee should indulge in any act of sexual harassment of any women at her work place.

(ii) Sexual harassment for this purpose includes any unwelcome sexually determined behaviour, whether directly or otherwise, such as:

- a. Physical contact and advances
- b. Demand or request for sexual favours.
- c. Sexually coloured remarks.
- d. Showing any pornography, or
- e. Any other unwelcome physical, verbal/non-verbal conduct of sexual nature.

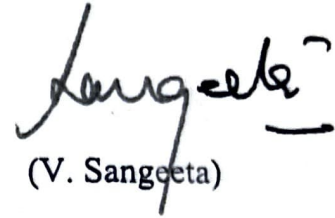
(iii) As per Section 3(1) of SHWWP Act, 2013, the following circumstances among other circumstances in relation to any act or behaviour of harassment may amount to sexual harassment.

- a. Implied or explicit promise or preferential treatment in employment; or
- b. Implied or explicit promise of preferential treatment in employment; or
- c. Implied or explicit threat of detrimental treatment in employment; or
- d. Implied or explicit threat about her present or future employment status; or
- e. Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- f. Humiliating treatment likely to affect her health or safety.

(iv) If any such act is punishable under the Indian Penal Code or any other law, the concerned authorities shall make a complaint with the appropriate authority for initiati criminal action against the employee.

(v) Every employee in-charge of a workplace shall take appropriate steps to prevent sexual harassment to any women employee.

3. All the women working in this Commissionerate may submit representation to any member of the Committee, if they face any incident as mentioned above.



(V. Sangeeta)

PRINCIPAL COMMISSIONER

To

All the Officers of Central Tax & Customs, Hyderabad GST Commissionerate, Hyderabad.

Copy Submitted to:

The Chief Commissioner of Central Tax & Customs, Hyderabad Zone, Hyderabad.

Copy to:

1. The Additional/Joint Commissioners, Central Tax & Customs, Hyderabad GST Commissionerate, Hyderabad.
2. The Chairperson and all the members of the Committee.
3. All the Dy./Asstt. Commissioners, Central Tax Customs, Hyderabad GST Commissionerate, Hyderabad
- 4 The C.A.O, Central Tax & Customs, Hyderabad GST Commissionerate, Hyderabad.
5. The Administrative Officers of Divisions and all the Section Heads in Hars, Hyderabad GST Commissionerate.
6. Smt. Seshanka Binesh, General Manager, Pratyusha Support, Abids, Hyderabad.
7. The Notice Board of Hqrs. Office and Divisional Offices, Hyderabad GST Commissionerate.