



केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX & CENTRAL EXCISE
सिकंदराबाद जीएसटी आयुक्तालय : SECUNDERABAD GST COMMISSIONERATE
जीएसटी भवन : बशीरबाग : हैदराबाद - ५००००४

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C. No. II/39/86/2017-CIU

Date: 31.07.2025

CIRCULAR NO. 01/2025

Sub: Constitution of the Internal Complaints Committee to look into complaints of Sexual Harassment of Women at Work Place – Secunderabad GST Commissionerate – Reg.

In pursuance of the provisions of Section 4(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (SHWWP Act, 2013) and keeping in view of the transfer of Smt K. P. Sai Swathy, Superintendent and Smt. T. Sandhya Rani, Inspector out of Secunderabad GST Commissionerate (Members of the Committee), the Internal Complaints Committee is re-constituted with the following composition:

Sl. No.	Name & Designation of the Officer (Smt./Ms.)	Committee Designation	Contact No.
1.	P. Madhuree, Joint Commissioner	Chairperson	80969 43746
2.	Dr. Mamatha Raghuvier Achanta, Founder, Tharuni (NGO)	Member	98494 18592
3.	R. Ch. Govindamma, Superintendent	Member	83747 21816
4.	Ch. Kusuma Kumari, Superintendent	Member	99490 90889
5.	N.V.V.N. Sulochana Devi, Superintendent	Member	97647 33959
6.	Nandani Soni, Inspector	Member	99397 70961

2. The Internal Complaints Committee shall look into all complaints of sexual harassment at the workplace in Secunderabad GST Commissionerate. The following guidelines and norms are to be observed to prevent sexual harassment of working women.

- (i) No employee should indulge in any act of sexual harassment of any woman at her workplace;
- (ii) Sexual harassment for this purpose, includes any unwelcome sexually determined behaviour, whether directly or otherwise, such as:
 - (a) Physical contact and advance
 - (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 sexual harassment may amount to sexual harassment;

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- (iv) Implied or explicit promise of preferential treatment in her employment; or
- (v) Implied or explicit threat of detrimental treatment in her employment; or
- (vi) Implied or explicit threat about her present or future employment status; or
- (vii) Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (viii) Humiliating treatment likely to alter her health or safety; or
- (ix) 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 initiating criminal action against the employee
- (x) Every employee in-charge of a workplace shall take appropriate steps to prevent sexual harassment of any women employee.

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

4. The working rules for Internal Complaints Committee are detailed in the Annexure to this Circular.

This is issued with the approval of the Competent Authority.


(दासरी बालय्या/Dasari Balaiah)
अपर आयुक्त (का° व स°)
Additional Commissioner (P & V)

To:

All the officers of Central Tax and Customs, Secunderabad GST Commissionerate.

Copy submitted to:

1. The Chief Commissioner of Central Tax and Customs, Hyderabad Zone.
2. The Chairperson and all the members of the committee.
3. All the Dy./Asst. Commissioner's, Central Tax and Customs, Secunderabad GST Commissionerate.
4. The CAO, Central Tax and Customs, Secunderabad GST Commissionerate.
5. The Administrative Officer of Divisions and Section Heads in Hqrs. Office, Secunderabad GST Commissionerate
6. Dr. Mamatha Raghuveer Achanta, Founder of Tharuni (An Organisation Working for all-round development of Adolescent Girls & Women), Flat No 205, Sri Tirumala Prestige Apartments, Hill Top Colony, Erramanzil, Khairabad, Hyderabad 500082, Telangana.
7. The Notice Board of Hqrs. Office and Divisional Offices, Hyderabad.