



केंद्रीय शुल्कके प्रधान आयुक्त का कार्यालय  
OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX  
हैदराबाद जीएसटीआयुक्तालय  
HYDERABAD GST COMMISSIONERATE  
जीएसटी भवन, एल बी स्टेडियम रोड, बशीर बाग,  
हैदराबाद-500 004  
GST BHAVAN, L B STADIUMROAD, BASHEERBAGH,  
HYDERABAD-500004  
Phone No.040-23241117 / 23240725 Fax No. 040-23299204  
e-mail:cgst.hydcommr@gov.in



IS 15700 : 2005 Certified Commissionerate

GEXCOM/VIG/MISC/349/2024-VIG-O/o Pr COMM-R-CGST-HYD

DATE: 09.2025

CIRCULAR No. 01/2025

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

\*\*\*\*\*

In pursuance of provision 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:

S.NO.	NAME OF THE OFFICER (SHRI/SMT/MS.)	DESIGNATION	CONTACT NO.
1.	K. SHARMILA, JOINT COMMISSIONER	Chair Person	9445458790
2.	K.V. RAMA DEVI, ASSISTANT COMMISSIONER	Member	9502612121
3.	P. MEENAKSHI, SUPERINTENDENT	Member	9000232291
4.	M. RAJENDRA KUMAR, SUPERINTENDENT	Member	9848884266
5.	J. SOWMYASREE, SUPERINTENDENT	Member	9704481467
6.	SESHANKA BINESH, GM, PRATYUSHA SUPPORT(NGO)	Member	9000775437
7.	Y. KEERTHANA, INSPECTOR	Member	9177104042

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 nay 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 favour.  
(c) Sexually coloured remarks.  
(d) Showing any pornography, or  
(e) Any other unwelcoming 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 threat of detrimental treatment in employment; or
  - (c) Implied or explicit threat about her present or future employment status; or
  - (d) Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
  - (e) 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 initiating criminal action against the 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.
4. This issues with approval of Competent Authority.

Encl: Annexure

(V. VIVEKANANDA REDDY)  
JOINT COMMISSIONER

To

All the officers of Hyderabad GST Commissionerate, Hyderabad

Copy Submitted to:

The Chief Commissioner of Central Taxes and Customs, Hyderabad Zone, Hyderabad

Copy to:

1. The Additional/Joint Commissioners, Hyderabad GST Commissionerate
2. The Chairperson and all the members of the committee.
3. All The Deputy/ Assistant Commissioners, Hyderabad GST Commissionerate
4. The C.A.O. Hyderabad GST Commissionerate
5. The administrative officers of Division and all the Section Heads in Hqrs, 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.
8. The superintendent (Admin), Hyderabad GST Commissionerate with a direction to install display boards with