



केंद्रीय शुल्क प्रधान आयुक्त कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX
हैदराबाद जीएसटी आयुक्तालय
HYDERABAD GST COMMISSIONERATE
जीएसटी भवन, एलबीस्टेडियम रोड, बशीरबाग,
हैदराबाद 004 500-
GST BHAVAN, L B STADIUM ROAD, BASHEERBAGH,
HYDERABAD-500004
Phone No. 040-23241117 / 23240725 Fax No. 040-23299204
e-mail: cgst.hydcmmr@gov.in



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

Date: 20.07.2023

CIRCULAR No.03/2023

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.	V.Revathi, Assistant Commissioner	Chair Person	9948079759
2.	P.S.N.Babji, Superintendent (CIU)	Member	9381508124
3.	Y.Padmaja, Superintendent	Member	9490934543
4.	Sowmya Rathna, Superintendent	Member	9160677704
5.	Seshanka Binesh, GM, Pratyusha Support (NGO)	Member	9000775437
6.	Vemula Sahithi, Inspector, Anti-Evasion	Member	9515120366

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:

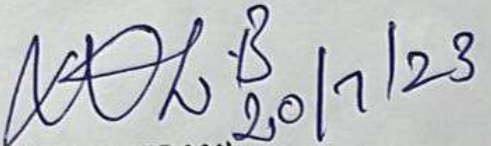
- (i) No employee should indulge in any act of sexual harassment of any women at her work place.
- (ii) Sexual harassment for this purpose, includes any unwelcome sexually determined behaviour, whether directly or otherwise, such as:
 - (a) Physical contact and advances
 - (b) Demand or request for sexual 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 initiating criminal action against the employee.
- (v) Every employee in-charge of a work place 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.

4. The working Rules for Internal Complaint Committee are detailed in the Annexure to this circular.

5. This issues with the approval of the Competent authority.


(B.RAGHU KIRAN)

ADDITIONAL COMMISSIONER (P&V)

Encl: Annexure

To

o/c

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 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 the above information as per guidelines on all floors of the Commissionerate (Hqrs).