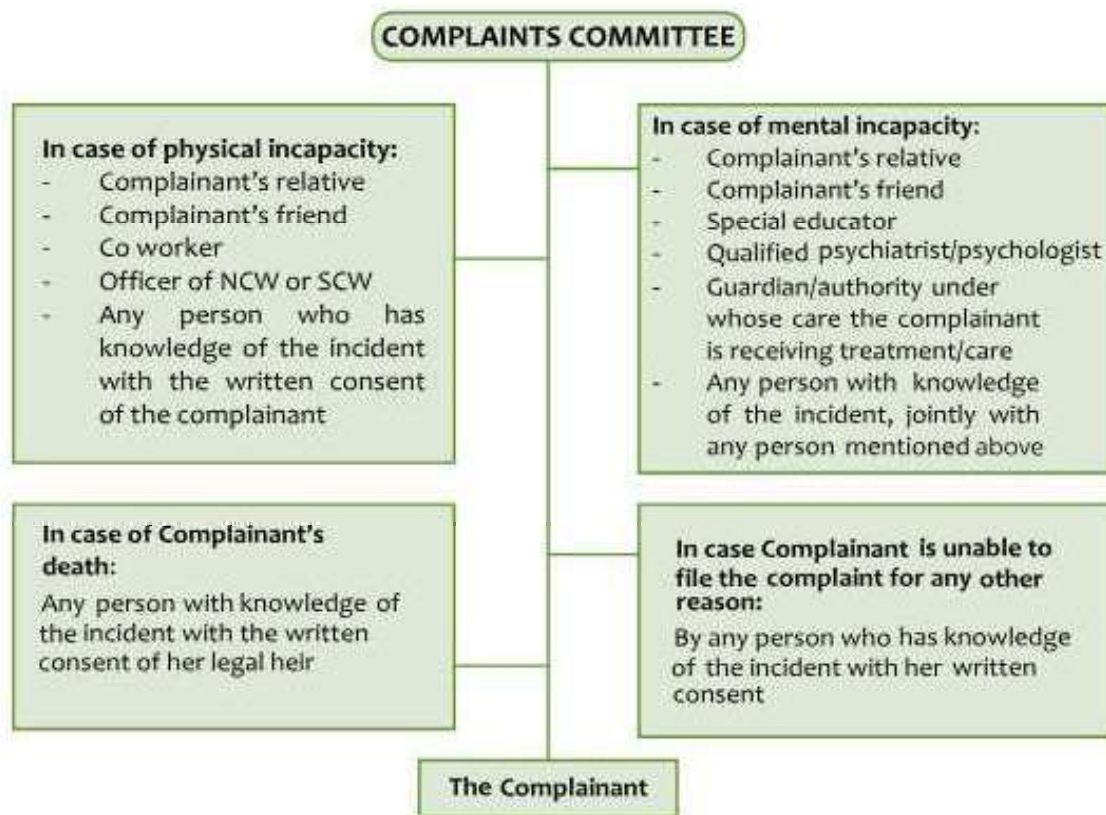


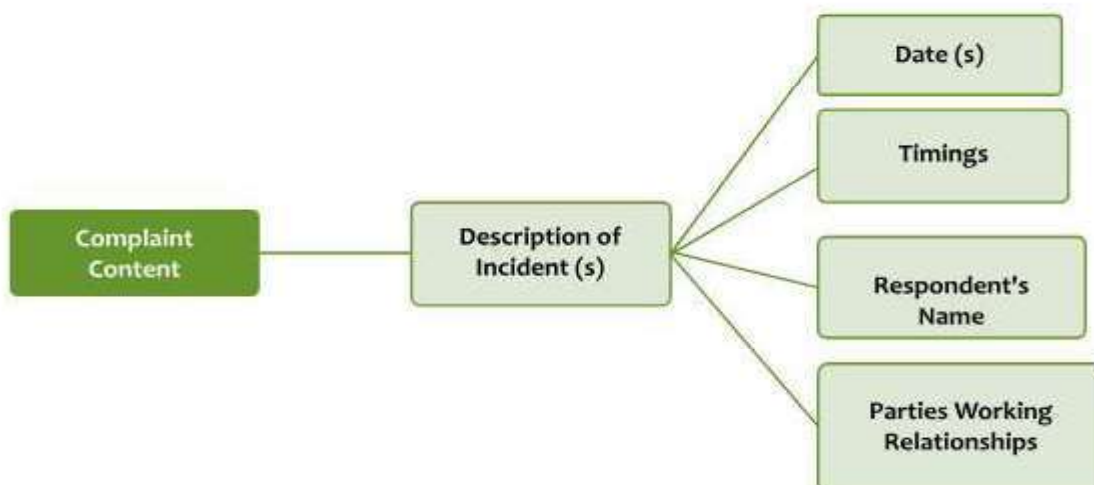
HOW TO FILE A COMPLAINT UNDER THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

WHO CAN COMPLAIN AND WHERE?



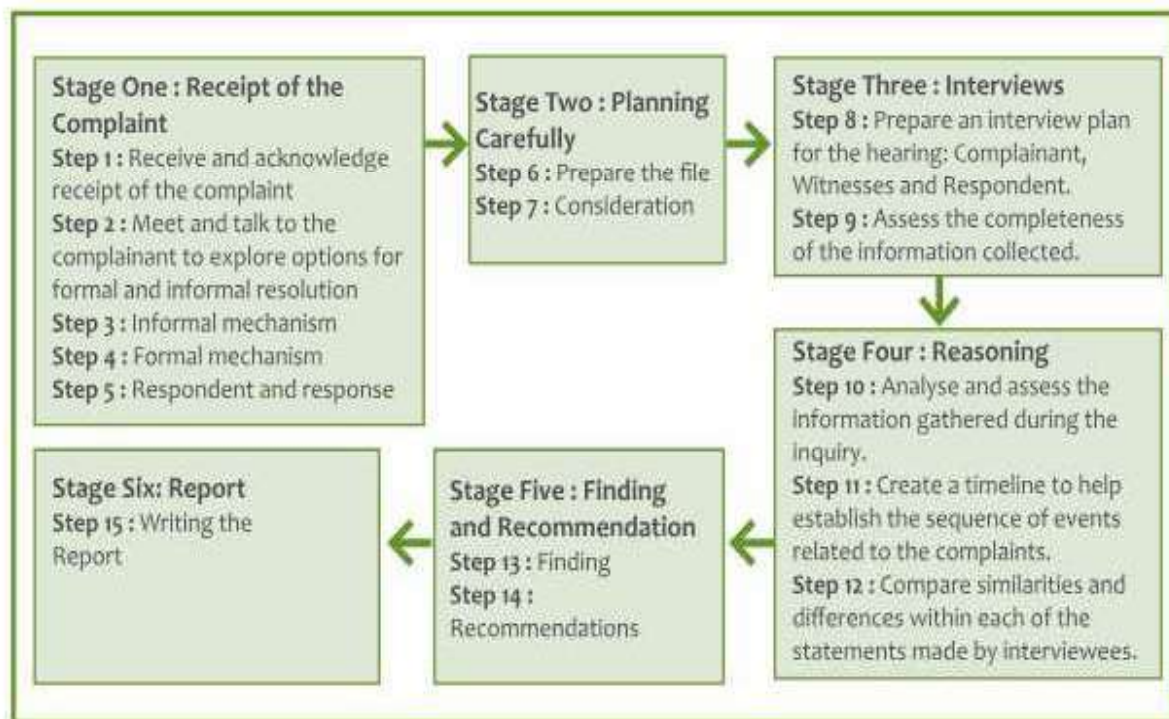
WHAT SHOULD THE COMPLAINT CONTAIN?

The written complaint should contain a description of each incident(s). It should include relevant dates, timings and locations; name of the respondent(s); and the working relationship between the parties. A person designated to manage the workplace sexual harassment complaint is required to provide assistance in writing of the complaint if the complainant seeks it for any reason.



THE SEXUAL HARRASSMENT COMPLAINT PROCESS

The Complaints Committee/s needs to have information on the six stages (including fifteen steps), detailed below, for addressing a complaint of workplace sexual harassment.



- Ministry of Women and Child Development, Government of India has developed an online complaint management system- Sexual Harassment electronic-Box (SHe-Box) for registering complaints related to sexual harassment at workplace by women, including government and private employees. Once a complaint is submitted to the SHe-Box portal, it directly reaches to the concerned authority having jurisdiction to take action in the matter.

For filing an online complaint in the She-Box, please visit

<https://shebox.nic.in/>

Section 9 of the SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013 provides for complaint and reads as below:

Sec 9. Complaint of sexual harassment.—(1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months , if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.



Source: Handbook on Sexual Harassment of Women at Workplace



सीमाशुल्कके प्रधानआयुक्तकाकार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS
हवाई अड्डा एवं एअर कार्गो आयुक्तालय/ AIR PORT & AIR CARGO COMMISSIONERATE
देवनहल्ली, बेंगलूरु-560 300/ DEVANAHALLI, BANGALORE-560 300.
Email ID: commrapacc-cusblr@nic.in

Phone No.080-22001422

Fax No.080-22001448

दिनांक/Date:- As e-signed.

OFFICE ORDER

Sub: Constitution of Internal Complaints Committee as per Section 4 (Chapter-II) of the Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal Act, 2013-reg.

In terms of Section 4 (Chapter-II) of the Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal Act, 2013), a Committee by the name of "Internal Complaints Committee" was constituted at Airport and Air Cargo Commissionerate, Bangalore vide office order dated 11.09.2023.

कार्यालय आदेश दिनांक 11.09.2023 के तहत कार्यस्थल पर महिलाओं के यौन उत्पीड़न (रोकथाम, निषेध और निवारण अधिनियम, 2013) की धारा 4 (अध्याय- II) के संदर्भ में, हवाई अड्डे और एयर कार्गो आयुक्तालय, बेंगलूरु में "आंतरिक शिकायत समिति" के नाम से एक समिति का गठन किया गया था।

2. Further, subsequent to the transfer and relieving of Namrata A C Singh, Deputy Commissioner AP & ACC, Bangalore the "Internal Complaints Committee" has been reconstituted with the following members with immediate effect:-

इसके अलावा, नम्रता ए सी सिंह, उपायुक्त एपी और एसीसी, बेंगलूरु के स्थानांतरण और कार्यमुक्त होने के बाद तत्काल प्रभाव से निम्नलिखित सदस्यों के साथ "आंतरिक शिकायत समिति" का पुनर्गठन किया गया है: -

Sl. No.	Name of the member SHRI/SMT/M S	Address of the Member	ContactNo./email id	Designation in the Committee
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1	Ms Revathi R श्रीमती रेवती आर	Assistant Commissioner of Customs,AP&ACC, Bengaluru सहायक आयुक्त, एपी एवं एसीसी बैंगलूर	9449662868 revathi.r@gov.in	Member सदस्य
2	Ms Keerthi Suresh श्रीमतीकीर्ति सुरेश	Assistant Commissioner of Customs,AP&ACC, Bengaluru. सहायक आयुक्त, एपी एवं एसीसी बैंगलूर	9945698699 keerthis.g029301@gov.in	Presiding Officer पीठासीन अधिकारी
3	Ms Vanitha KR श्रीमतीवनिता केआर	Attorney at Law,Sr.Standing Counsel for CBIT,Bengaluru कानून के वकील, वरिष्ठ स्थायी वकील सीबीआईटी, बैंगलूर	9538538407 vanitakarnam@gmail.com	External Member बाहरी सदस्य
4	Mr.Sanjay Pareek श्री संजय पारिख	Superintendent of Customs,AP&ACC, Bengaluru सीमा शुल्क अधीक्षक, एपी एवं एसीसी, बैंगलूर	7976423516 sanjaykp.g021101@gov.in	Member सदस्य

2. Any complaint with regards to harassment at workplace may please be made in writing to the aforesaid notified officers with in three months of the incident, interms of Section 9 of the Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal)Act,2013.

कार्यस्थल पर महिलाओं के यौन उत्पीड़न (रोकथाम, निषेध और निवारण) अधिनियम, 2013 की धारा 9 के संदर्भ में, कार्यस्थल पर उत्पीड़न के संबंध में कोई भी शिकायत घटना के तीन महीने के भीतर उपरोक्त अधिसूचित अधिकारियों को लिखित रूप में की जा सकती है।

This is issued with the approval of the Principal Commissioner of Customs, Airport and Air Cargo Commissionerate,Bengaluru.

यह प्रधान सीमा शुल्क आयुक्त, हवाई अड्डा और एयर कार्गो आयुक्तालय, बेंगलुरु के अनुमोदन से जारी किया जाता है।

Signed by A Sakthi

Date: 09-05-2024 16:59:12

(शक्ति ए./SAKTHI A.)

अपर आयुक्त/ **ADDITIONALCOMMISSIONER**

Copysubmittedto:

1. The Chief Commissioner of Customs,BengaluruZone,Bengaluru.
2. The Commissioner of Customs,Bengaluru City Customs,Bengaluru.
3. All Principal Commissioners/Commissioners of CGST,Bangalore
4. The Members of the Committee.

I/1375794/2023



सीमा शुल्क आयुक्त का कार्यालय, बेंगलुरु नगर सीमा शुल्क,

केंद्रीय राजस्व भवन, क्वीन्स रोड, बेंगलुरु - 560001

OFFICE OF THE COMMISSIONER OF CUSTOMS, BENGALURU CITY
CUSTOMS,

C. R. BUILDING, QUEEN'S ROAD, BENGALURU-560 001

File No.: GEN/VIG/Misc/166/2021-Vig

Dated: as on approved

OFFICE ORDER

Subject: Constitution of Internal Complaints Committee as per Section 4 (Chapter-II) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, -reg.

In terms of Section 4 (Chapter-II) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, a committee by name "Internal Complaints Committee" comprising the following members has been constituted in City Customs Commissionerate Bengaluru:

S. N o.	Name of the Member (Shri/Smt./ Ms.)	Address of the Member	Contact No. & e-mail ID	Designation in the committee
1.	Nimishamba C. P.	DC, City Customs Headquarter s	9743848573, nimishac.prakash@gov.in	Presiding Officer
2.	Vanita KR	# 22/2, Ground & First Floor, Krishna Sayujya Building, 2 nd Main, Sheshadri Puram, Bangalore - 560020.	vanitakarnam@gmail.com	External Member
3.	K Manjappan	AC, City Customs, Headquarter	9243105934, manjappank.g029201@gov.in	Additional Member

I/1375794/2023

3.	S Pushpamma	S Superintende nt, City Customs Headquarter s	9972725011, pushpammas.g029801@ gov.in	Additional Member
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2. Any complaints with regard to harassment of women at the workplace may be made in writing to the above notified Officers within three months of the incident.

3. This is issued with the approval of the Commissioner of Customs, City Customs Commissionerate, Bengaluru.

Signed by Mashhood Ur
Rehman Farooqui
Date: 28-08-2023 10:36:35
Reason: Approved

Additional Commissioner (VIG)
City Customs Commissionerate

Copy to:

1. The Principal Chief Commissioner of Central Tax, Bengaluru Zone, Bengaluru.
2. The Chief Commissioner of Customs, Bengaluru Zone, Bengaluru
3. The Commissioner of Customs, City Customs Commissionerate, Bengaluru
4. The Individuals



सीमा शुल्क आयुक्त का कार्यालय
नव सीमा शुल्क भवन, पणंबूर, मंगलूर-५७५०१०
OFFICE OF THE COMMISSIONER OF CUSTOMS
NEW CUSTOMS HOUSE, PANAMBUR, MANGALURU - 575 010

Telephone No. 0824-2408164, website- www.customsmangalore.gov.in, Email- commr-cusmnglr@nic.in

e-Office File No. GEN/VIG/Misc/77/2021

Date: 08.12.2023

STANDING ORDER NO. 05/2023

विषय/Sub: Implementation of Hon'ble Supreme Court guidelines
on prevention of Sexual Harassment of Women at
Workplace- Formation of the Committee-reg.

In view of the provisions contained under Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the guidelines laid down by the Hon'ble Supreme Court in its judgement dated 13.08.1997 in the Vishaka case concerning prevention of sexual harassment of women at the workplace, the 'Internal Complaints Committee' is reconstituted with the following members with immediate effect for the redressal of the complaints, if any.

Sl. No.	Name of the members Smt. /Shri.	Designation	E-mail Id & Phone No.	Role in the Committee
1	P. Vinitha Sekhar	Commissioner of Customs	vinitha.sekhar@gov.in 9757123324	Chairperson
2	Sridhar S	Assistant Commissioner of Customs	sridhars.g068801@gov.in 8122191579	Member
3	Shubha S Rodrigues	Superintendent of Customs	shubha67@yahoo.com 9448451105	Member
4	Asha Deep Pai. H	Advocate, Ex-Chairperson of District Women's & Child Welfare, DK	deephope15@gmail.com 9886171837	Member
5	S.K. Gopalakrishna Bhat	Chief Administrative Officer	skgb.c029301@gov.in 9481023671	Member
6	Rekha K S	Superintendent of Customs	rekhaakarmad@gmail.com 9449213665	Member
7	Pushpalatha	Head Havaldar	pushpalath.g148401@gov.in 9902601361	Member

This is issued with the approval of the Commissioner of Customs, Mangaluru Commissionerate.



(डॉ. सोमन्ना सी./DR. SOMANNA C.)

अपर आयुक्त/ADDITIONAL COMMISSIONER

To
The Chairperson and Members.

Copy submitted to the Chief Commissioner of Customs, Bengaluru Zone, Bengaluru.

Copy to:-

The Deputy Commissioner of Customs, New Custom House, Mangaluru.
The Assistant Commissioner of Customs, Customs Division, Karwar.
Notice Board/The Superintendent of Customs (EDI), NCH, Mangaluru for uploading in website.