

	<p>सीमा शुल्क प्रधान आयुक्त का कार्यालय OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS सीमा शुल्क गृह :: विशाखापट्टनम :: क्षेत्र पत्तन - 530 001 CUSTOM HOUSE :: PORT AREA :: VISAKHAPATNAM – 530001 फोन/ PHONE : (0891) 2564552 :: फ़ैक्स/ FAX : (0891)2562613 Website : www.vizagcustoms.gov.in :: Email: prcomm1-cusvzg@gov.in CIU section email Id: ciu-cusvzg@gov.in</p>	
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F.No S20/22/2016-CIU

दिनांक/Date: 21.08.2024

Office Memorandum

Sub: Constitution of Internal Complaints Committee (ICC) under Sexual Harassment of Women at Workplace (Prevention, Prohibiting and Redressal) Act, 2013- Reg

An Internal Complaints committee (ICC) with the following officers/individuals is constituted under Sexual Harassment of Women at Workplace (Prevention, Prohibiting and Redressal) Act, 2013:-

SI No	Name of The Officer/ Designation	Post of ICC	Mail Id	Contact Number
1.	Ms. C. Devyani, AC	Chairperson	Devayanic.g219001@gov.in	9441693231
2.	Mr. A Uma Mahesh, A.O	Gen Secretary	achallaum.g218401@gov.in	9849303247
3.	Ms. Aarti Swaroop. (Supdt.)	Member	aarti.swaroop@gov.in	9461431178
4.	Mrs. D. Varalakshmi Family Counsellor, A.U.	Member	Varalakshmidandukuri33@gmail.com	9398093334 /9573708512
5.	Y V Vasantha Lakshmi, A.O.	Member	Vasanthalvy.g218801@gov.in Vasantha95@gmail.com	7382993047

The Presiding Officer and every Member of the Internal Complaints Committee shall hold office for three years.

2. The Internal Complaints Committee (ICC), apart from taking up complaints related to sexual harassment of women working in this office, has to prepare an annual report in each calendar year containing the following information and submit the same to the Commissioner.

- No of complaints received
- No of complaints disposed of
- No of cases pending for more than 90 days
- No of workshops/awareness programs carried out
- Nature of action taken by the employer

3. Further, as per DOPT O.M. No. 11013/3/2009-Est (A) dated 01/08/2009, the Internal Complaints Committee (ICC) has to meet once a quarter, even if there is no live case, and review the preparedness to fulfill all requirements of the Supreme court Judgment in the case of Visakha & Ors, Vs, State of Rajasthan & Ors regarding sexual harassment of working women.

4. This issues with the approval of the Pr. Commissioner of Customs

Add. Commissioner of Customs (CIU)

To
EDI section for uploading it on the website
PA to Commissioner