



**राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर और नारकोटिक्स की अकादमी**  
 पालसमुद्रम, एनएच -44, गोरंटला मंडल, श्रीसत्यसाई जिला, आंध्रप्रदेश- 515241  
**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS**  
 PALASAMUDRAM, NH-44, GORANTLA MANDAL,  
 SRI SATHYA SAI DISTRICT, ANDHRA PRADESH – 515241

**CIRCULAR NO 02/2024**

Sub :- Constitution of Internal Complaints Committee to look into complaints of Sexual Harassment of women at workplace – Regarding.

-xOx-

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	Dr. K. Ezhilmathi, Chairperson	Additional Director General	9535147713
2	A N Manjunath, Member	Deputy Director	9980600086
3	Meena Madhusudan, Member	Assistant Director	9845975880
4	G Prameela Rani, Member	Additional Assistant Director	9440696974
5	Sayyad Imran Basha, Member	Executive Assistant	9032610190
6	M C Nagashree, Member (NGO)	Advocate	9448312168

2. The Internal Complaint Committee shall look into all complaints of sexual harassment at the workplace of NACIN, Palasamudram. 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 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 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



I/1711151/2024

- (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, 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 the NACIN, Palasamudram 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 Director General, National Academy of Customs, Indirect Tax and Narcotics – NACIN, Palasamudram.

**Signed by Narayanaswamy G**

**Date: 30-01-2024 13:22:58**

**(G NARAYANASWAMY)  
ADDITIONAL DIRECTOR GENERAL**

Enci: Annexure

**Reason: Approved**

To

All the Officers of National Academy of Customs, Indirect Tax and Narcotics – NACIN, Palasamudram.

Copy submitted to the Director General, NACIN, Palasamudram.

Copy to:

1. The Chairperson and all the working members of the Internal Complaint Committee, NACIN, Palasamudram.
2. Smt. M C Nagashree, NGO Member, Advocate, No.18/7, Chitrakoot, 1<sup>st</sup> cross, Kumar Cot Layout, Behind Janardhan Hotel, Shivanand Circle, Kumar Park, Bangalore-560 001.
3. The all the Pr.ADG/ADGs of NACIN, ZTI & RTI for information.
4. The Notice Board, National Academy of Customs, Indirect Tax and Narcotics – NACIN, Palasamudram.