



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी,
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS,
पाल समुद्रम, एन एच - 44, गोरंटला मंडल, श्री सत्य साई जिला, आंध्र प्रदेश
PALASAMUDRAM, NH-44, GORANTLA MANDAL,
SRI SATHYA SAI DISTRICT, ANDHRA PRADESH - 515241
Email : icc-nacinpsm@gov.in



Minutes of the Internal Complaints Committee meeting for the quarter ending 30.09.2024

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) the Internal Complaints Committee met on 27.09.2024 in virtual meeting. The meeting was chaired by Dr Ezhilmathi K, Additional Director General in the presence, of Ms.M.C.Nagashree, Advocate, High Court, Karnataka and the following officers attending the meeting.

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| 1. Shri A.N.Manjunath, Deputy Director. | - Member |
| 2. Smt Meena Madhusudan, Assistant Director. | - Member |
| 3. Smt G. Prameela Rani, Additional Assistant Director. | - Member |
| 4. Smt M.C.Nagashree, Advocate. | - Member |
| 5. Shri Sayyad Imran Basha, Executive Assistant. | - Member |

The Committee had discussions at length and the following points were discussed:

2. The Committee noted that no complaint of sexual harassment against any officers/staff working in NACIN, Palasamudram were received during the quarter ending September, 2024.
3. The Committee emphasized that a drop box should be provided for women staff to submit any complaints confidentially. This will ensure that their concerns are heard and addressed promptly.
4. Further, wide publicity was given in order to sensitize the employees on provisions of Section 4(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (SHWWP Act, 2013). Smt Meena Madhusudan, AD held a meeting on 24.09.2024 with Office Staff and with Security Staff working in NACIN, Palasamudram and held another meeting on 26.09.2024 with Housekeeping Staff to address any issues faced by women staff working in NACIN, Palasamudram. During the course of the meeting with the security personnel on 24.9.2024, it was learnt that they did not have compensatory offs and had to work on all days of the month. The major takeaway of the meeting with the security personnel is that they have been **granted two**

compensatory offs per month from 25.09.2024 which hitherto was not available and now has come as a welcome relief to them.

5. As a result of the above meetings, the following issues were identified:
 - a. There is a need to provide a dedicated resting room for female officers, security, and contract employee staff in each building to ensure their comfort and well-being.
 - b. Toilets for female security staff should be provided at the reception building, Academic Block, Hostel Block. Additionally, washrooms should be equipped with hand wash and tissue dispensers to maintain hygiene standards.
 - c. A Sanitary pad dispenser and Incinerator may be installed in all ladies' toilets in all buildings to ensure proper hygiene.
 - d. First Aid kit box with basic minimum medical aid may be provided in each of the buildings in the academy to address any immediate minor medical emergencies.
 - e. There is a need to address the water supply issues in wash rooms faced by security staff and contract employees working on weekends and holidays to ensure they have adequate access to water.
 - f. Further it is also required to resolve the water shortage problem in the ladies' room in Administration Building, B Block to ensure continuous water availability.
 - g. Reports of insensitive remarks made by male supervisors and drivers need to be addressed. Sensitivity training and strict policies should be implemented to prevent such behaviour.
 - h. The presence of snakes during night shifts poses significant personal risk to security personnel. Measures such as regular pest control and ensuring well-lit areas should be taken to mitigate this issue.
6. The above points from the ICC are brought to notice of the administration for needful immediate action.
7. The Chairperson expressed her thanks to Smt M.C.Nagashree, for her valuable inputs to the meeting and all participants and the members agreed to meet every quarter on a regular basis or earlier, if need be.
8. The meeting ended with a vote of thanks to the Chair.

(Meena Madhusudan)
Assistant Director

Submitted to:

1. Dr Ezhilmathi K, Additional Director General, NACIN, Palasamudram.

Copy submitted to:

1. The Principal Director General, NACIN, Palasamudram.
2. All the ADGs, NACIN Palasamudram.
3. All the Additional Director/Joint Director, NACIN, Palasamudram

Copy to:

1. Smt M.C.Nagashree, Advocate, High Court, Karnataka, Bengaluru.
2. All the members of the Committee.
3. The Vigilance Section, NACIN, Palasamudram.
4. All the section heads in NACIN, Palasamudram.
5. The Notice Board, NACIN, Palasamudram.