



भारत सरकार GOVERNMENT OF INDIA
 वित्त मंत्रालय MINISTRY OF FINANCE
 राजस्व विभाग DEPARTMENT OF REVENUE
 राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी
 NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS
 Plot No: 3/86-E, AIEMA Road, Ambattur Industrial Estate, Chennai-600058.
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09-07-2024

कार्यालय आदेश 07/2024
OFFICE ORDER No.07/2024

वि/Sub: Constitution of Internal Complaints Committee under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.

In pursuance of the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Rules issued thereunder and following the transfer/retirement/ completion of tenure of some of the earlier members, the Internal Complaints Committee of this office is reconstituted and the following persons have been nominated as its members:

S.No.	Name of the Officer (Shri/Smt.)	Designation	Role in the Committee
1	C. Suba Sankari	Deputy Director	Chairperson
2	Anuradha Ramesh	Assistant Director	Member
3	N.S. Lokeshwaran	Superintendent	Member
4	D. Suganya	Superintendent	Member
5	S. Raji	Administrative Officer	Member
6	C. J. Sethu Lakshmi	Managing Director, Sethu Foundation, Chennai	Member (External)

2. The Committee shall deal with complaints of sexual harassment made by women in the workplace and shall discharge the functions of the Committee specified in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Rules made there under.

3. As per the provisions of Section 9 of the Act, *ibid*, inter-alia any aggrieved women may make, in writing a complaint of sexual harassment at workplace to the Internal Committee within a period of 3 (Three) months

from the date of incident and in case of series of incidents within a period of 3 (three) months from the date of last incident.

4. The committee shall prepare in each calendar year a report in terms of Section 21 read with Rule 14 of the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 and submit the same to the Additional Director General, NACIN, Chennai.

5. The members of the Committee shall hold office until completion of 3 years or further orders, whichever is earlier.

This is issued with the approval of the Additional Director General.

ASSISTANT DIRECTOR

प्रति/To

1. Additional Director General, NACIN, Chennai.
2. All members of the Committee.
3. Office Copy.