



भारत सरकार

वित्त मंत्रालय, राजस्व विभाग

राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नारकोटिक्स अकादमी

आंचलिक परिसर, पोस्ट ऑफिस लेन, भांडुप (पूर्व), मुंबई 400042 -

दूरभाष सं: 022-25666770 फेक्स-022-21675752

ईमेल-- nacenmum@nic.in

OFFICE ORDER No 09/2024

Subject : Constitution of Internal Complaints Committee as laid down by The Sexual Harassment of Women at Workplace (Prevention, Prohibition And Redressal) Act, 2013 – reg.

In pursuance of the provisions of Chapter II of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act & Rules, 2013' (SHWW(PPR)Act) and notification of the SHWW(PPR) Rules on 09.12.2013 an "Internal Complaint Committee" was set up for effective implementation of the said Act and Rules/guidelines made there-under, by NACIN, Mumbai, vide Office Order F.No.NACIN/II/39/OTH/124/2020-Accts/Estt-NACIN-ZC-Mumbai dated 21.09.2022.

2. In view of transfer/retirement of some of the committee members out of NACIN, Mumbai, the composition of the committee is required to be reconstituted. Accordingly in suppression of the previous orders, the Internal Complaints Committee (ICC) is hereby reconstituted as under:

Sr.No.	Name of the Officer	Designation	Designated in the Committee as
1.	Ms. Jyoti Agrawal	Additional Director	Presiding Officer
2.	Ms.Marietta Azavedo	Assistant Director	Member
3.	Shri Sunilkumar V. Nair	Assistant Director	Member
4.	Ms. Sarita Honrao	Additional Assistant Director	Member

5.	Ms. Pratima	Inspector	Member
6.	Ms. Shalini Devi	Advocate	Member

3. The said Committee will function in terms of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act & Rules, 2013 and implement relevant provisions /rules / guidelines etc. issued from time to time.

4. Any person aggrieved shall prefer a complaint before the "Internal Complaints Committee". The Committee will look into such complaints and grievances by conducting enquiries into complaints as laid down in the said Act.

5. The Internal Complaint Committee shall function for a period of three years as per Section 3 of the said Act and shall be responsible for redressal of the complaint made by the victim and ensure time bound treatment of the complaints as provided in the Act and Rules mentioned above. In the event of transfer of any member out of NACIN, Mumbai, the member should give proper intimation for appropriate nomination of another member in her place.

6. The meeting of the Committee shall be held at least once in a month and copy of the minutes shall be sent to the Additional Director, NACIN, Mumbai.

7. This issues with the approval of Pr. Additional Director General, NACIN, Mumbai.

Signed by
Jyoti Agarwal
Date: 08-07-2024 16:18:36

(Jyoti Agrawal)
Additional Director

Copy to :

1. P.S to Pr. DG/DG, NACIN, Palasamudram.
2. P.S.to Pr.ADG, NACIN, Mumbai.
3. All Officers, NACIN, Mumbai.
4. All members of the Committee.
5. Notice Board.
6. Office Copy.