



भारत सरकार

वित्त मंत्रालय, राजस्व विभाग

राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नारकोटिक्स अकादमी
आंचलिक परिसर, पोस्ट ऑफिस लेन, भांडुप (पूर्व), मुंबई- 400042

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F.No.NACIN/II/39/OTH/124/2020-ACCTS/ESTT-NACIN-ZC-MUMBAI
Date : 21st September, 2022

OFFICE ORDER NO.21/2022

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.VII-Con(4)34/2018/NACIN/WR dated 29.01.2021.

2. In view of transfer of the Committee Members, Ms. Shweta Yadav, Joint Director and Ms. Sarita Bhosale, Superintendent, out of NACIN, Mumbai, the earlier committee needed to be reconstituted. Accordingly, in supersession of the previous order dated 29.01.2021 on this subject, the following Internal Complaints Committee (ICC) is hereby reconstituted :

Sr.No.	Name of the Officer	Designation	Designated in the Committee as
1.	Ms. Azmeera Kushalatha Naik	Additional Director	Presiding Officer
2.	Ms. Manisha Gore	Superintendent	Member
3.	Ms. Sanjal Terse	Superintendent	Member
4.	Ms. Pratima Yadav	Inspector	Member
5.	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 Additional Director, NACIN, Mumbai.
7. This issues with the approval of Pr. Additional Director General, NACIN, Mumbai.

Jyoti
22/9/22
(Jyoti Agrawal)
Additional Director

Copy to :

1. Pr. Additional Director General, NACIN, Mumbai.
2. All Sections.
3. All members of the Committee.
4. Notice Board.
5. Office Copy.