



Date:30-06-2026

MINUTES OF THE MEETING OF THE INTERNAL COMPLAINTS COMMITTEE, NS-III COMMISSIONERATE, CONSTITUTED UNDER THE SEXUAL HARASSMENT OF WOMEN (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013, HELD ON 29.06.2026.

Following the reconstitution of the **Internal Complaints Committee (ICC)** of **NS-III Commissionerate, Zone-II** on **24.06.2026**, the first meeting of the newly constituted Committee for the quarter **April-June, 2026** was held on **29.06.2026 at 12:00 PM** in the **7th Floor Conference Room, JNCH**, under the chairpersonship of **Ms. Lalitha Shankar Kalidasan, Chief Accounts Officer and Presiding Officer of the Committee.**

The following members attended the meeting:

Sr. No.	Status in ICC	Name of the Officer	Designation
1.	Presiding Officer	Ms. Lalitha Shankar Kalidasan	Chief Accounts Officer
2.	Member	Ms. Sanjana Prakash Marchande	Superintendent, CSD
3.	Member	Mr. Putha Lakshmi Balaji	Superintendent, NS-III Admin
4.	Member	Smt. Shivani R. Gurav	Administrative Officer, CRC
5.	Member	Ms. Ravita	Tax Assistant, Gr. IV
6.	Member	Ms. Kavita Nair Bhatia(through Webex meet)	NGO

2. At the outset, the members of the Internal Complaints Committee (ICC) introduced themselves to the Presiding Officer. The Presiding Officer welcomed the members and invited them to deliberate on matters relating to the prevention, prohibition and redressal of sexual harassment at the workplace in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

3. The Committee noted that no complaint of sexual harassment had been received from any woman employee of NS-III Commissionerate during the period under review.

4. The Committee deliberated on various preventive and awareness measures to strengthen the implementation of the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. After detailed discussion, the following initiatives were proposed:

i. An exclusive official Government e-mail ID of the Internal Complaints Committee (ICC), NS-III Commissionerate, shall be created to facilitate confidential communication and enable officers to submit grievances or complaints directly to the Committee.

ii. An official WhatsApp group of the ICC members shall be created for effective internal coordination, timely dissemination of instructions, and sharing of information relating to the functioning of the Committee.

iii. Awareness programmes and gender sensitization workshops shall be organized on significant occasions such as International Women's Day, World Mental Health Day, or other relevant observances. The Committee also proposed engaging reputed NGOs or subject-matter experts for conducting such programmes for the officers and staff of NS-III Commissionerate.

iv. Complaint/Suggestion Boxes shall be installed at prominent locations, including the entrance of JNCH and other locations under the jurisdiction of NS-III Commissionerate, such as DTCS PUB (CSD Admin Office) and Balmer Lawrie CFS, Import Docks, where a substantial number of officers are posted, to facilitate confidential reporting of grievances and suggestions.

v. Posters and awareness material containing the contact details of the Internal Complaints Committee, including the official Government e-mail ID and the locations of the Complaint/Suggestion Boxes, shall be prominently displayed at Notice Boards of all offices under NS-III Commissionerate.

vi. The Committee resolved to review the Safety Audit Framework prescribed by DGHRD for Commissionerates and formations to ensure full compliance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and to implement all applicable recommendations and best practices.

vii. The Committee further discussed the need to extend awareness initiatives to outsourced and contractual personnel working within the Commissionerate premises, including housekeeping staff, contract workers, loaders, welders, vendors, Customs Brokers and their representatives, and other support staff. It was decided that suitable awareness programmes may be conducted for such personnel, wherever feasible, in coordination with the concerned stakeholders to promote a safe and respectful workplace for all.

5. The Presiding Officer appreciated the valuable suggestions made by the members and emphasized the importance of implementing the above

initiatives in a time-bound manner to strengthen the institutional mechanism for prevention and redressal of sexual harassment at the workplace.

6. The Presiding Officer expressed her gratitude to all the members for their active participation in the meeting. The members unanimously agreed that the Internal Complaints Committee shall meet on a regular quarterly basis, or earlier, if the need arises.

7. The meeting concluded with a vote of thanks to the Chair.

(Lalitha Shankar),
Chief Accounts Officer

Copy to:

1. The Chief Commissioner of Customs, JNCH, for kind information please.
2. The Pr. Commissioner/Commissioner of Customs (NS-Gen, I, II, III, IV, V & Appeal) for kind information please.
3. All members of the ICC.
4. The Superintendent/CHS- with a request to display on notice board.
5. The DC/EDI- with a request to upload on website.

