

आयुक्त सीमाशुल्क का कार्यालय (जनरल),सीमाशुल्क मुंबई जोन II
OFFICE OF THE COMMISSIONER OF CUSTOMS (GEN), MUMBAI CUSTOMS
ZONE II,
जवाहरलाल नेहरू सीमाशुल्क भवन,न्हावा शेवा, तालुका : उरण,जिला : रायगड ,महाराष्ट्र- 400707
JAWAHAR LAL NEHRU CUSTOM HOUSE, NHAVA- SHEVA, TAL-URAN,
DIST.-RAIGAD, MAHARASHTRA- 400 707

09-09-2025

OFFICE NOTE

Sub: Constitution of 'Internal Complaints Committee' for Women Employees of NS-Gen. Commissionerate, Appeal Commissionerate and O/o Chief Commissioner of Customs, Zone-II, Mumbai as per Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013- reg.

In terms of section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Committee (IC) for NS-Gen. Commissionerate, Appeal Commissionerate and O/o Chief Commissioner of Customs, Zone-II, Mumbai, is constituted as under to deal with the complaints relating to Sexual Harassment at workplace:

Sr. No.	Status in ICC	Name of the Officer	Designation	Contact Number	Email ID
1	Presiding Officer	Ms. Ashwini Purushottam Adivarekar	ADC	9958110813	ashwini.a@gov.in
2	Member	Ms. Rupam Kumari	Superintendent	8095077165	rupamk.do50901@gov.in
3	Member	Ms. Swati S. Ingale	AO	9892862415	swatii.co79801@gov.in
4	Member	Ms. Neha Barsiwal	TA	8506913772	neha.barsiwal1@gov.in
5	Member	Ms. Kavita Bhatia	NGO	9920905511	kavitanair.bhatia001@gmail.com

The ICC shall meet at regular intervals (once in a quarter) to discuss various issues concerning women and steps required to be taken for redressal of grievances, if any. Any aggrieved woman employee of these Commissionerates/Office can prefer a complaint before the 'Internal Complaints Committee'. The ICC will look into such complaint and grievances by conducting enquiries and act upon them in such a manner as laid down vide Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal), Act, 2013 and in accordance with Sexual Harassment of Women at Workplace Rules(Prevention, Prohibition and Redressal) framed under this Act.

The ICC shall prepare an Annual Report giving full account of the activities carried out by it during the year and forward copy of the same to Chief Commissioner of Customs, Mumbai Zone-II for

information and necessary action, if any. Further, Any woman facing sexual harassments at work place can register her complaint through SHe Box portal also.

This issues with approval of the Commissioner of Customs, NS-General, JNCH, Mumbai Zone-II.

(Sunil Kumar VA)

Assistant Commissioner of Customs,
P&E, JNCH, Nhava Sheva (G)

Copy to:

1. The Chief Commissioner of Customs, Mumbai Zone-II for kind information.
2. The Commissioner of Customs (Appeals), JNCH for kind information.
3. The Commissioner of Customs (NS-Gen.), JNCH.
4. The Presiding Officer and all members of IC.
5. Notice Board.
6. DC, EDI Section, JNCH for uploading on JNCH website.
7. All sections of the concerned Commissionerates/Office.
8. Office copy.