

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

22-05-2024

OFFICE ORDER No. 35 /2024-25

Sub: Constitution of 'Internal 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 and with refer to the letter F. No. HRM-II/POL2/1/2022-Pol-O/o ADG-HRM-II-DELHI dated 20.05.2022 the Internal Committee (ICs) for NS-Gen. Commissionerate, Appeal Commissionerate and O/o Chief Commissioner of Customs, Zone-II, Mumbai, as under is constituted to deal with the complaints relating to Sexual Harassment at workplace:

| Sr. No. | Status in ICC | Name of the Officer | Designation |
|---------|-------------------|------------------------|-------------------------|
| 1 | Presiding Officer | Ms. Swati Shiwam | Additional Commissioner |
| 2 | Member | Ms. Latha Ramkumar | Appraising Officer |
| 3 | Member | Ms. Cicily Josy | Superintendent |
| 4 | Member | Ms. Shivani Gurav | Administrative Officer |
| 5 | Member | Ms. Aanchal Kumari | Preventive Officer |
| 6 | Member | Shri Alden Dsouza | Superintendent |
| 7 | Member | Ms. Aruna Arjun Gholap | Tax Assistant |
| 8 | Member | Ms. Swati S. Ingale | Executive Assistant |
| 9 | Member | Ms. Kavita Bhatia | NGO |

The Internal Committee 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 Commissionerate can prefer a complaint before the 'Internal Committee'. The Internal Committee 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 (Prevention, Prohibition and Redressal) Rules framed under this Act.

The Internal Committee 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.

In the event of transfer of any member out of this zone, the Member should give prior intimation to enable the nomination of another member in his/her place.

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

Signed by Sonali

Chakravarty K.b.

Date: 22-05-2024 13:09:08

(Sonali K. Chakravarty)

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-General), JNCH.
4. The Presiding Officer and all members of ICC.
5. Notice Board.
6. DC, EDI Section, JNCH for uploading on JNCH website.
7. All sections of the concerned Commissionerates.
8. Office copy.