



कार्यालय : आयुक्त
OFFICE OF THE COMMISSIONER
केन्द्रीय उत्पाद शुल्क आयुक्तालय
CENTRAL EXCISE COMMISSIONERATE
केन्द्रीय उत्पाद शुल्क भवन, रूषि नगर, लुधियाना
CENTRAL EXCISE HOUSE, F-BLOCK, RISHI NAGAR,
LUDHIANA
(TELE: PBX: 0161-2679410-21, FAX: 0161-2679408)

OFFICE ORDER

The Hon'ble Supreme Court in the case of Vishaka and Ors Vs State of Rajasthan and Ors (JT 1997(7)SC 38-41) has laid down guidelines and norms to be observed to prevent sexual harassment against women at work place. The Hon'ble Supreme Court has also directed for the setting up of a Complaints Committee to handle cases of sexual harassment against women. The DOPPT vide its Office memorandum E.No. 11013/10/97-Estt.(A) dated 15.02.1998 has issued guidelines on the above subject.

It has been laid down in the above mentioned judgement that it is the duty of the employer or other responsible persons in work place or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedure for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required. For this purpose, sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:-

- a. physical contact and advances;
- b. a demand or request for sexual favours;
- c. sexually coloured remarks;
- d. showing pornography;
- e. any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Reference is also made to the provision contained in Rule 30(1)(b) of GDS(Conduct) Rules, 1964 which provides that every government servant shall at all times do nothing which is unbecoming in a Government servant. Any act of sexual harassment of women employees is definitely unbecoming of a Government servant and amount to misconduct. Appropriate disciplinary action will be initiated in such cases against the delinquent government servant in accordance with the Rules.

Accordingly, it is for the information of all the officers and staff of Central Excise Commissionerate, Ludhiana that a Complaints Committee has been formed for redressal of grievances relating to sexual harassment at work places by colleagues and/or by others as per the norms laid down by DOPPT. Following are the members of Complaints Committee:

Sr. No.	Name and designation of the officer	Designation
1	Ms. Shashi Kaushal, Chief Accounts Officer, Central Excise Commissionerate, Ludhiana	Chairperson
2	Ms. Meena Sharma, Superintendent(S&I), Central Excise Commissionerate, Ludhiana	Member
3	Sh. Roop Singh, Superintendent (Vig.), Central Excise Commissionerate, Ludhiana	Member
4	Ms. Satwant Kaur, Director, BKJOT Viklang Bachon Ka School, H.J. 806, Housing Board Colony, Ludhiana	Member
5	Ms. Mandar Sharda, Administrative Officer, Central Excise Commissionerate, Ludhiana	Member

On receipt of a complaint, the Committee will conduct its enquiry and submit its report to the Disciplinary Authority within a period of 3 months. In case the committee cannot complete its investigation within 3 months, they may seek extension from the Commissioner.

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27/4/15
(Dr. Y.D. Banga)
Commissioner

C.No. I-22(02) ADMN/HQ/LDH/2015

6004-23

Dated: 5/5/15

Copy forwarded for information to:

1. The Chief Commissioner of Customs & Central Excise (CZ), Chandigarh.
2. The Commissioner of Central Excise Commissionerate, Chandigarh-I.
3. The Commissioner of Customs (Preventive) Commissionerate, Amritsar.
4. The Commissioner of Central Excise Commissionerate, Jalandhar.
5. The Commissioner of Customs & Central Excise Commissionerate, J&K.
6. All members of the Committee.
7. Deputy/Assistant Commissioner, Central Excise Divisions, Ludhiana-I, II, III & Moga.
8. All branches of Central Excise Commissionerate, Ludhiana.
9. Notice Board.

Neelam
27/4/15
Administrative Officer

केंद्रीय

उत्पाद

शुल्क

अयुक्तालय

लुधियाना

क.सं. I-22(02)/ADMN./HQ/LDH/2015

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दिनांक : 6/5/15

प्रतिलिपि सहायक आयुक्त (System), केंद्रीय उत्पाद शुल्क अयुक्तालय, लुधियाना को, for getting the above office order uploaded on departmental website, हेतु प्रेषित की जाती है।

नीलम
6/5/15
Administrative Officer