



**कार्यालय: प्रधान आयुक्त
केंद्रीय वस्तु एवं सेवा कर आयुक्तालय
'एफ'-ब्लॉक, ऋषि नगर, लुधियाना
OFFICE OF THE PRINCIPAL COMMISSIONER
CENTRAL GST COMMISSIONERATE
'F'-BLOCK, RISHI NAGAR, LUDHIANA
Email: vig-gstldh@gov.in**



OFFICE ORDER

Dated: 06-09-2022

This Order is issued in supersession of previous Order dated 27.11.2020 issued under F.No VIG/MISC/60/2020-HQ-GST-LDH/168292/2020 for dealing with the complaints of sexual harassment against women at workplace in compliance to the requirements of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (the Act).

2. Whereas sub-section (1) of section 4 of the Act requires every employer to constitute a committee to be known as “Internal Complaints Committee”.

3. As some members of the committee have been transferred out of this commissionerate, it becomes necessary to constitute a fresh “Internal Complaints Committee” as mandated by the Act supra.

4. Therefore, it is for information of all concerned that an “Internal Complaints Committee” for the Commissionerate is re-constituted as under for redressal of grievances relating to sexual harassment of women at workplace as required by section 4 of the Act –

5. The members of said “Internal Committee” shall be as under:-

S. No.	Name & Designation	Mobile number	Designation	E-mail
1.	Ms. Varinder Kaur, Additional Commissioner(Prev),CGST Commissionerate,Ludhiana	9812496090	Presiding Officer	varinder.virk@gov.in
2.	Ms. Satwant Kaur, Director EKJOT Viklang Bachon Ka School,	9872354300	Member (Third Party)	koursatwant555@gmail.com
3.	Ms. Alka Gupta, Superintendent (Adjudication) CGST Commissionerate,Ludhiana	9814809944	Member	alka.gupta68@gov.in
4.	Sh. Kamlesh Kumar Singla , Superintendent (Adjudication) CGST Commissionerate,Ludhiana	9417340594	Member	singla.kk67@gov.in
5.	Ms. Anjly Mathur, Superintendent (Vigilance) CGST	9815541724	Member	anjly.mathur71@gov.in

Commissionerate, Ludhiana			
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6 Sexual harassment” has been defined in section 2 (n) of the above Act as under:-

n. “sexual harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:-

(i) physical contact and advances; or

(ii) a demand or request for sexual favours; or

(iii) making sexually coloured remarks; or

(iv) showing pornography; or

(v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

7 Further Section 3(1) of the above Act provides that “No woman shall be subjected to sexual harassment at any workplace.” Further, sub-section (2) of section (3) amplifies the scope of sexual harassment by stating that:-

“The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:-

i implied or explicit promise of preferential treatment in her employment; or

ii implied or explicit threat of detrimental treatment in her employment; or

iii implied or explicit threat about her present or future employment status; or

iv interference with her work or creating an intimidating or offensive or hostile work environment of her; or

v humiliating treatment likely to affect her health or safety.”

8 Attention of the officers and staff is invited to sub-rule (1) of rule 3(C) of CCS (Conduct) Rules, 1964, which provides that “No Government Servant shall indulge in any act of sexual harassment of any women at her workplace.” Such conduct of a Government servant would amount to misconduct and the Government servant would be liable to disciplinary action.

9 A complaint of sexual harassment at workplace by any aggrieved woman may be made, in writing, to the Committee within a period of three months from the date of incident and in case of a series of incidents; within a period of three months from the date of last incident. The Act also provides that where the complaint cannot be made in writing, the Presiding Officer or any Member of the Committee shall render all reasonable assistance to the woman for making the complaint in writing. It further provides that where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person. as may be prescribed. may make a complaint.

10. On receipt of a complaint, the Committee will proceed to enquire into the complaint, in accordance with the provisions of the Act. However, the Committee, before initiating an enquiry under section 11 and at the request of the aggrieved woman, take steps to settle the matter between her and the Respondent through conciliation as provided in section 10 of the Act.

11. The complete Act is available on the website of Ministry of Women and Child Development (<https://wcd.nic.in>) under the header menu “Legislation & Policy” - “Women Related Legislation”, which can be seen for further reference.

12 Attention of all concerned is also invited to Online Complaints Management System titled SHE-Box (Sexual Harassment electronic-Box) developed by the Ministry of Women and Child Development, Government of India wherein complaints related to sexual harassment at workplace can be made online at shebox.nic.in.

This issues with the approval of the Principal Commissioner

(This is e-office generated letter and does not require signature)

(बलबीर सिंह मांगट)
संयुक्त आयुक्त (सतर्कता)

प्रति: सूचना और आवश्यक कार्रवाई के लिए अग्रेषित: -

1. प्रमुख मुख्य आयुक्त, केंद्रीय माल और सेवा कर(चंडीगढ़ जोन), सी आर बिल्डिंग, सेक्टर -17 सी, चंडीगढ़ ।
2. प्रधान आयुक्त/आयुक्त, केंद्रीय माल और सेवा कर आयुक्तालय, चंडीगढ़/जालंधर/लुधियाना/जे और क/ शिमला।
3. आयुक्त (अपील) चंडीगढ़ / लुधियाना / जे और क.।
4. आयुक्त, केंद्रीय माल और सेवा कर लेखा परीक्षा आयुक्तालय, लुधियाना /चंडीगढ़ / जम्मू।
5. आयुक्त, सीमा शुल्क (निवारण) आयुक्तालय अमृतसर/लुधियाना।
6. संयुक्त आयुक्त, केंद्रीय माल और सेवा कर आयुक्तालय, लुधियाना ।
7. सहायक आयुक्त,केंद्रीय माल और सेवा कर मंडल,लुधियाना आयुक्तालय की सभी शाखाएँ ।
8. केंद्रीय माल और सेवा कर आयुक्तालय, लुधियाना आयुक्तालय की सभी शाखाएँ ।
9. सदस्य ट्रेड यूनियन / चैंबर ऑफ कॉमर्स और पी ए सी / आर ए सी समिति।
10. सूचना पट्ट ।

बलबीर सिंह मांगट)
संयुक्त आयुक्त (सतर्कता)