

  भारतसरकार GOVERNMENT OF INDIA वित्त मंत्रालय: राजस्व विभाग Ministry of Finance: Department of Revenue केन्द्रीयवस्तुवसेवाकरएवंकेन्द्रीयउत्पादशुल्कआयुक्तलाय (अपील -II) कोलकाता Office of the Commissioner of CGST & Central Excise (Appeal-II), Kolkata तीसरी एवं चौथी मंजिल बम्बू वीला, १६९ ए. ज. सी बोस रोड, कोलकाता -७०००१४ 3 rd & 4 th Floor, Bamboo Villa, 169 A.J.C Bose Road, Kolkata-700014 Phone : 033-22860039 : email: apps2cgstexkol@nic.in	
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Date 15-05-2024

OFFICE MEMORANDUM

Subject- Constitution of Internal Committee against Sexual Harassement of Women at Workplace in CGST & CX , Appeal-II Commissionerate, Kolkata

In compliance of guidelines on sexual harassment cases of working women issued by the DOP&T vide O.M. No. 11013/10/97-Estt(A) dated 13.02.1998 in light of the judgement of Hon'ble Supreme Court in the matter of WP No. 666-70 of 1992 (Visakha Case), and in terms of the provisions of Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, **Internal Committee** in this Office has been constituted comprising the following members:

Sl. No	Name of the Officer (Mrs. / Mr. / Ms.)	Designation place of posting	Phone No.	Portfolio
1.	Annu Darin	Additional Commissioner, CGST & CX, Kolkata Appeal-II Comm'te	9678726090	Chair person
2.	Jugal Krishna Paul	Asstt. Commissioner (Vig), CGST & CX, Kolkata Appeal-II Comm'te	9903005754	Member
3.	Mun Mun Ghosh	Superintendent, CGST & CX, Kolkata Appeal-II Comm'te.	9830589758	Member Secretary and Convenor
4.	Kapil Krishna Bain	Superintendent (Vig), CGST & CX, Kolkata Appeal-II Comm'te.	9126938783	Member
5.	Paramita Dutta	Inspector, CGST & CX, Kolkata Appeal-II Comm'te.	9563161782	Member
6.	Tanaya Das	Executive Assistant, CGST & CX, Kolkata Appeal-II Comm'te.	8013722528	Member
7.	Amita Sen	General Secretary, All Bengal Women's Union, Kolkata-16	9830565778	External Member

2. The Committee will consider the complaints received from women employees of the Office only relating to sexual harassment . The word “ Sexual Harassment” will include such unwelcome sexually determined behaviour, whether directly or otherwise such as ;

- i. Physical contact and advance;
- ii. Demand or request for sexual favours ;
- iii. Sexually coloured remarks;
- iv. Showing any pornography;
- v. Any other unwelcome physical , verbal or non-verbal conduct of sexual nature.

3. The Committee will provide, where necessary , a special counselor or other support services including maintenance of confidentiality of the complaint and ensure time-bound treatment and redressal of such complaints made by women employees .

4. As per DOPT’s O.M. No. 11013/3/2009-Esst(A) dated 08/10/2009, the Committee shall meet at least once in every quarter of a year, if no live case is available, to review the preparedness and fulfill the requirements of the Apex Court’s judgement in Vishakha Case. Convenor of the Committee shall be responsible for appropriate action in this regard.

5. All complaints by the women employees against sexual harassment received in the office shall be routed through the Convenor of the Committee to maintain proper records of such complaints and their disposal.

6. Written Complaint, if any, may be submitted manually or through email ID: appeal2_vigilance@yahoo.com,

7. This issues with the approval of the Commissioner, CGST & CX Kolkata Appeal-II Commissionerate.

**Signed by Jugal Krishna
Paul
Date: 15-05-2024 15:47:05**

Jugal Krishna Paul

ASSISTANT COMMISSIONER

DC/AC II-O/o Commissioner-CGST-Appeals-II-Kolkata