



भारत सरकार/ GOVERNMENT OF INDIA

वित्त मंत्रालय/ MINISTRY OF FINANCE  
 राजस्व विभाग/ DEPARTMENT OF REVENUE  
 राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी/  
 NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS  
 आंचलिक परिसर/ ZONAL CAMPUS  
 ३ एवं ४ तल, एम. टी. प्लाजा /3<sup>rd</sup> & 4<sup>th</sup> FLOOR, MT PLAZA  
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दिनांक/Dated: 20.02.2024

### कार्यालय आदेश संख्या/OFFICE ORDER NO. 06/2024

**Sub: Constitution Of Internal Complaints Committee under Sexual Harassment of women at work place (prevention, prohibition and Redressal) Act, 2013**

1. Consequent to the relief of Smt. Jyoti MG, Superintendent and the joining of Smt. Rajeswari R.Nair, Additional Director and Shri Sabu Philip, Assistant Director and in exercise of the powers conferred under section 4 of the sexual harassment of women at work place (prevention, prohibition and Redressal) Act,2013 to the undersigned, the following officers are nominated as members of the internal complaints committee:
  - i. Smt. Minu Pramod, Additional Director General
  - ii. Smt. Rajeswari R.Nair, Additional Director
  - iii. Shri Sabu Philip, Assistant Director
  - iv. Smt. Fabitha Sulaiman (external member)
2. The committee shall deal with complaints of sexual harassment made by women in the workplace and shall discharge the functions of the committee specified in the sexual harassment of women at workplace (prevention, prohibition and Redressal) Act, 2013 and the rules made thereunder
3. As per the provisions of section 9 of the Act, any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the internal complaints committee within a period of 3 months from the date of the last incident.
4. The committee shall prepare in each calendar year a report in terms of section 21 read with the Rule 14 of the sexual harassment of women at workplace(Prevention, Prohibition and Redressal) Act, 2013, and submit the same to the Director General, NACIN, Faridabad.

I/1809982/2024

5. The members of the committee shall hold office until further orders.

**मीनु प्रमोद/ MINU PRAMOD**  
**अपर महानिदेशक/ ADDITIONAL DIRECTOR GENERAL**

To,

1. Smt. Minu Pramod, Additional Director General
2. Smt. Rajeswari R.Nair, Additional Director
3. Shri. Sabu Philip, Assistant Director
4. Smt. Fabitha sulaiman (external member)