



**माल एवं सेवा कर (जी.एस.टी.) के आयुक्त का कार्यालय**  
**OFFICE OF THE COMMISSIONER OF GOODS AND SERVICES TAX (GST)**  
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### OFFICE ORDER

**Sub: - Formation of an Internal Complaint Committee to look after the problems relating to Sexual Harassment of Women in the Aurangabad GST Commissionerate – reg..**

In supersession of Order of even no. dated 04.08.2023, an Internal Complaint Committee has been constituted to look into the complaints of Sexual Harassment of Women at workplace of Aurangabad GST Commissionerate as per the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013. The committee will comprise of the following officers.

S. No.	Name of the officer (S/Shri.)	Designation
1.	Smt. Jyoti S. Daware, Assistant Commissioner (Computer & Systems)	Presiding Officer
2.	Dr. Kalpalta Patil Bharaswadkar, Advocate, High Court, Aurangabad Bench	Member
3.	S. S. Moksare, Superintendent, Hdqrs. Preventive	Male Member
4.	Smt. Manisha S. Vaichal, Superintendent, CPC Cell	Member
5.	Miss. Swati Sinha, EA, Hdqrs. Technical	Member
6.	Smt. S. A. Mane, Superintendent, Hdqrs. Audit	Member
7.	Miss Apurva Meshram, Inspector, Hdqrs. DGARM	Member
8.	Smt. N. N. Bhide, Havaladar, A'bad Rural Division	Member

2. Any aggrieved woman employee may make, in writing, a complaint of sexual harassment at workplace to the Internal Complaint Committee, thus constituted, 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.

3. The Internal Complaint Committee will enquire into all complaints received from

women employees of the Commissionerate relating to Sexual Harassment at workplace as per procedures prescribed under "Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013" & "Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Rules, 2013" and enquiry shall be completed within a

Period of ninety days. On completion of Inquiry, the Internal Complaint Committee shall provide a report of its findings to the Commissioner as Head of the Department along with specific recommendation whether any action is required to be taken in the matter in accordance with the provisions of Rule 3 (C) of CCS (Conduct) Rules, 1964 or otherwise.

4. The Internal Complaint Committee shall have the same power as are vested in a Civil Court under code of Civil Procedures, 1908 when trying a suit in respect of the following matters, namely :-

- a. Summoning and enforcing the attendance of any person and examining him on oath;
- b. Requiring the discovery and production of documents; and
- c. Any other matter which may be prescribed.

5. The Internal Complaint Committee may hold quarterly meetings of the Committee even if there are no complaints received and the state of preparedness to deal with such complaints be reviewed so as to make all the officers fully aware of their responsibility in this regard send copy of Minutes to Hdqrs. Office on quarterly basis. The Internal Complaint Committee, shall, in each calendar year prepare, an annual report having following details and submit the same to the Head of the Department and the District Officer as notified under Section 5 of the Act, as amended.

- a. Number of complaints of sexual harassment received in the year,
- b. Number of complaints disposed off during the year,
- c. Number of cases pending for more than ninety days,
- d. Number of workshops or awareness programme against sexual harassment carried out,
- e. Nature of action taken by the Employer or District Officer.

This issues with the approval of Commissioner, CGST & CX Aurangabad.

F. No. II/(39)OTH/1248/2020-ESTT  
Aurangabad, dt. 14-03-2024

Signed by Rajkumar  
Venkatrao Kendre  
Date: 14-03-2024 15:10:35  
Reason: Approved

(Rajkumar Kendre)  
Additional Commissioner