

	<p align="center"> <b>OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (GENERAL)</b>  <b>प्रधान आयुक्त सीमाशुल्क (सामान्य) कार्यालय</b>  <b>PERSONNEL &amp; ESTABLISHMENT DEPARTMENT</b>  <b>कार्मिक एवं स्थापना अनुभाग,</b>  <b>NEW CUSTOM HOUSE, BALLARD ESTATE, MUMBAI-400001</b>  <b>नवीन सीमाशुल्क भवन बेलाई इस्टेट मुंबई- 400 001</b>  <b>Email : groupanch1@gmail.com</b> </p>	
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F.No. S/5-04/2016 P&amp;E Pt file

Date: 07.07.2025

**OFFICE ORDER No. 15 /2025**

Sub : Constitution of Internal Complaints' Committee for dealing with complaints of sexual harassment at work place for Mumbai Customs Zone-I-reg.

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In pursuance to the guidelines laid down by the Hon'ble Supreme Court, for prevention of sexual harassment of women in work places, vide its Judgement in the case of Vishakha & Others Vs State of Rajasthan & Others (AIR 1997 SC 3011) and further instructions issued by the Ministry of Finance, Department of Revenue vide F No C-30013/20/98-Ad IVA dated 04.07.1999 and the "Code of Conduct" prepared by 'National Commission for Women', a Complaints Committee was constituted in Mumbai Customs Zone by the Chief Commissioner's Office, vide Office Order F No S/II-8(11)/CCO/99 dated 22.9.1999. The basic aim of the Complaints Committee is to look into the complaints of sexual harassment of women at the work place. The Committee has since been constituted from time to time.

2. Consequent to the retirement and transfer of some of the members of the committee, the committee needs to be reconstituted. Accordingly, in supersession of all the previous orders on this subject, the Internal Complaints' Committee comprising of below mentioned members is hereby reconstituted:

S.No	Name & Designation of the Officer	Commissionerate	Designation
1	Smt Shraddha Joshi Sharma, Commissioner	Audit	Chairperson
2	Smt Jyoti Agrawal, Addl. Commissioner	Import II	Member Secretary
3	Shri Suhas R Suvarna, Asstt. Commr	General	Member
4	Smt Sophia Oommen Asstt. Commr	General	Member
5	Shri Sanjay Mhatre, Appraiser	Adjudication	Member
6	Smt Latha Ramkumar, Appraiser	CCO	Member

7	Smt. Sheena Aby, Sr, PS to CC	CCO	Member
8	Smt Neha Pandit, AO	General	Member
9	Smt Yamini Y Patil, Supdt.	General	Member
10	Smt Vibhavari Y Pathak	NA	Advocate

3. The Complaints Committee shall meet at regular intervals to discuss various issues concerning women and steps required to be taken for redressal of grievances, if any. The Committee shall also initiate necessary measures to ensure appropriate working conditions, to promote health and hygiene among women so that women employees do not remain in disadvantageous position. The Committee shall also organize special programmes/seminars for the betterment of the women employees.

4. The Complaints Committee shall prepare an Annual Report giving full account of the activities carried out by it during the year and forward copy of the same to the Chief Commissioner of Customs, Mumbai Zone-I, for information and necessary action, if any.

This issues with the approval of Competent Authority.

( JYOTI AGRAWAL )  
MEMBER SECRETARY  
NCH , MUMBAI-1

Copy to :

- 1 The Chairperson / Members of the Complaints' Committee.
- 2 The Pr. Chief Commissioner of Customs, NCH, Mumbai Zone-I
- 3 All Pr.Commissioners/Commissioners of Custom, NCH, Mumbai Zone-I
- 4 All Addl./Jt. Commissioners of Customs, NCH, Mumbai Zone-I
- 5 All DCs/ACs of Customs, NCH, Mumbai Zone-I
- 6 Dy. Commr. of Customs, EDI, NCH,Mumbai-1, for uploading the copy of the order on the website of Mumbai Customs Zone-I
- 7 Notice Board