



सत्यमेव जयते

आयुक्त का कार्यालय,  
**Office of the Commissioner,**  
 केंद्रीय जीएसटी, (अपीलस) आयुक्तालय अहमदाबाद  
**Central GST, Appeal Commissionerate-**  
**Ahmedabad**

जीएसटी भवन, राजस्व मार्ग, अम्बावाड़ी अहमदाबाद ३८००१५.

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F.No. GAPPL/I/(22)/OTH/62/2021-ADMN Date : 29-11-2023

**OFFICE ORDER : 13/2023**

**Subject: Constitution of Internal Complaints Committee for dealing with complaints of Sexual Harassment at work place-reg.**

In pursuance of the guidelines laid down by the Honorable Supreme Court of India for Prevention of sexual harassment of women in work place, vide its judgment in the case of Vishakha & Other Vs. State of Rajasthan and other (JT 1997 (7) SC 384) and in terms of section 4(1) of the sexual Harassment of women at the Workplace (Prevention, Prohibition and Redressal) Act 2013, it has been decided to constitute an Internal Complaints Committee for the CGST (Appeals) Ahmedabad.

The basic aim of the said Internal Complaint Committee is to look into the Complaints of Sexual Harassment of women at the work place.

2. The Internal Complaints Committee is hereby constituted and the following Officers are nominated as Chairperson/Members of the Internal Complaints Committee:

Sr. No.	Name of the Officer	Designation	Place of Posting	Post held in the Committee
1	Ms. Sunita Khatri	Chief Accounts Officer	CGST, Ahmedabad South Commissionerate	Chairperson
2	Ms. Urvashi Madhan,	DDIT (I&CI),	Income Tax Department, Ahmedabad	Member (NGO)/Third Party member
3	Smt. Sunita Nawani	Superintendent (Vigilance)	CGST, Ahmedabad Appeals	Member
4	Smt. Rekha A.Nair	Superintendent	CGST, Ahmedabad Appeals	Member
5	Shri Amrendra Kumar	Superintendent	CGST, Ahmedabad Appeals	Member

3. The Internal Complaint Committee shall meet at least once in every Quarter or as and when required, to discuss various issues concerning women and to discuss steps required to be taken for redressal of Grievances, if any. The

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Committee shall ensure safe working spaces for women and to sensitize about women's right to equality of status and opportunity. Also it shall initiate necessary measures to ensure appropriate working conditions, to promote health and Hygiene among women so that women employees do not remain in a disadvantageous position. The Committee shall also organize special programme /seminars for the betterment of the women employees.

4. The Internal Complaint Committee shall also prepare an Annual Report giving full account of the activities carried out by it during the year and forward the copy of the same to the to the Principle Chief Commissioner, Central GST Ahmedabad Zone, Ahmedabad for information and necessary action, if any. The Joint Commissioner (P&V) of CGST, Appeals, Ahmedabad, will coordinate the working and proceedings of the Committee.

5. This issues with the approval of the Commissioner, Central GST (Appeals), Ahmadabad.

Joint Commissioner,  
Central GST (Appeals),  
Ahmedabad

Copy to:-

1. The Pr. Chief Commissioner, Central GST, Ahmedabad Zone for kind information.
2. The Commissioner, Central GST (Appeals), Ahmedabad.
3. The Joint Commissioner, Central GST (Appeals), Ahmedabad.
4. The Deputy Commissioner, Central GST (Appeals) Ahmedabad.
5. The Chairperson/ All Members of the Committee.
6. Guard