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By Speed Post

F. No. C 30013/51/2016-Ad.IVA
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs

5th Floor, HUDCO Vishala Bldg,
Bhikaji Cama Place, New Delhi,
Dated, the 21st December, 2016

Ms. Sunita (Sept)
Ms. Meena

Re
27.12

To

All the Chief Commissioners/Director Generals under CBEC

Subject: Inclusion of details of ICC and its Annual Report prepared under Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 in the Ministries/ Department's Annual Report.

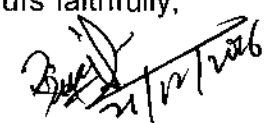
Sir/Madam,

I am directed to enclose herewith a copy of an O.M. No. 13016/1/2016-WW dated 01.12.2016 received from Ministry of Women & Child Development on the subject mentioned above and to request that an Internal Complaint Committee (ICC) may be constituted in compliance of Sexual Harassment, of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 in each Commissionerate/ Office under your charge.

2. Further, it is requested that Annual Report of ICC for 2017 (for 1.1.2017 to 31.12.2017) may be prepared under Section 21 of the said Act and send the same to DG HRD for compiling the report in respect of all field formations under CBEC for inclusion in Annual Report of the Ministry of Finance.

Encl: As above

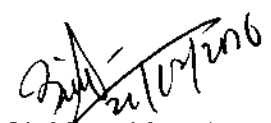
Yours faithfully,



(B. Ginkhan Mang)
Under Secretary to the Govt of India
Tel. No. 011- 26162673

Copy to:

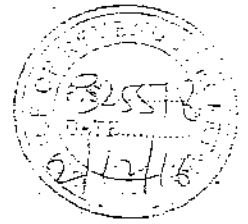
- (i) DG HRD, Rajendra Place, New Delhi with the request to kindly collect the report from all field formations and send a consolidated report to the Board for inclusion in Annual Report of the Ministry of Finance.
- ✓ (ii) Webmaster, O/o Directorate General of System, New Delhi with the request to upload the letter on the website of CBEC.



(B. Ginkhan Mang)
Under Secretary to the Govt of India

(351)

No.13016/1/2016-WW
Government of India
Ministry of Women & Child Development
(Women Welfare Division)



A-Wing,
6th Floor,
Shastri Bhawan,
New Delhi-110001

Dated : 1st December, 2016

OFFICE MEMORANDUM

Subject: Inclusion of details of ICC and its Annual Report prepared under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 in the Ministries/ Department's Annual Report.

The undersigned is directed to state that Government of India has enacted Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as the Act) to provide a safe and secure environment to women at the workplace. The Act has come into force on 9th December 2013.

2. The Act cast an obligation upon all the employers to constitute **Internal Complaint Committee (ICC)** by an order in writing. Further, Section 21 of the Act mandates preparation of an annual report by Internal Complaint Committee in each calendar year. The annual report so prepared by the Internal Complaint Committee should contain the following information :

- No. of complaints received;
- No. of complaints disposed of;
- No. of cases pending for more than 90 days;
- No. of workshops/awareness programmes carried out;
- Nature of action taken by the employer

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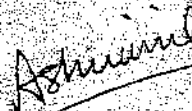
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3. In this context, it is relevant to mention that the Annual Report so prepared by the ICC has to be submitted to the employer who will publish within the Annual Report of the organization the details related to the number of cases filed and their disposal under the Act.

4. Therefore, it is requested that the information relating to constitution of Internal Complaint Committee and its Annual Report prepared under section 21 of the Act may be included in the organization's Annual Report along with PSUs and other attached offices/units. It is also requested that action taken report along with order of constitution of Internal Complaint Committee under the Act may be sent to this Ministry by 15th December 2016.


(Ashwini Lal)
Joint Director
Tel: 011-23381611

To,

The Secretaries of Ministries/Departments to the Government of
India
(As per list attached)
