

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
OFFICE OF THE COMMISSIONER OF EXCISE, ENTT&LUXURY TAX  
L- BLOCK: VIKAS BHAWAN: I.P.ESTATE: NEW DELHI-110002  
(ADMINISTRATION BRANCH)

3399/CB  
31/10/2023

No.F. Exc-E024/52/2023-Admin-Excise/

Dated:

**ORDER**

In partial modification to the earlier Order dated 06.10.2023, the Internal Complaints Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is re-constituted as under:

- Presiding Officer : Mrs. Neelam Venkatachalam, Assistant Commissioner (Excise)  
Member 1 : Sh. Sanjay Jain, Assistant Commissioner (Excise)  
Member 2 : Mrs. Seema Mathur, Asstt. Chemical Examiner  
Member 3 : Mrs. Indira Saxena, Mahila Dakshta Samiti, NGO


In case of absence/leave of Presiding Officer, Member-1 shall act as Presiding Officer.

The Internal committee shall discharge the following functions:

- i. Inquire into the complaints of sexual harassment within the Department and report the same to the State Complaints Committee within a specific time frame. For this purpose, sexual harassment includes such unwelcome sexually determined behaviours (whether directly or implication), as:
  - a. Physical contact and advances.
  - b. A demand or request for sexual favours.
  - c. Sexually colored remarks.
  - d. Showing Pornography.
  - e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- ii. Recommend the action to be initiated in each case.
- iii. Ensure that the victims or witnesses are not victimized or discriminated against. They shall also examine whether the victim has been discriminated against. They shall also examine the victim should have the option to seek transfer of the perpetrator or their own transfer.
- iv. The Internal Complaints Committee shall submit a detailed quarterly report of the complaints received and the action taken thereof, to the State Complaints Committee, with its headquarter at I.P. Estate, New Delhi.

Presiding Officer and Members shall hold office for not more than three (03) years. The committee is vested with the powers of Civil Court under the Code of Civil Procedure, 1908. The inquiry may be completed within 90 days.

This issues with the prior approval of the Competent Authority.

  
(V.P. JHA)  
ASSISTANT COMMISSIONER (ADMN.)

Copy for information to:-

1. PPS to Commissioner (Excise).
2. PA to Dy. Commissioner(Excise).
3. All ACs/ACP (EIB)/DCA.
4. Sr. System Analyst with the request to upload the order on the website of the Department.
5. Notice,Board of the Department.



(V.P. JHA)

**ASSISTANT COMMISSIONER (ADMN.)**