



कार्यालय प्रधान-आयुक्त
केंद्रीय माल एवं सेवा कर आयुक्तालय, लुधियाना
केंद्रीय माल एवं सेवा कर हाउस , ऐफ ब्लॉक ऋषि नगर , लुधियाना

OFFICE ORDER

The Hon'ble Supreme Court in the case of Vishaka and Others Vs. State of Rajasthan and Others (JT 1997 (7) SC 384) has laid down guidelines and norms to be observed to prevent sexual harassment against women at work place. The Hon'ble Supreme Court has also directed for the setting up of a Complaints Committee to handle cases of sexual harassment against women. The DOPT vide its office memorandum F. No. 11013/10/97-Estt. (A) dated 03.02.1998 has issued guidelines on the above subject.

2. It has been laid down in the above mentioned judgment that it is the duty of the employer or other responsible persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedure for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required. For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:-

- a) Physical contact and advances;
- b) A demand or request for sexual favours;
- c) Sexually coloured remarks;
- d) Showing pornography;
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

3. Attention in this connection is invited to Rule 3 (1) (iii) of CCS (Conduct) Rules, 1964, which provides that every Government Servant shall at all times do nothing which is unbecoming of a Government Servant. Any act of sexual harassment of women employees is definitely unbecoming of a Government Servant and amount to misconduct. Appropriate disciplinary action will be initiated in such cases against the delinquent government servant in accordance with the Rules.

4. Accordingly, it is for the information of all the officers and staff of GST Commissionerate, Ludhiana that a Complaint Committee has been formed for redressal of grievances relating to sexual harassment at work places by colleagues and/ or by others as per the norms laid down by DOPT.

5. Following are the members of Complaint Committee:-

S. No.	Name & Designation of the officer	Designation
1.	Ms. Shweta Bector, Joint Commissioner, GST Commissionerate, Ludhiana	Chairperson.
2.	Sh. Tarlochan Singh, Superintendent (Vig.), GST Commissionerate, Ludhiana	Member
3.	Ms. Meena Sharma, Superintendent (Sys.), GST Commissionerate, Ludhiana	Member
4.	Ms. Renu Sharma, Administrative Officer (Pay & Cash), GST Commissionerate, Ludhiana	Member
5.	Ms. Satwant Kaur, Director, EKJOT Viklang Bachon Ka School, J.J. 606, Housing Board Colony, Ludhiana	Member

6. On receipt of a complaint, the committee will conduct its enquiry and submit its report to the disciplinary authority within a period of 3 months. In case the committee cannot complete its investigation within 3 months, they may seek extension from the Commissioner.

This issues with the approval of Commissioner.

Sd/-
संयुक्त आयुक्त

फ. न. II-39(02)Sec/ICC/Vig/Ldh/2017/1769
प्रतिलिपि सचना एवः आवश्यक कायवाई हेतू प्रेषित है :-

तिथि: 19/9/17

1. मुख्य आयुक्त, माल एवं सेवा कर, चण्डीगढ़ ।
2. आयुक्त, केंद्रीय माल एवं सेवा कर आयुक्तालय, चण्डीगढ़/ जालन्धर/ जम्मू/ शिमला ।
3. आयुक्त, केंद्रीय माल एवं सेवा कर (लेखाकर) आयुक्तालय, चण्डीगढ़/ लुधियाना/ जम्मू ।
4. आयुक्त, सीमा शुल्क (निवारण) आयुक्तालय, अमृतसर/ लुधियाना ।
5. आयुक्त (अपील), केंद्रीय माल एवं सेवा कर चण्डीगढ़/ लुधियाना ।
6. अपर आयुक्त, केंद्रीय माल एवं सेवा कर उप-आयुक्तालय, मोहाली ।
7. समिति के सभी सदस्य ।
8. उप-आयुक्त / सहायक आयुक्त, केंद्रीय माल एवं सेवा कर मण्डल, _____
9. केंद्रीय माल एवं सेवा कर आयुक्तालय लुधियाना की सभी शाखाएँ ।
10. अधीक्षक (सिस्टम) केंद्रीय माल एवं सेवा कर आयुक्तालय लुधियाना आयुक्तालय की वेबसाइट के लिये।
11. सूचना पट ।

Sd/-
संयुक्त आयुक्त