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**OFFICE OF THE COMMISSIONER, CENTRAL EXCISE  
COMMISSIONERATE, CHANDIGARH-II  
CENTRAL REVENUE BUILDING, SECTOR 17-C, CHANDIGARH**

**OFFICE ORDER**

The Hon'ble Supreme Court in the case of Vishaka and ors Vs State of Rajasthan and ors (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 13.02.1998 has issued guidelines on the above subject.

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 behavior (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.

Attention in this connection is invited to Rule 3(i)(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.

Accordingly, it is for the information of all the officers and staff of Central Excise Commissionerate, Chandigarh -II that a Complaints 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. Following are the members of Complaints Committee:-

S.No	Name and designation of the officer	Designation
1.	Ms. Manjot Kaur, Assistant Commissioner, Central Excise Division, Sangrur.	Chairperson
2.	Ms Kiran Bala, Admn. Officer, Central Excise Commissionerate, Chandigarh-II.	Member
3.	Ms. Pritam Sandhu, Secretary, Child welfare Council Punjab, Illrd. Floor, Karuna Sadan, Sector-11-B, Chandigarh.	Member
4.	Ms. Jasvir Kaur, Superintendent(Vig.) Central Excise Commissionerate, Chandigarh-II.	Member
5	Sh. Arvind Gupta, Superintendent(Vig.), Central Excise Commissionerate, Chandigarh-II.	Member

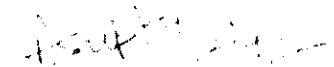
On receipt of a complaint, the Committee will conduct its enquiry and submit its report to the Disciplinary Authority within a period of 3 months. In case the committee cannot complete its investigation within 3 months, they may seek extension from the Commissioner.

  
(DEVENDRA SINGH)  
COMMISSIONER.

C.No II-39(5)Sexual Harassment/VIG/Chd-II/2012 Dated: 09/09/2012  
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Copy forwarded for information to:-

1. The Chief Commissioner of Customs and Central Excise (CZ), Chandigarh
2. The Commissioner of Central Excise Commissionerate, Chandigarh-I.
3. The Commissioner of Central Excise Commissionerate, Ludhiana.
4. The Commissioner of Customs (Preventive), Amritsar.
5. The Commissioner of Customs & Central Excise, Jammu and Kashmir.
6. All the members of the Committee.
7. The Deputy/ Assistant Commissioner, Central Excise Division, Derabassi /Sangrur/Patiala/Ropar.
8. The Commissioner (Appeals) , Chandigarh-I/II.
9. The Additional Commissioner (P&V/Adt/Prev/ Tech), Central Excise Commissionerate, Chandigarh-II.
10. All Branches of Hqrs. Office ,Chandigarh-II.
11. Notice Board.

  
Superintendent (Vigilance).