



सत्यमेव जयते

OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, DELHI
C. R. BUILDING, I. P. ESTATE, NEW DELHI-110002

F.No. Pr. CCIT/(PERS.)(GAZ.)/Women Cell/2023-24/ 820

Dated: 23/8/2024

To,

The Deputy Commissioner of Income Tax (Admin)
New Delhi.

Sir,

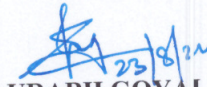
Subject:- Enforcement of the Sexual Harassment of Women at Workplace
(Prevention, Prohibition and Redressal) Act, 2013 – direction of
Hon'ble Supreme Court of India in Civil Appeal No. 2482 dated
12.05.2023- Reg.

Please refer to the subject mentioned above

2. In this regard, I am directed to request you to get the details as given in Annexure of this letter uploaded on the official website of Pr. CCIT, Charge. Since a report has to be submitted to the D/o HRD confirming that the same has been uploaded on the official website of Delhi Charge, you are requested to get this uploaded by 23.08.2024.

Yours Sincerely,

Encl.: As above.


(SAURABH GOYAL)
DCIT (HQRS-PERS) (GAZ)
NEW DELHI

Annexure

Internal Complaints Committee(ICC) – Women

Constitution of ICC-SHW for considering complaints of sexual harassment of women employees under Pr. CCIT, Delhi Charge

In compliance with the directives of Hon'ble Supreme Court Judgement dated 13th August, 1997 in the case of Visakha and others vs. State of Rajasthan and Others on the subject of sexual harassment of women in the workplace and the guidelines issued under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, this Department had duly constituted an Internal Complaint Committee for considering complaints of sexual harassment of women working in offices under Pr. CCIT, Delhi Charge. The composition of Complaints Committee is revised subsequent to transfer etc. of the existing Chairperson/Member. The present Internal Complaints Committee has been re-constituted on 28th February, 2024 for considering complaints of sexual harassment of women employees. The details with regard to the Act & rules, role, functions etc. of ICC are as given below:

Sl. No.	Title	Details
1.	Sexual Harassment of Women at Workplace(Prevention, Prohibition and Redressal) Act and Rule 2013	Download PDF link
2.	Handbook on Sexual Harassment of Women at Workplace	Download PDF link

Complaint procedure:

Complaint regarding Sexual Harassment against women can be made either in paper form or by sending e-mail to Anchal.khandelwal@incometax.gov.in or delhi.dcit.hq.pers@incometax.gov.in. The Act stipulates that aggrieved woman can make written complaint of sexual harassment at workplace to the ICC or to the LCC (in case a complaint is against the employer), within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of the last incident. As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative or friend or her co-worker or an officer of the National Commission for Woman or State Women's Commission or any person who has knowledge of the incident with the written consent of the aggrieved woman.

Composition of Internal Complaint Committee -Women(DST's ICC-SHW

Sl.No.	Name		Phone No.	E-mail ID
1.	Ms. Mona Singh, CCIT (Civil Code: 90007)	Chairperson	011- 23593410	mona.singh@incometax.gov.in
2.	Ms. Renuka Jain Gupta, Pr.CIT (Civil Code:92013)	Member		Renuka.j.gupta@incometax.gov.in
3.	Sh. Paresh Johri, Pr.CIT (Civil Code:95015)	Member		Paresh.johri@incometax.gov.in
4.	Sh. Binod Kumar, CIT (Civil Code: 02045)	Member	011- 22446739	vinod.kumar14@incometax.gov.in
5.	Dr. Shalini Verma, CIT (Civil Code: 04006)	Member		Shalini.verma@incometax.gov.in
6.	Ms. Anchal Khandelwal, Director, FT&TR, CBDT (Civil Code: 07035)	Member Secretary		Anchal.khandelwal@incometax.gov.in
7.	Ms. Sumedha Sharma, Advocate	Member		