

Dated 23rd October, 2024

In compliance with the guidelines issued by DoPT for implementation of the directives of the Judgement dated 13th August, 1997 of the Hon'ble Supreme Court of India in the case of Visakha and others Vs. State of Rajasthan and Others, the Office of Income Tax Appellate Tribunal had duly constituted Complaint Committees at various Bench/es located all over India, for considering complaints of sexual harassment of women working in the Income Tax Appellate Tribunal. The composition of the Complaints Committee so constituted was revised subsequent to transfer, retirement etc. of the existing Chairperson/Member. The Internal Complaints Committee (ICC) at Income Tax Appellate Tribunal, Mumbai was reconstituted by the President, ITAT, vide Office Order No.F.1-CASH/Ad/AT/2024-25 dated 16.10.2024 for achieving the objective of prevention of sexual harassment of women employees in the office premises and to provide for redressal of complaints of sexual harassment of women employees. The details with regard to the Act & Rules, the Composition, role, functions etc. of ICC, are as given below:

S.No.	Title	Details
1)	Guidelines & Norms laid down against sexual harassment at workplace at ITAT	Link
2)	Office Order dated 07.03.2024 constituting Internal Complaints Committee under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	Link
3)	Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and Rule 2013	Link
4)	2016 Amendment to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	Link
5)	Handbook on Sexual Harassment of Women at Workplace	Link
6)	DoP&T O.M. dated 01st November, 2017 regarding Online Complaint Management system titled "Sexual Harassment electronic box (SHe-box)"	Link
7)	DOP&T OM dated 04.11.2022 on prevention of sexual harassment of women at workplace	Link
8)	DOP&T OM dated 16 th July 2015 and DOP&T OM dated 22.12.2016	Link

Composition of Internal Complaints Committee

S.No.	Name & Designation		Phone No.	Email Id
1.	Smt.Beena Pillai, Judicial Member	Chairperson	022- 46040251	beena.pillai@itat.nic.in
2.	Smt.Kavitha Rajagopal Judicial Member	Member	022- 22033489	kavitha.rajagopal@itat.nic.in
3.	Shri Biju P.K Assistant Registrar	Member	022- 22069648	pk.biju@itat.nic.in
4.	Smt.Sini Anand Sr.Private Secretary	Member	022- 22014556	sini.anand14@gmail.com
5.	Smt.Asha Mathew Office Supdt	Member	022- 22033848	aa.mathew@itat.nic.in
6.	Smt.Lalitha J.Kurup Office Supdt	Member	022- 22033848	lalitha.kurup@itat.nic.in
7.	Smt.Seema A.Deshpande President, Bharatiya Stree Shakti, Mumbai Branch	I-Volunteer	9082965051	seemapujarideshpande@gmail.com

Complaint Procedure

Complaint regarding Sexual Harassment against women can be made either in paper form or by sending e-mail to the Chairperson. 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 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 Women or State Women's Commission or any person who has knowledge of the incident, with the written consent of the aggrieved woman.

Ministry of Women & Child Development launched an online complaint management system titled Sexual Harassment electronic -Box (SHe-Box) on 24th July, 2017 for registering complaints related to sexual harassment at workplace. The SHe-Box is an initiative to provide a platform to the women working or visiting any office of Central Government (Central Ministries, Departments, Public Sector Undertakings, Autonomous Bodies and Institutions etc.) to file complaints related to sexual harassment at workplace under the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013.

Once a complaint is submitted to SHe-Box, it will be directly sent to the Internal Complaint Committee (ICC) of the concerned Ministry/ Department/ PSU/ Autonomous Body etc. having jurisdiction to inquire into the complaint. The SHe-Box also provides an opportunity to both the complainant and nodal administrative authority to monitor the progress of inquiry conducted by the ICCs.