THE PONDICHERRY CO-OPERATIVE MILK PRODUCERS' UNION LTD. No.P.1

Kurumampet, Puducherry – 605 009

Ref: Ponlait/Admn/ICC/2020-21 Date: 01.08.2026

OFFICE ORDER

Sub: Ponlait- Constitution of Internal Complaints Committee (ICC) – Orders – Issued.

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Constitution of **Internal Complaints Committee** in the Milk Union is required to provide protection against sexual harassment of women at work place and for the prevention and redressal of complaints of sexual harassment and for matters connected thereon, as per Sub-section (1) of Section 4 of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013".

It is, therefore, the Internal Complaints Committee (ICC) is hereby constituted with the following Employees:

1. Dr. D. Saranya, Assistant Manager - Presiding Officer
2. Tmt. L. Kamatchi, Senior Assistant - Member
3. Tmt. E. Maheswari, Senior Assistant - Member

The Committee shall act and comply with the provisions of the said Act. The Presiding Officer and Members shall hold office for three years from the date of nomination.

(P. VADIVEL MURUGAN)
MANAGING DIRECTOR

To

All concerned

Copy to

1. The Administrative Officer
2. The Manager (DP)/ (Products) 3. The Deputy Manager (Admin)
4. The Assistant Manager (Mktg)/(Estt)/ (CF)/(P&I) / (Products) / (DP) /(Maint)
5. The Technical Superintendent (Purchase) / The Superintendent (Accts) (Stores)/(Mktg)
6. Notice Board – All Units of Ponlait
7. Personal File

Copy Submitted to

1. The Registrar of Co-operative Societies, Puducherry
2. The Administrator, Ponlait

The Contact details of Internal Complaints Committee (ICC)

For any assistance regarding the Sexual Harassment matter, the following designated persons may be contacted.

Sl. No.	Name/ Designation	Position in ICC	Mobile Number
1	Dr. D. Saranya Assistant Manager	Presiding Officer	9994809998
2	Tmt. L. Kamatchi Senior Assistant	Member	9787951315
3	Tmt. E. Maheswari Senior Assistant	Member	9994689392

For submission of the online Complaint to Managing Director/ Internal Complaints Committee (ICC):

Maid Id: **ponlaiticc@gmail.com**