

Ref: Ponlait / Admn / ICC / 2020-21

Date: 6.07.2023

OFFICE ORDER

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

Ref: Ponlait/ Admn/ ICC/ 2020-21 dated 10.07.2020

Constitution of **Internal Complaints Committee (ICC)** 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". Therefore, an Internal Complaints Committee was constituted vide office order cited above.

2. As the specified term of the said committee concludes on 09.07.2023, a New Internal Complaints Committee is hereby constituted with the following employees.

- i. Tmt. Dr. C. Vijayalakshmi --- Presiding Officer
Veterinary Officer
- ii. Tmt. E. Amuthavally --- Member
Senior Lab Technician
- iii. Tmt. C. Calaiselvy --- Member
Assistant

3. The Committee shall act and comply with the provisions of the said Act. The Presiding Officer and Members shall hold office for three years with effect from 10.07.2023.

(M. JOTHIRAJU)
MANAGING DIRECTOR

To

1. Tmt. Dr. C. Vijayalakshmi, Veterinary Officer
2. Tmt. E. Amuthavally, Senior Lab Technician
3. Tmt. C. Calaiselvy, Assistant

Copy to

1. The Administrative Officer
2. The Manager (CF/Dairy)/(Mktg)/(P&I)
3. The Deputy Manager (Admn/QA)
4. The Internal Auditor – Accounts Section
5. All Assistant Managers
6. The Superintendent (Stores)
7. Notice Board – All Units of PONLAIT

Copy Submitted to

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