



कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)
Ministry of MS&ME, Govt. of India)

कयर हाउस, एम.जी.रोड., कोच्ची - 682016
Coir House, M.G. Road, Kochi - 682016
ताप / Gram : COIR BOARD
दूरभाष / Ph : 0484-2351954, 2351807, 2351788
फैक्स / Fax : 0484-2370034, 2354397
ई-मेल / E-mail : coir@md2.vsnl.net.in
वेब / Web : www.coirboard.nic.in, www.coirboard.gov.in

File No.A-59/6/2016-ADM(ESTABLISHMENT)

11-11-2022

ORDER

Sub: Coir Board – Estt. – Reconstitution of the Internal Complaints Committee (ICC) in Coir Board under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 – reg.

The Chairman, Coir Board, in exercise of his powers under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 has ordered to reconstitute the Internal Complaints Committee in Coir Board, with the following composition:-

1. Smt. Mary Ranjit Abraham, Deputy General Manager (Internal Audit) - Presiding Officer (M/s Cochin Shipyard Ltd, Kochi)
2. Shri. V.C. Reghunandan, Senior Accounts Officer & Director (M) i/c- Member, Coir Board
3. Smt. K. Premalatha, Deputy Director (Marketing) - Member, Coir Board
4. Smt. N. Dhanalekshmi, Assistant Director (OL) & Administration i/c - Member, Coir Board
5. Advocate Rajani K.N. - External Member

2. The Terms of reference of the Committee shall be as under:-

- i. The Internal Complaints Committee shall look into all complaints of Sexual Harassment of Women at Workplace in Coir Board and its establishments envisaged under the Act and devise effective measures to ensure a better environment for women at workplace.
 - ii. The Chairperson and every member of the ICC shall hold office for a period of 3 years or till further orders, whichever is earlier.
 - iii. The Committee shall be effective and functional at all times. It will meet once in a quarter, even if there are no live cases.
 - iv. The Committee shall in each year prepare a report for inclusion in its Annual Report of the Coir Board.
3. These orders shall take immediate effect.
 4. This issues with the approval of the Competent Authority.

Sd/-

SECRETARY

[Handwritten Signature]

ASSISTANT DIRECTOR (OL) &
ADMINISTRATION (I/C)

Approved for issue

To:

1. Smt. Mary Renjit Abraham, Deputy General Manager (Internal Audit)
M/s Cochin Shipyard Ltd, Kochi (through the CMD, M/s. Cochin Shipyard Ltd.)
2. Shri. V.C.Reghunandan, Senior Accounts Officer & Director (M) i/c
3. Smt. K. Premalatha, Deputy Director (Marketing)
4. Smt. N. Dhanalekshmi, Assistant Director (OL) & Administration i/c
5. Advocate Rajani K.N.

Copy to:

1. All Branch / Section Officers in Coir Board HQ
2. All Sub Offices & Showrooms & Sales Depots of Coir Board
3. Vigilance Section
4. P.S. to Chairman, Coir Board
5. E-Office Notice Board
6. Coir Board Website

SECRETARY

1/15/11

ASSISTANT DIRECTOR (OL) &
ADMINISTRATION (OL)