

# समुद्री उत्पाद निर्यात विकास प्राधिकरण

(वाणिज्य व उद्योग मंत्रालय, भारत सरकार)

एम पी ई डी ए भवन, पनंपिल्ली एवन्यू

डाक पेटी सं. 4272, कोच्ची-682036, भारत

## The Marine Products Export Development Authority

(Ministry of Commerce & Industry, Govt. of India)

MPEDA House, Panampilly Avenue

P.B. No. 4272, Kochi-682 036, India



केबिल : मराइन  
Cable : MARINE

फोन } 2311979, 2311803  
Phone } 2311854, 2313415  
2311901, 2314468  
2310160, 2315065

फैक्स } : 91-484-2313361  
Fax }

E-mail : mpeda@mpeda.nic.in  
Website : http://www.mpeda.com

संदर्भ / Ref:

तारीख / Date:

VIG-SHWP/GC/1/2017-VIG

30.05.2024

### OFFICE ORDER PART II No: 06/2024

#### **Sub: Constitution of the Internal Complaints Committee (ICC) to deal with complaints of sexual harassment of women at workplaces—reg.**


In supersession to Office Order Part II No. 05/2021 dated 21.06.2021 and as per provisions of sub-section (1) of section 4, Chapter II of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaints Committee is hereby re-constituted to deal with the complaints of sexual harassment of women employees in MPEDA with the following members: -

1. Smt. Elsamma Ithack, Deputy Director	Chairperson
2. Shri. Sreejith P. T, Assistant Director	Member
3. Smt. Aneesa T. A, Assistant Director	Member
4. Smt. Riji R.K, Senior Clerk	Member
5. Women Advocate from the High Court of Kerala	Expert Member

The above committee shall deal with the prevention and redressal of complaints of sexual harassment of women employees in MPEDA and matters connected therewith or incidental thereto as per the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and other relevant Rules in force. The Chairperson shall receive the complaints of sexual harassment, if any, on behalf of the ICC and shall coordinate the deliberations of the ICC on the complaints received. The Chairperson of ICC shall monitor the She-Box, which is an online portal of the Complaint Management System for lodging complaints related to sexual harassment at the workplace.

The Committee shall make an Annual Report to the undersigned in addition to the periodic report on the action taken as provided in the guidelines of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013.

The committee shall hold office for such a period not exceeding three years from the date of issue of this order.

  
**(K. S. Pradeep IFS)**  
**Secretary**

Distribution:

1. Members of the Committee
2. All Officers & Staff in the Head Office
3. All Field Offices of MPEDA
4. Women Welfare Division, Ministry of Women and Child Development, GoI
5. Section Officer, EP (MP), Department of Commerce, MoC&I, New Delhi
6. Notice Board
7. Office Order Part II File