

**कयर बोर्ड**  
सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
कयर हाउस, एम.जी.रोड, कोच्ची, केरला - 682016  
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## Coir Board

M.S.M.E, Government of India  
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Tel: 0484- 2351900  
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A-59/6/2016-ADM(ESTABLISHMENT)

01.01.2026

**OFFICE ORDER No.....1..... DATED..01.01.2026**

**Sub: Constitution of the Internal Complaints Committee under section (4) of 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:-

Name and Designation	Role in ICC
Dr. Imelda Joseph, Principal Scientist, CMFRI	Presiding Officer
Adv. Maheswary G, Sr. Panel Counsel, High Court of Kerala	External Member
Sh. Suresh Kumar M, Development Officer, Coir Board	Member
Smt. Josephine Girly, Section Officer, Coir Board	Member
Smt. Soumya P, Section Officer, Coir Board	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 Committee will examine the complaints made against sexual harassment of women employee(s) and, if necessary, conduct an inquiry. On completion of the same the committee will submit its findings to the Competent Authority, Coir Board.
- III. The Chairperson and every member of the ICC shall hold office for a period of 3 years or till further orders, whichever is earlier.
- IV. The Committee shall in each year prepare a report for inclusion in its Annual Report of the Coir Board.

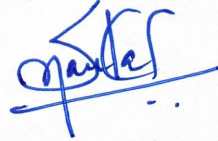
3. These orders shall take immediate effect.

This issues with the approval of the Chairman, Coir Board.

Sd/-

SECRETARY

Approved for issue



Development Officer (Adm.)

To:

1. Dr. Imelda Joseph, Principal Scientist, CMFRI
2. Adv. Maheswary G, Sr. Panel Counsel, High Court of Kerala
3. Sh. Suresh Kumar M, Development Officer, Coir Board
4. Smt. Josephine Girly, Section Officer, Coir Board
5. Smt. Soumya P, Section Officer, Coir Board

Copy to:

1. Chairman Section
2. Secretary Section
3. All Branch / Section Officers in Coir Board HQ
4. All Sub Offices & Showrooms of Coir Board
5. E-Office Notice Board
6. Coir Board Website