

INTERNAL OFFICE ORDER

Date: 09/07/2025

Place: Thullur

Subject: Constitution of Internal Committee (IC) under the POSH Act, 2013

In accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and with a view to ensuring a safe and secure working environment for women employees, the following Internal Committee (IC) is hereby constituted at RVR Projects Pvt Ltd Labour camp in Thullur.

S. No.	Name	Designation/Organization	Role in IC	Contact Details
1	Smt N.Lavanya kumari	Sr.Executive S&L Mngt	Presiding Officer	7013613779
2	Smt S.Kalavathi	Helper	Internal Member	7995680874
3	Sri K.Purna venkatesh	H.R Executive	Internal Member	9000082028
4	Sri K.Paul Ramesh	Godson ministries chairman	External Member	9440095578

Note:

- The Presiding Officer is a senior-level woman employee.
- The Committee has a minimum of 50% women representation.
- The External Member is from an NGO or association with experience in women's issues or social work.

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Functions and Responsibilities of the Internal Committee:

1. Receive and redress complaints related to sexual harassment at the workplace.
2. Conduct inquiries following due process in line with the POSH Act.
3. Recommend appropriate action based on findings of the inquiry.
4. Maintain confidentiality and prepare annual reports for submission to the employer.

All employees and workers are informed about this committee and its functions. The details of IC members will be displayed prominently at the workplace.

This order is issued with the approval of the competent authority.

Approved By


General Manager

RVR Projects Pvt Ltd

