

Office Order No. 01

Date: 2.06.2025

**Subject:** Formation of Internal Complaints Committee (ICC) under The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.

In compliance with Section 4 of The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, the management hereby constitutes the Internal Complaints Committee (ICC) for its office located at **M/s M Venkata Rao Infra Projects Pvt Ltd, Sakhamuru Camp office]** with effect from **02.06.2025**. The committee comprises the following members:

No.	Position	Name	Contact Details
1	Presiding Officer	Ms. Vaishnavi	9676076138
2	External Member	Grace Raja	9701999962
3	Member (1)*	D. Dali Naidu	8790827958
4	Member (2)*	Ms. Sravya	7989938348

\*From amongst employees

The ICC will report periodically to the Team Leader and function as a dedicated body to address grievances related to discrimination, harassment, or misconduct within the organization. Its primary objectives are:

1. To provide a safe and confidential platform for employees to report concerns.
2. To ensure fair and impartial investigation of complaints.
3. To recommend corrective actions in alignment with organisational policies and legal provisions.

Additionally, the committee, in consultation with the management, will formulate a comprehensive policy prohibiting sexual harassment at the workplace.

This order is issued with the approval of the undersigned.

  
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**T. Hanumanth Rao**  
General Manager  
[Signature]  
Head of the Contracting Agency/Administrative Unit